

District Court Clerks Certification Program

The Executive Hotel at City Center - Ft. Smith, Arkansas

Friday, November 20, 2015

8:00 - 8:30 **Registration/Continental Breakfast**

Breakout Sessions Begin at 8:30; Choose One:

Rooms:	Salon A	Salon B	Salon C	Salon D	Salon E
8:30 - 9:30	Driver Control	Small Claims/Civil Basic	New Clerks' Orientation	How to Get Involved with the Association	Beginners' Contexte Jason Smith and Tina Elliott, Administrative Office of the Courts
9:30 - 9:45	Break				
9:45 - 10:45	Driver Control	Small Claims/Civil Advanced	New Clerks' Orientation		Advanced Contexte Tips Jason Smith and Tina Elliott, Administrative Office of the Courts
10:45 - 11:00	Break				
11:00 - Noon	What's Bugging You—Q&A for Large Courts	What's Bugging You—Q&A for Small Courts	What's Bugging You—Q&A for Medium Courts		E-Filing Demo Jason Smith and Tina Elliott, Administrative Office of the Courts

Noon - 1:00 **Lunch**

1:00 - 2:00 **Tips for Personal Security in and Around the Courthouse** - Ballroom
Jason Lawrence, *Garland County Sheriff's Office*

2:00 - 2:15 **Break**

2:15 - 3:30 **Tips for Dealing with Real-World Ethical Issues as a Court Clerk**
Hon. David Saxon, *Fort Smith District Court*