



New York State  
**Unified Court System**

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OFFICE OF COURT ADMINISTRATION

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**PLEASE DISTRIBUTE TO  
ALL NEWLY ELECTED OR APPOINTED JUSTICES  
TAKING THE BENCH CERTIFICATION COURSE FALL 2017**

The Office of Court Administration is offering the Taking the Bench Certification Course for newly elected or appointed Town and Village Justices. Taking the Bench is comprised of two separate training sessions. The first is a consecutive, six-day training. The second is a one-day follow-up. The first session will be held from **Monday, December 11<sup>th</sup> through Saturday, December 16<sup>th</sup>, 2017**, at the Radisson Hotel Albany 205 Wolf Road, Albany, NY 12205. The second session will be held at a location and date to be determined (the date will be in Spring 2018).

Each newly elected or appointed Town or Village Justice, who is not a member of the New York State Bar, is required by §17.2 of the Rules of the Chief Judge (22 NYCRR 17.2) to attend the first available Certification Course after his/her appointment or election. A non-lawyer Town or Village Justice may not assume the functions of the office until he or she has filed a certificate of completion of the Certification Course with his/her municipality (Uniform Justice Court Act §105). Attorney Justices are strongly encouraged to attend and some CLE credits will be available.

**Justices will receive their certification to assume the bench after successful completion of the “First Session” of Taking the Bench in December.**

**TRAINING DATES**

**Session 1**

December 11<sup>th</sup> – 16<sup>th</sup>, 2017 (Monday-Saturday)  
Radisson Hotel Albany  
205 Wolf Road, Albany, NY 12205

8:00am – 5:00pm

**Session 2**

Spring 2018  
(an exact date and location to be determined)

8:00am – 5:00pm

**TRAINING LOCATION**

**Session 1**

Training will be held the Radisson Hotel Albany 205 Wolf Road, Albany, NY 12205. **PLEASE NOTE: THIS IS A DIFFERENT LOCATION THAN PREVIOUS TAKING THE BENCH SESSIONS.**

Check-in starts thirty (30) minutes prior to the beginning of classes. Classes begin at either 8:00 or 8:30 a.m. each day. On Monday, December 11<sup>th</sup>, classes will begin at 8:30 a.m., thus check-in will begin at 8:00 a.m. Classes will conclude by 5:00 p.m. each day. Justices will be advised of any changes to the schedule, as necessary. A detailed schedule will be provided on the first day of class.

Anyone who requires any accommodations due to a disability, should contact the Office of Justice Court Support at 1-800-232-0630.

### **REGISTRATION**

To register for the Fall 2017 Taking the Bench Certification Program, please go to the following website, **beginning November 8, 2017** (registration will close as of noon on December 8, 2017):

<https://fmpub1.nycourts.gov/fmi/iwp/cgi?-db=TVREGISTRATION&-startsession>

The “account name” is ‘**court**’ and the “password” is ‘**court**’.

### **TRAINING MATERIALS**

Printed materials will be distributed at the time of training. Many of these materials can be accessed on the Town and Village Courts website (available at <http://www.nycourts.gov/courts/townandvillage/>). Judges can reach out to the Office of Justice Court Support at 1-800-232-0630 to obtain a username and password if they would like to review these materials prior to training.

### **ACCOMMODATIONS**

A courtesy hotel room block will be held at the Radisson Hotel Albany. The room block code is NYS Unified Court System Block. Please note that the hotel expense must be paid by judge and/or municipality. Each judge is responsible for making their own lodging accommodations. The state rate for Albany is \$115.00.

### **COST AND EXPENSE REIMBURSEMENT**

No fee is charged to attend the Taking the Bench Certification Course. Those attending must provide their own transportation, accommodations, and meals. The General Municipal Law provides that all actual and necessary expenses of travel, meals, and lodging incurred for attendance at a conference are a municipal charge. Justices must comply with the provisions of General Municipal Law §77(b) to obtain reimbursement.

In addition, all towns and villages are required by law to pay the expenses of a Justice or Justice-elect who is required to attend a training program (Uniform Justice Court Act §105 and Town Law §31).

**REMINDER: JUSTICES MUST MAKE THEIR OWN HOTEL AND TRAVEL ARRANGEMENTS**