



MUNICIPAL JUDGE EDUCATION COMMITTEE

P. O. Box 104480
JEFFERSON CITY, MISSOURI
65110

MEMORANDUM

TO: Non-Lawyer and Lawyer Municipal Judges

FROM: The Honorable Roy L. Richter, Chair

SUBJECT: Fall 2018 JIS & Show-Me Courts (SMC) Training

DATE: March 19, 2018

The Municipal Judge Education Committee will be offering training on JIS and Show-Me Courts (SMC) technology to Municipal Judges using this software. The training will be held **April 19, 2018**, at the Office of State Courts Administrator in Jefferson City, MO. Worth **4 CLE**. **Seating is limited~ First come first serve.**

***NOTE: This training is optional and will be at your own expense.**

Target audience: This session is intended to introduce and orient judges in municipal divisions using JIS and Show-Me Courts (SMC) to the technology available to assist them in addressing and managing their caseloads and dockets in the digital environment of the statewide court automation system. Topics will include, among others, using eBench, Secure Case.net, court reports, court email, and personal digital devices for court business. Check with your municipal division clerk to determine if your division uses JIS or SMC. If so, you should not miss this session.

A program announcement & registration form are also posted on the Municipal Judge Education Web page and the Missouri Municipal and Associate Circuit Judges Association web page.

***NOTE:** Training is being held Thursday only.

Registration Instructions

Registration:

Please fill out all the requested information on the registration form below. Incomplete forms will cause delays in processing your request. **Please keep a copy of this material for your records.** Return the completed registration form as soon as possible, **but no later than Friday, April 13, 2018,** by FAX (573-522-5013), e-mail @ Christine.wojtasik@courts.mo.gov or by mail to: Christine Wojtasik, Office of State Courts Administrator, 2112 Industrial Dr., P.O. Box 104480, Jefferson City, MO 65110.

***Fall Municipal Judge JIS and Show-Me Courts
(SMC) training
Thursday, April 19, 2018 (only)***

Registration Deadline: Friday, April 13, 2018

Please register me for the following event checked below:

[] Municipal Judges in Divisions using JIS and Show-Me Courts (SMC), **Thursday, April 19th.**

Name: _____

Last	First	Middle Initial
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Circle correct status below:

Appointed or elected?	Full or part-time?	Lawyer or Non-lawyer?
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Sworn in or assumed the bench on _____
Month/Day/Year

Municipalities Served and Circuit Number:_____

Are you taking this Orientation for the first time? Yes or No

Do you have special dietary or ADA needs?_____

Preferred Mailing Address:_____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone: () _____ **Fax:** () _____

E-mail address:

Cancellations:

Should your attendance plans change, please cancel any overnight lodging you have made and contact Christine Wojtasik as soon as possible at PH (573) 522-6072 so program logistics can be adjusted accordingly. Your timely notification assures our best customer service with available funds provided through the Coordinating Commission for Judicial Education.