# The Michigan Judicial Institute Online Resources Desk Reference

Rev. 4/09

# Main Page

One Court of Justice

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Use the **Site Search** engine to link to specific topics or items of interest.

**This website now requires the use of Adobe Reader 7.0 to access some links.** >>Please download your free copy.

Photo credit: Justin Maconochie Photography.

**The primary functions of MJI are to:**

- Develop and conduct live educational seminars for judicial branch employees using recognized subject-matter experts as faculty;
- Develop and conduct educational seminars using distance learning methods, such as webcasting and web-based training;
- Research, write, and update legal reference publications; and
- Operate the Michigan Supreme Court Learning Center, housed in the Michigan Hall of Justice and designed to introduce children and adults to Michigan's judicial system.

**Primary services include** providing a comprehensive continuing education program for judicial branch employees; assisting judicial associations and external organizations to plan and conduct training events; providing complete and up-to-date legal reference materials for judges, quasi-judicial hearing officers, and others; maintaining a reference library for use by judicial branch employees; and conducting tours of and other public outreach activities for the Michigan Supreme Court Learning Center.

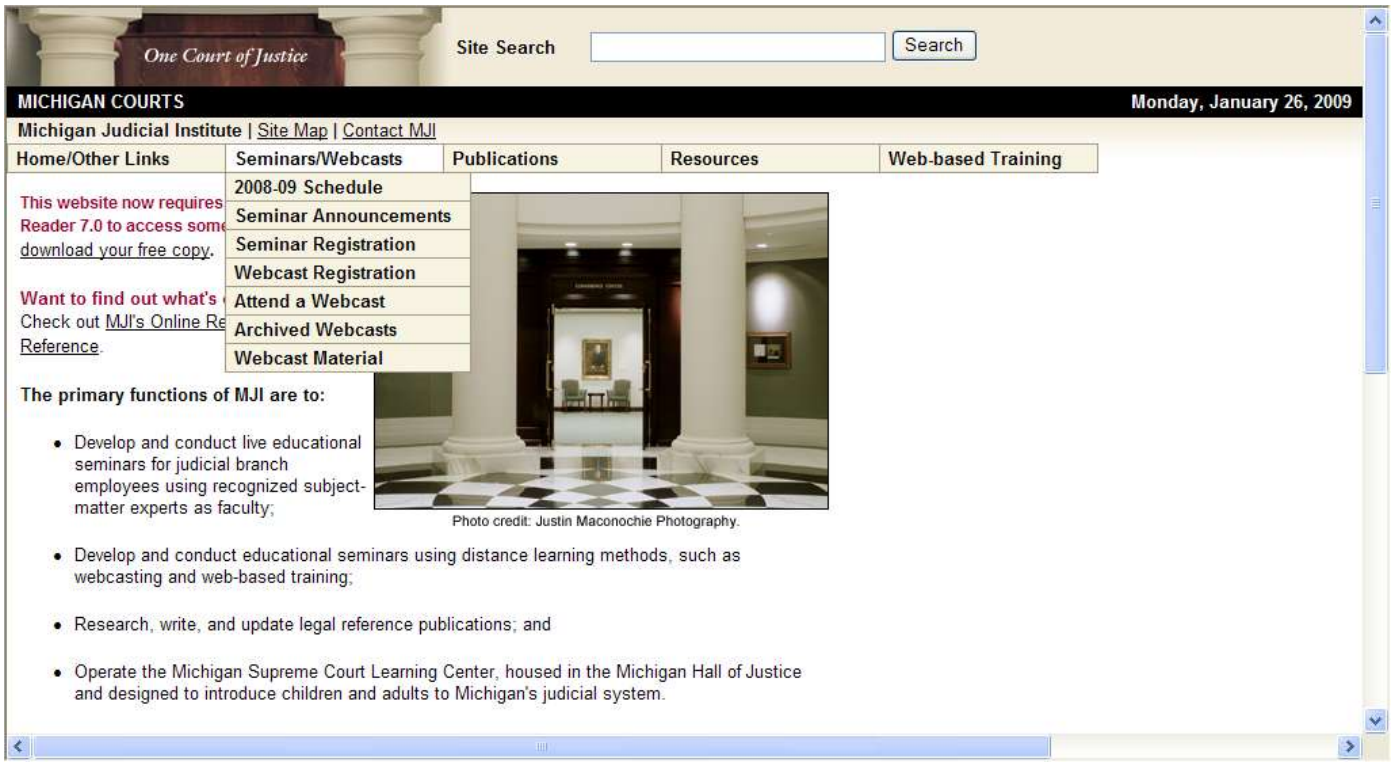
The **Michigan Judicial Institute (MJI)** was developed by the Michigan Supreme Court in 1977 to provide judges and court personnel with an opportunity to develop and enhance their professional skills. MJI is a training division of the State Court Administrative Office of the Michigan Supreme Court.

