



## Idaho State Judiciary E-News

*As the Third Branch of Government, we provide access to justice through the timely, fair, and impartial resolution of cases.*



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### Links of Interest

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### [Summary of 2014 Selected Legislation of Interest to the Judiciary available online](#)

The *Summary of 2014 Selected Legislation of Interest to the Judiciary* is available online, with hyperlinks included for all bills referenced. [Click here](#) for the Summary. [Click here](#) to access Legislative News for the 2014 session



### [Justice Trout inducted into UI Alumni Association Hall of Fame](#)



Former Idaho Supreme Court Chief Justice Linda Cople Trout, the first female justice on the Idaho Supreme Court, was inducted into the Alumni Association Hall of Fame. She will be recognized during spring commencement in Moscow at a reception, May 15, and at an induction luncheon, May 16. [Click here](#) for full article.

### [Human Resources News](#)

#### **ATTENTION – JUDGES WITH DIRECT DEPOSIT**

If you have direct deposit, your April salary affidavit is due to the HR Office no later than **Noon on Monday, April 21<sup>st</sup>**. These can be faxed to the HR Office at 947-7463 or email to [hr@idcourts.net](mailto:hr@idcourts.net).

#### **PERSONNEL POLICY MANUAL**

Human Resources has made revisions to the Personnel Policy Manual based on your feedback. Please note that the policies pertaining to justices and judges will be circulated later this month in the separate Judicial Policy Manual. To review the latest version of the Personnel Policy Manual, please [CLICK HERE](#). We value your input so please e-mail your comments to [hr@idcourts.net](mailto:hr@idcourts.net). Thank you!

#### **EMPLOYEE SELF-SERVICE (ESS) TIMESHEET TIMELINE**

**NOTE: ESS is only for active judges and employees – this system is not for use by Senior Judges.**

In order for the new time and attendance software to run correctly, please use **Internet Explorer** as your web browser, as this is the only browser that is currently supported. The following [timeline](#) needs to be followed for submitting timesheets through ESS:

- > **JUDGES:** For judges who use accrued leave during a month, a timesheet needs to be completed in ESS by the 10<sup>th</sup> of the following month.
- > **EMPLOYEES:** Timesheets must be submitted for approval by the 5<sup>th</sup> of the following month for the previous month. The Supervisor/Manager must approve timesheets by the 10<sup>th</sup> of the following month.

HR will accrue the plans after the 10<sup>th</sup> of the month. Please keep in mind, that in order to maintain accurate leave balances and to keep them as current as possible, timesheets must be submitted following the above schedule. If you submit a timesheet late, you will need to email HR at [hr@idcourts.net](mailto:hr@idcourts.net) to notify us to re-accrue your leave plans.

## Summary of ISC|COA Published Opinions

[March 27 - April 3, 2014](#)

## Training & Education Corner

[Click here](#) for the Judicial Education website, including all upcoming & archived trainings for Judges, Clerks, and Court Reporters! [Click here](#) for Judicial Conferences or webinars.

## HR / Finance Links of Interest

[HR Recruitment Report](#) 04-11-14

Health Matters: [Wellness News](#)

Resources:

[Employee Self-Service \(ESS\)](#) <— **NEW**

[Employee Handbook](#)

[Salary Affidavits & Travel Vouchers](#)

[We're Here to Serve You!](#)

[Phones Directory: Administrative Office of the Courts](#)

## Court Committees: Agendas and Minutes

[Administrative Conference agenda: April 17-18](#)

## Judicial & Administrative Calendar

[Calendar](#) as of April 11, 2014

**NOTE:** Due to security concerns, locations are not posted on the [Website calendar](#).

## Your Corner . . .

**Note:** "Your Corner" pages are intended as an *archive* of articles of interest to a particular group. Once a story has been included in the E-News, it will then be "parked" in a group's page, as appropriate.

