



## MUNICIPAL JUDGE EDUCATION COMMITTEE

P. O. Box 104480 JEFFERSON  
CITY, MISSOURI 65110

### Fall New Municipal Judge Certification and Orientation

*Friday, October 14, 2022*

**TO:** Lawyer and Non-Lawyer New Municipal Judges  
**FROM:** The Honorable Karen Krauser, Chair  
**SUBJECT:** Fall Lawyer and Non-Lawyer New Municipal Judge Certification and Orientation Registration  
**DATE:** July 25, 2022

The Coordinating Commission for Judicial Education and the Municipal Judge Education Committee present the Fall New Municipal Judge Certification and Orientation on Friday, October 14, 2022. **This training is mandatory for ALL new municipal judges. New non-lawyer judges must attend the certification training prior to the orientation.** Only those municipal judges required to attend the New Municipal Judge Orientation as required in Rule 18.05(d), will be allowed to attend these sessions. Attendees must be newly elected or appointed judges, and those who ceased judicial duties for at least 24 months before once again serving as a municipal judge.

The New Municipal Judge Orientation offers 6.8 CLE credits (including 2.4 for Ethics), in compliance with Supreme Court Rules 15 and 18. The orientation topics include ethics, judicial administration, courtroom procedures, legal knowledge, as well as CLE and judicial resources. Additional educational opportunities to fulfill the ethics or professionalism requirements will be made available through the Municipal Judge Education Committee.

The Coordinating Commission for Judicial Education has provided funding for the cost of these programs. For eligible judges who must drive more than 75 miles from their court to the training site, lodging on Thursday night is provided and dinner will be reimbursed in accordance with state travel guidelines. Upon receipt of a completed registration form, eligible participants will receive confirmations along with lodging instructions.

The orientation information and registration form is located on the Missouri Courts website ([www.courts.mo.gov](http://www.courts.mo.gov)), under Rules & Resources; there is a link to the Municipal Judge Education page. It is also posted on the Court Information Center (CIC) and on the Missouri Municipal and Associate Circuit Judges Association (MMACJA) web page.

### Non-Lawyer Municipal Judge Certification

Done on a one-on-one basis prior to the orientation. To schedule contact Tina Dillon at (573) 522-8227 or [tina.dillon@courts.mo.gov](mailto:tina.dillon@courts.mo.gov)

STAFFED BY OFFICE OF STATE COURTS ADMINISTRATOR (573) 751-4377

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JUDGE THOMAS FINCHAM

JUDGE ANDREA NIEHOFF

JUDGE COTTON WALKER

# New Municipal Judge Certification and Orientation Registration Form

Friday, October 14, 2022

8:50 a.m. – 4 p.m.

Sponsored by the Municipal Judge Education Committee

This one-day in-person orientation is mandatory for all new lawyer and non-lawyer municipal judges who have assumed the bench within the last calendar year.

Name: \_\_\_\_\_  
& Bar # \_\_\_\_\_

Work Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work E-mail Address (iNotes if available): \_\_\_\_\_

Circuit: \_\_\_\_\_ County: \_\_\_\_\_

Name of Municipal Division(s): \_\_\_\_\_

Choose all that apply.

☐ Appointed ☐ Elected ☐ Full/Part Time ☐ Lawyer ☐ Non-Lawyer\*

Sworn in or assumed the bench on \_\_\_\_\_  
Month/Day/Year

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\*Any non-lawyer municipal judge must be certified prior to attending the orientation. This certification will be done on a case by case basis. Please contact Tina Dillon by email at [tina.dillon@courts.mo.gov](mailto:tina.dillon@courts.mo.gov) or by phone (573) 522-8227.

Please save the registration form to your computer. Then open it in Acrobat Reader (or Adobe Acrobat) to complete the form. If you do not have Acrobat Reader, a free edition can be downloaded from the Adobe website. Send the completed form via email by clicking Submit or sending it as an attachment.

Press the SUBMIT button to create an e-mail and send your registration electronically, **OR** press the Print button to print the completed form. The completed form may be scanned and emailed to:

[Tina.Dillon@courts.mo.gov](mailto:Tina.Dillon@courts.mo.gov)