

2014 Idaho Institute for Court Management Registration Form

Pre-Institute Workshops: October 20, 2014
IICM: October 21-23, 2014

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 September 22, 2014. Registration fees may follow at a later date.

Monday, October 20 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 ✓:

<u>Monday, October 20th - Pre-Institute Workshops</u>	
9:00 – 4:00 <input type="checkbox"/> Court Assistance Officer Workshop * <input type="checkbox"/> Supervisor/Manager Workshop	<input type="checkbox"/> 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.
<u>Tuesday, October 21st</u>	
1:00 – 2:30 <input type="checkbox"/> Update – Appeals to the Supreme Court <input type="checkbox"/> Safety Awareness On and Off the Job	<input type="checkbox"/> Working in the Electronic Universe: Getting Ready for Change <input type="checkbox"/> What Do I Do? Handling Workplace Challenges
2:45 – 4:15 <input type="checkbox"/> Transition to Odyssey – Pilot Court Update <input type="checkbox"/> What Do I Do? Handling Workplace Challenges	<input type="checkbox"/> Providing Court Services for Customers with Mental Health Difficulties <input type="checkbox"/> Legal Advice vs Legal Information
<u>Wednesday, October 22nd</u>	
1:00 – 2:30 <input type="checkbox"/> Legal Advice vs Legal Information <input type="checkbox"/> Effective Resource Management	<input type="checkbox"/> Transition to Odyssey – Pilot Court Update <input type="checkbox"/> Idaho Department of Transportation
2:45 – 4:15 <input type="checkbox"/> Child Protection Update <input type="checkbox"/> Effective Presentations	<input type="checkbox"/> Guardianship & Conservatorship
<u>Thursday, October 23rd</u>	
Thursday's sessions are all plenary sessions	

Please return this form by September 22, 2014 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 (for those who must travel more than 65 miles one way)**. 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: \$ _____

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