**Specific Services and Resources**

- Seminars
- Webcasts
- Web-based Training
- Publications
- Resource Library
- Learning Center

Short cut links can be found at the bottom of the Main Page.

# Seminars/Webcasts Menu




From this menu, users may access the MJI seminar schedule of training programs for the current year, view upcoming seminar announcements, register for upcoming seminars and webcasts, attend a live or archived webcast, and access materials associated with each webcast.

# Chronological Seminar Schedule

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MICHIGAN JUDICIAL INSTITUTE

**2008-09 Chronological Schedule** PRINTER VERSION

**This schedule is tentative and subject to change.**
***All programs will be held at the Michigan Hall of Justice unless otherwise indicated.***
*** denotes that seminars are live and webcasts in part or in whole.**

Oct 08 | Nov 08 | Dec 08 | Jan 09 | Feb 09 | Mar 09 | Apr 09
May 09 | Jun 09 | Jul 09 | Aug 09 | Sep 09

**OCTOBER 2008**

| | |
|---|---|
| 1 | Optimizing Your Public Service Skills through Cultural Sensitivity and Diversity Awareness |
| 14 | Evidence-Based Practices Seminar, *Novi* |
| 15 | Evidence-Based Practices Seminar, *Lansing* |
| 16 | SCAO Assembly |
| 22 | Optimizing Your Public Service Skills through Cultural Sensitivity and Diversity Awareness, *Dearborn* |
| 23 | Optimizing Your Public Service Skills through Cultural Sensitivity and Diversity Awareness, *Farmington Hills* |

**NOVEMBER 2008**

| | |
|---|---|
| 5–6 | Family Division Referees Seminar |
| 6 | Optimizing Your Public Service Skills through Cultural Sensitivity and Diversity Awareness, *St Joseph* |
| 14 | Pre-Bench Orientation Seminar* |
| 19–20 | Trial Court Supervisors Leadership Seminar |

**DECEMBER 2008**

| | |
|---|---|
| 3–4 | Experienced District Court Probation Officers Seminar* |
| 9–10 | Chief Judges and Court Administrators Seminar |

**JANUARY 2009**

| | |
|---|---|
| 6–9 | New Judges Seminar, *Lansing* |
| 12–16 | Domestic Relations Mediators Training |

**FEBRUARY 2009**

| | |
|---|---|
| 9 | NDCI Train-the-Trainer |
| 10–11 | Michigan Association of Drug Court Professionals (MADCP) Annual Conference, *Lansing* |
| 12 | Evidence-Based Practices: Application to Risk Assessment and Sanction Decisions in Family Division Matters, *Saginaw* |

**MARCH 2009**

| | |
|---|---|
| 11–12 | Advanced New Judges Seminar, *Lansing* |
| 18 | Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness, *Grand Rapids* |
| 19 | Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness, *Holland* |
| 18–19 | New Magistrates Seminar |
| TBD | Learning Center New Volunteer Orientation |
| 25 | Best Practices for Serving the Self-Represented* |

**APRIL 2009**

| | |
|---|---|
| 2 | Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness, *Clinton Township* |
| 14–16 | Court Administration Orientation Seminar |
| 16 | Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness, *Ann Arbor* |
| 21 | Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness, *Roscommon* |
| 28–30 | Judicial Symposium |
| 29–5/1 | Basic Interviewing, Counseling, and Communication Techniques Seminar, *Higgins Lake* |

**MAY 2009**

| | |
|---|---|
| 1 | Law Day activities, *Hall of Justice Learning Center* |
| 12–15 | Michigan Court Managers Conference, *Holland* |
| 20–22 | Michigan Association of District Court Probation Officers (MADCPO), *Bellaire* |
| TBD | Civil Procedure Seminar for Court Staff* |

The online seminar schedule contains the most up-to-date list of past and upcoming seminars for the current fiscal year.

