

PROCEDURES FOR OUT OF STATE JUDICIAL EDUCATION REQUESTS

I. SOLICITATION OF APPLICATIONS

In the fall of each year, the Administrative Office of the Courts will mail to all general jurisdiction judges the course schedules from the National Judicial College, the American Institute for Justice, the National Council of Juvenile and Family Court Judges, and the Institute for Court Management. These schedules will be for programs to be offered during the following calendar year. Judges will be asked to review the schedules and submit their applications for particular programs, in writing, before December 1 of that year.

II. PRIORITY OF APPLICATIONS

Requests for funds will be placed in priority order based upon the following criteria:

- (a) Length in office
 - (i) Newly elected judges
 - (ii) Judges in compliance with education standards
 - (iii) Elected judges who have least recently attended an out of state educational program

- (b) Type of program
 - (i) Courses offered by the NJC/AIJ/NCJFCJ/ICM
 - (ii) All other courses or professional programs

III. RESTRICTIONS

As a general rule, a judge may not attend more than one program during any one fiscal year. For the purposes of this policy, back to back courses which are offered in the same community and which, when combined, do not exceed seven (7) days will be counted as one course. If, during the last quarter of any fiscal year, there are still funds remaining which have not been committed and/or appropriated, the Director of the Administrative Office of the Courts may approve funding for an additional course for any judge during the same fiscal year.

A judge will not be eligible for reimbursement for attending the same or similar course which has been previously funded. Non-elected judges who have been appointed to their positions for a temporary term are not eligible to receive funding.

Newly elected judges are strongly encouraged to attend the General Jurisdiction course offered by the National Judicial College before any other courses are attended. Judges who primarily hear cases involving juvenile matters may opt to attend courses offered by the National Council of Juvenile and Family Court Judges.

IV. LEVEL OF REIMBURSEMENT

A. NJC and NCJFCJ Seminars in or outside Reno, Nevada - Funding will be available for full air fare and tuition plus, for meals, lodging, and transportation, \$900 for a one-week seminar, \$1,100 for a two-week or longer seminar.

B. All Other Seminars - Funding will be available for full air fare and tuition plus, for meals, lodging, and transportation, \$900 for a one-week seminar and \$1100 for a two-week seminar.

C. Judicial Council Delegates - A total of \$5,000 will be set aside each year to allow the Judicial Council, by vote of the Board of Directors, to send delegates to appropriate regional or national meetings (such as the ABA, American Judges Association, National Conference of State Trial Judges, etc.).

October, 1997

Amended April, 2001

Amended October, 2004

Amended October, 2005

Amended August, 2007