

2013 Idaho Institute for Court Management Registration Form

Pre-Institute Workshops: **October 28, 2013**

IICM: **October 29-31, 2013**

NAME (PRINT): _____ TITLE & COUNTY: _____

ADDRESS: _____ PHONE / FAX: _____

EMAIL ADDRESS: _____

Please indicate which session(s) you are registering for:

Registration includes breakfasts, lunches, and training materials. Please return registration form by October 2, 2013.
Registration fees may follow at a later date.

Monday, October 28 Pre-Institute Workshops: **\$20** (Supervisor/Manager, Court Assistance Officer, Jury Commissioner)

IICM Standard Registration (Tuesday – Thursday): **\$70**

IICM Daily Registration:

- Tuesday **\$35**
- Wednesday **\$35**
- Thursday morning **\$15**

AMOUNT ENCLOSED: \$ _____ **Make checks payable to the Idaho Supreme Court.**

NOTE: Hotel reservations will be coordinated through the elected Clerks of the District Court. A final reservation list will be e-mailed to Clerks of the District Court prior to the Institute, and a copy will be forwarded to Trial Court Administrators.

For preliminary planning purposes only, please indicate the *breakout sessions* you would like to attend by checking the box ✓:

Monday, October 28th - Pre-Institute Workshops

9:00 – 4:00 Court Assistance Officer Workshop *
 Supervisor/Manager Workshop

Jury Commissioner Workshop

* This training is designed specifically for full-time Court Assistance Officers (CAO) and deputy clerks designated as the limited service CAO. Additional participants will be permitted to attend if space is available.

Tuesday, October 29th

1:00 – 2:30 Technology Demo – Criminal Case Processing in new System Access to Court Records
 Civil Protection Orders and Domestic Violence Microsoft Outlook Training

2:45 – 4:15 Technology Demo – Electronic Record, E-Filing, Judges' Workbench Expungements/Amended Charges/Withheld Judgments
 Guardianship/Conservatorship: Case Processing/ Monitoring Child Protection – Permanency Reports/Data Entry

Wednesday, October 30th

1:00 – 2:30 Technology Demo – Electronic Record, E-Filing, Judges' Workbench Criminal Case Processing in the District Court
 Firearm Restriction Relief Appeals to the Idaho Supreme Court A to Z

2:45 – 4:15 Technology Demo in the New Case Mgmt. System Idaho Transportation Department
 Court Records Management Communicating Effectively

Thursday, October 31st

10:45 – 12:15 Criminal Case Processing in the District Court Court Records Management
 Understanding Behavior Styles and Their Impacts Problem-Solving Court Cases: ISTARs Data Entry

Please return this form by October 2, 2013 to:

Kim Woods, Administrative Assistant, kwoods@idcourts.net, Idaho Supreme Court, P.O. Box 83720, Boise, ID 83720-0101
Via fax: (208) 947-7416 or call (208) 947-7417 for more information

County: _____

Form submitted by: _____
(Elected Clerk of the District Court)

HOTEL RESERVATION FORM – BY COUNTY

The Riverside Hotel ♦ 2900 Chinden Boulevard, Boise Single/Double Rooms \$77/\$92

A block of rooms has been reserved at The Riverside Hotel all for Institute participants.

ALL room reservations will be made by the Idaho Supreme Court using the information the Elected Clerk of the District Court provides on this form. Please do not call and make your own hotel reservations as this will result in duplicate reservations being made.

The Idaho Supreme Court will be paying the cost of two single occupancy rooms, for 3 nights, **per county**. If a county does not utilize both rooms that are paid for by the Supreme Court, the Elected Clerk of the District Court and/or Trial Court Administrator in each district is authorized to coordinate any changes in order to utilize the room allotments within the district.

Please provide us with the information requested below. Room confirmations will be e-mailed to Elected Clerks of the District Court prior to the Institute.

Rooms to be paid for by the Supreme Court (2 rooms allowed). The court will cover the cost of two single occupancy rooms. If double occupancy is requested (2 beds), the additional \$15 fee will be the county's responsibility.

<u>Name(s)</u>	<u>Email address</u>	<u>Phone</u>		<u>Amount enclosed</u>
1. _____			Single	\$ Pd by Sup. Ct.
Room-mate _____			Double	\$15/night \$ _____
Checking In _____	Checking Out _____			
2. _____			Single	\$ Pd by Sup. Ct.
Room-mate _____			Double	\$15/night \$ _____
Checking In _____	Checking Out _____			

Rooms to be paid by county – attach additional sheets if necessary (payment attached)

<u>Name(s)</u>	<u>Email address</u>	<u>Phone</u>		<u>Amount enclosed</u>
1. _____			Single	\$77/night \$ _____
Room-mate _____			Double	\$92/night \$ _____
Checking In _____	Checking Out _____			
2. _____			Single	\$77/night \$ _____
Room-mate _____			Double	\$92/night \$ _____
Checking In _____	Checking Out _____			
3. _____			Single	\$77/night \$ _____
Room-mate _____			Double	\$92/night \$ _____
Checking In _____	Checking Out _____			

(Attach additional sheets if necessary)

Total Amount Enclosed: \$ _____

Please return this form by October 2, 2013 to:

Kim Woods, Administrative Assistant, kwoods@idcourts.net, Idaho Supreme Court, P.O. Box 83720, Boise, ID 83720-0101
Via fax: (208) 947-7416 or call (208) 947-7417 for more information.