[Judges](#) (last updated 08-30-13)

[Elected/Deputy Clerks](#) (Newly updated 03-14-14)

[Court Reporters](#) (updated 12-20-13)

## Need Technical Assistance?

For the online form:

[www.isc.idaho.gov/helpdesk](http://www.isc.idaho.gov/helpdesk)

Or to send an Email:

[helpdesk@idcourts.net](mailto:helpdesk@idcourts.net)

Or Call:

208-334-3868



## Human Resources News continued . . .

### **THRIVEIDAHO**

Good news! The [thriveidaho](#) *Know Your Numbers* and *Benefits 101* tutorials are all now available and ready to view on the Blue Cross of Idaho website! To access the tutorials:

- > Log in to your Blue Cross of Idaho [member portal](#)
- > Select 'thriveidaho' from the left hand menu
- > Select 'Tutorials'
- > Select the title of the tutorial you wish to view. Don't forget to take the easy, 3-question knowledge check at the end of each tutorial!



### **LUNCHTIME WALKS MAY SAVE YOUR LIFE**

Get out and get moving! [CLICK HERE](#) for more information.

## Judicial Education News

### **Magistrate Judges - REGISTER TODAY!!**

**\*\*\* Magistrate Judges Conference: May 5 - 7, 2014 \*\*\***

The 2014 Magistrate Judge's Conference will be held in Boise at The Riverside Hotel on Monday May 5 through Wednesday May 7, 2014.

The conference will adjourn at 2:00 pm on Wednesday.

>> [Click here](#) for a **REVISED** draft agenda for the conference.

>> To register, [click here](#).

**The Economics Institute is the JEP's flagship program** and has been running continuously since 1976. In addition to the *Economics Institute*, the LEC offers symposia on issues that are timely and relevant to the judiciary and, for those judges who have attended the *Economics Institute*, the LEC offers advanced courses on a variety of topics. To date, almost 4,000 sitting federal and state court judges representing all 50 states have attended a LEC judicial education program. In just the last academic year, 483 judges participated. A handful of spaces are still available in each of our 2014 offerings of the *Economics Institute for Judges*. The 2014 program dates are as follows:

[Sunday, May 4 - Friday, May 9, 2014](#)

[Sunday, September 7 - Friday, September 12, 2014](#)

[Sunday, October 12 - Friday, October 17, 2014](#)

[Click here](#) for registration and program information.

Questions? E-mail [kczarnec@gmu.edu](mailto:kczarnec@gmu.edu) or phone 703.993.8388.

## Problem-Solving Court Graduations & News

Kootenai County Felony Drug Court  
April 14 @ 3:00 p.m.  
Kootenai County Courthouse, Rm. 12  
Coeur d'Alene

Ada County Veterans Treatment Court  
April 15 @ 5:30 p.m.  
Ada County Courthouse  
Commissioners' Hearing Rm, 1st Fl.  
Boise

Nez Perce County Felony Drug Court  
April 17 @ 5:00 p.m.  
Nez Perce County Courthouse  
Lewiston

Lemhi County Felony Drug Court  
April 21 @ 4:00 p. m.  
Lemhi County Courthouse  
Salmon

Clearwater County Mental Health  
Court  
April 22 @ 3:00 p.m.  
Clearwater County Courthouse, Rm. 1  
Orofino

Twin Falls (5th District - Mini-Cassia  
Jerome Gooding Lincoln Camas  
Counties) Felony Drug Court  
April 23 @ 6:30 p.m.  
College off Southern Idaho  
Fine Arts Bldg., Small Theater  
Twin Falls

Bannock County DUI Court  
April 24 @ 5:30 p.m.  
Bannock County Courthouse, Rm. 310  
Pocatello



## Interview: Nez Perce County Mentor Adult Drug Court

[Click here to check out the interview](#)  
about the Nez Perce County Adult Drug Court,  
recently recognized as a national mentor court.

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*To have graduations included in the  
Court E-News, email the information  
to Craig at [cbarnes@idcourts.net](mailto:cbarnes@idcourts.net).*

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