

Tribal Courts



Advanced Clerk / Administrator Training

About this Event:

This program provides all court personnel with information on Understanding the Judiciary, Customer Service and Professional Responsibilities, Case and Records Management, Calendaring and Dockets, Juvenile, Civil and Criminal Procedures, Fiscal Management/Approaches to Budgeting, Effective Communication skills and Development of clerk manual. This training includes a 1/2 day for attendees to complete certification testing. Visit www.law.und.edu/tji/events.php to register.

Lodging:

Sheraton Bloomington Hotel
7800 Normandale Boulevard
Minneapolis, MN 55439

For room reservations, call (952) 835-7800. A room block is under Group Code: Tribal Judicial Institute at a rate of \$119 per night. Rooms must be booked by Thursday, July 16, 2009. You can also book online at:

<http://www.starwoodmeeting.com/Book/tribaljudicial>.

Please feel free to use your BJA training dollars in your grants to attend this training. In addition, please encourage others within your tribal organizations and communities to attend this training as this is an event being held with sponsorship of the Department of Justice. If you have further questions, please feel free to contact Melissa Aaker at the number or email listed below:



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