



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • P.O. Box 30048 • Lansing, MI 48909  
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## **SEMINAR ANNOUNCEMENT**

**January 3, 2019**

### ***Court Support Staff Certification Training***

**February 20-21, 2019**  
**Michigan Hall of Justice**  
**Lansing, Michigan**

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#### ***DESCRIPTION***

The Michigan Judicial Institute (MJJ) is pleased to announce training for court support staff certification. This is a voluntary certification process for court and county clerk support staff developed in collaboration with representatives from various court administrator associations and county clerks throughout our state.

The purpose of court support staff certification is to assure that front-line clerks, deputy clerks, clerks/typists, receptionists, and other support staff have the knowledge and specialized skills necessary to perform their jobs with a high degree of competence.

There are four core modules. Each is approximately two hours in length.

- Purpose and Responsibilities of Courts
- Professionalism and Ethics
- Records, Policy, and Procedures
- Customer Service

Full participation in, and completion of, the core modules will result in a *Certificate of Completion* from MJJ.

**PLEASE NOTE:** In addition to this training, MJJ will hold a regional training in Detroit in April. Notice of that training will be sent at a later date.

#### ***LOGISTICS***

On-site registration will take place from 1:00-1:25 p.m. on Wednesday, February 20, 2019. The seminar will commence at 1:30 p.m. and continue until 4:00 p.m. On Thursday, February 21, 2019, the seminar will commence at 9:00 a.m. and continue until 4:00 p.m.

***ONLINE REGISTRATION REQUIRED***

MJI uses online registration. Please use the following link to register:  
<https://courts.michigan.gov/MjiOnline>. Use the invitation code: **CDB964**. The registration deadline for this seminar is **Friday, January 25, 2019**.

***LODGING***

Double-occupancy lodging is available and assigned by MJI at the **Crowne Plaza Lansing West Hotel** for the evening of February 20, 2019. To qualify for lodging, your court must be located more than 65 miles from the Michigan Hall of Justice.

If a single room is requested, the participant is responsible for the additional lodging room cost (approximately \$43.00 per night, **plus applicable taxes**). Please make the appropriate lodging request when you e-register.

Facility space constraints do not allow MJI to make any arrangements for lodging of spouses, family, or friends of seminar participants.

***REFRESHMENTS AND LUNCH***

MJI does not provide breakfast or snacks. Participants will be provided refreshments both days of the seminar and lunch on Thursday, February 21, 2019. If you have special dietary restrictions due to a disability, please let MJI know. We will attempt to accommodate your needs.

***ADDITIONAL EXPENSES***

All other meals and incidental expenditures, including mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental funding unit.

***PERSONS WITH DISABILITIES***

Facilities used by MJI accommodate persons with disabilities. If you require special accommodations due to a disability, please indicate your needs when you e-register.

***CONFIRMATION***

Registrants will be e-mailed a confirmation detailing specific on-site registration information.

***QUESTIONS***

If you have any questions or would like further information concerning the training, please contact Peter Stathakis at 517-373-7607 or [stathakisp@courts.mi.gov](mailto:stathakisp@courts.mi.gov). Any questions regarding the registration process may be directed to Anne DeMarco at 517-373-7349 or [demarcoa@courts.mi.gov](mailto:demarcoa@courts.mi.gov).

**REGISTRATION DEADLINE: FRIDAY, JANUARY 25, 2019**