



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
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PROGRAM ANNOUNCEMENT

December 16, 2009

Experienced Chief Judge & Court Manager Seminar March 2-4, 2010

Hall of Justice Conference Center
Lansing, Michigan

INTRODUCTION

The Michigan Judicial Institute (MJJI) is pleased to offer a three-day seminar for experienced chief judges and court managers. The seminar is designed to develop or enhance the critical administrative skills of the court management team.

PROGRAM DESCRIPTION

This three-day seminar offers the court management team, comprised of the chief judge and court administrator, with an opportunity to focus on topics essential to effective court management.

On the first day, participants will consider the requirements for effective leadership in the court system and, using a Court Culture Assessment Instrument, obtain a picture of his/her court's culture and its areas of strength. Teams will use this information to develop a court management plan of action. The first day will conclude with a reception from 5:30-7:00 pm.

On the second day, participants will assess their skills as an effective listener and identify behaviors that allow a listener to remain focused and effectively capture the message. Participants will learn how to use their listening strengths and address their weaknesses to improve their skills to respond to concerns or complaints; negotiate agreement; and manage teams. In the afternoon, participants will review effective budgeting and fiscal management practices, with a look at the budgeting issues currently facing Michigan courts.

Program Announcement

Page 2

On the third day, participants will receive information on key human resource management principles and discuss issues related to working with collective bargaining units and the county personnel office, as well as compliance with current employment law requirements. In addition, participants will have an opportunity to attend two of the four offerings on the following current hot court management topics:

- trial court performance measures;
- model collection practices and reporting tools;
- court programs and systems for serving the self-represented;
- understanding and using your court case management system.

FACULTY

The seminar speakers will include:

- **Ms. Elizabeth Barber**, Trial Court Collections Project Manager, SCAO
- **The Honorable Kevin Burke**, Hennepin County District Court
- **Mr. James Covault**, Region IV Administrator, SCAO
- **Mr. Theodore H. Curry, III**, Associate Provost and Associate Vice President of Academic Human Resources, Office of the Provost, Michigan State University
- **Mr. Michael Dillon**, Court Administrator, 55th District Court
- **Ms. Deborah Green**, Region I Administrator, SCAO
- **Mr. James Hughes**, Region II Administrator, SCAO
- **Ms. Laura Hutzel**, Statistical Research Manager, SCAO
- **Mr. James Inloes**, Court Management Consultant
- **Mr. Bruce Kilmer**, Region III Administrator, SCAO
- **Mr. Richard Woods**, Trial Court Services Deputy Director, SCAO

ELIGIBLE PARTICIPANTS

This seminar is designed for experienced court management teams. Much of the content will be useful to both chief judges and court managers. Therefore, teams comprised of the chief judge and the court manager with significant leadership responsibility, are strongly encouraged to attend this program. In addition, team applications will be given first priority. *Please note: due to the format of this seminar, enrollment is limited to 22 teams (44 participants).

GENERAL SEMINAR SCHEDULE

Day 1	8:45 a.m. – 9:00 a.m.	Seminar Registration
	9:00 a.m. – 12:00 p.m.	Responsibilities and Authority of the Chief Judge under MCR 8.110
	12:00 p.m. – 12:45 p.m.	Group Luncheon
	12:45 p.m. – 5:00 p.m.	Effective Court Leadership
	5:30 p.m. – 7:00 p.m.	Reception
Day 2	9:00 a.m. – 12:00 p.m.	Trial Court Organizations
	12:00 p.m. – 12:45 p.m.	Group Luncheon
	12:45 p.m. – 5:00 p.m.	Effective Fiscal Management and Administration

Program Announcement

Page 3

Day 3	9:00 a.m. – 12:00 p.m.	Human Resources Management
	12:45 p.m. – 3:45 p.m.	Simultaneous Sessions: <ul style="list-style-type: none">➤ Trial Court Performance MeasuresOR➤ Model Collections Practices and Reporting Program ToolsAND➤ Court Programs and Systems for Serving the Self-RepresentedOR➤ Understanding and Using your Case Management System
	3:45 p.m.	Seminar Adjourns

LODGING & MEALS

All participants, whose courts are more than 65 miles from the Hall of Justice, may receive double-occupancy lodging the evenings of March 1, 2, & 3 at the Lexington Hotel (formerly the Lansing Sheraton Hotel). All rooms are double-occupancy and will be assigned roommates by MJI. If you wish for a single-occupancy room, you will be required to pay approximately \$40, plus tax, per night at the time of checkout. Please make the appropriate lodging request when registering for the seminar.

All seminar participants will receive complimentary group luncheons and refreshment breaks during the course of the seminar. Additionally, there will be a reception on the first evening of the seminar, with hot and cold hors d'oeuvres. All other incidental expenditures, including dinners, mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental unit.

Facility space constraints will not allow MJI to make any arrangements to accommodate spouses, family, or friends of the seminar participants for lodging, meals or the seminar itself.

MJI programs are offered at facilities that accommodate persons with disabilities. If you require special accommodations during the program, please indicate your specific needs when completing the online registration process.

SEMINAR REGISTRATION

MJI is pleased to offer online registration for this seminar. If you plan to attend, please use the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **131ACC**.

The seminar registration deadline is 5:00 p.m., **Friday, February 12, 2010**. Each team member must complete their own seminar registration. Individuals interested in attending this seminar may apply, but team applications will be given first priority. Registration is limited to 44 participants, and is on a first-come, first-served basis.

Applicants selected to attend the seminar will be notified by email following the registration deadline. Specific on-site registration information and a link to the Court Culture Survey will be included with the acceptance notification mailing. *Every applicant accepted for this program must complete the survey prior to the seminar.*

After reading this announcement, if you have any questions concerning this seminar or registration process, please call Susan Artman at 517-373-7229.