Seminar titles with an asterisk are simultaneously webcast.

# Seminar Announcements

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## Seminar Announcements

**(In PDF. Registration forms included.)**

Best Practices for Serving the Self-Represented, (March 25, 2009)

Optimizing Your Public Service Skills Through Cultural Sensitivity and Diversity Awareness, March–April, 2009

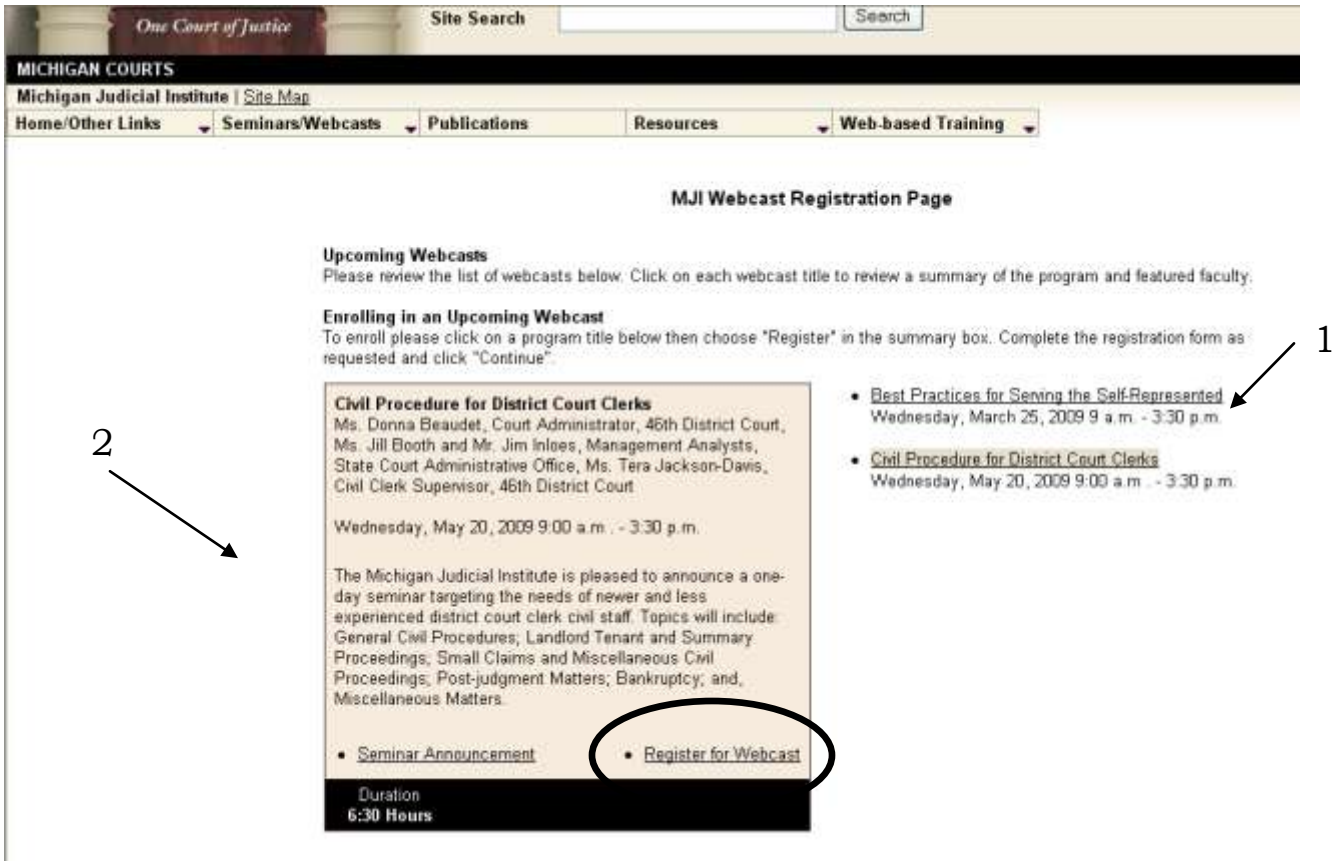
Judicial Symposium, April 28-30, 2009

Basic Interviewing, Counseling, and Communication Techniques Seminar, April 29 – May 1, 2009

Civil Procedure for District Court Clerks, May 20, 2009

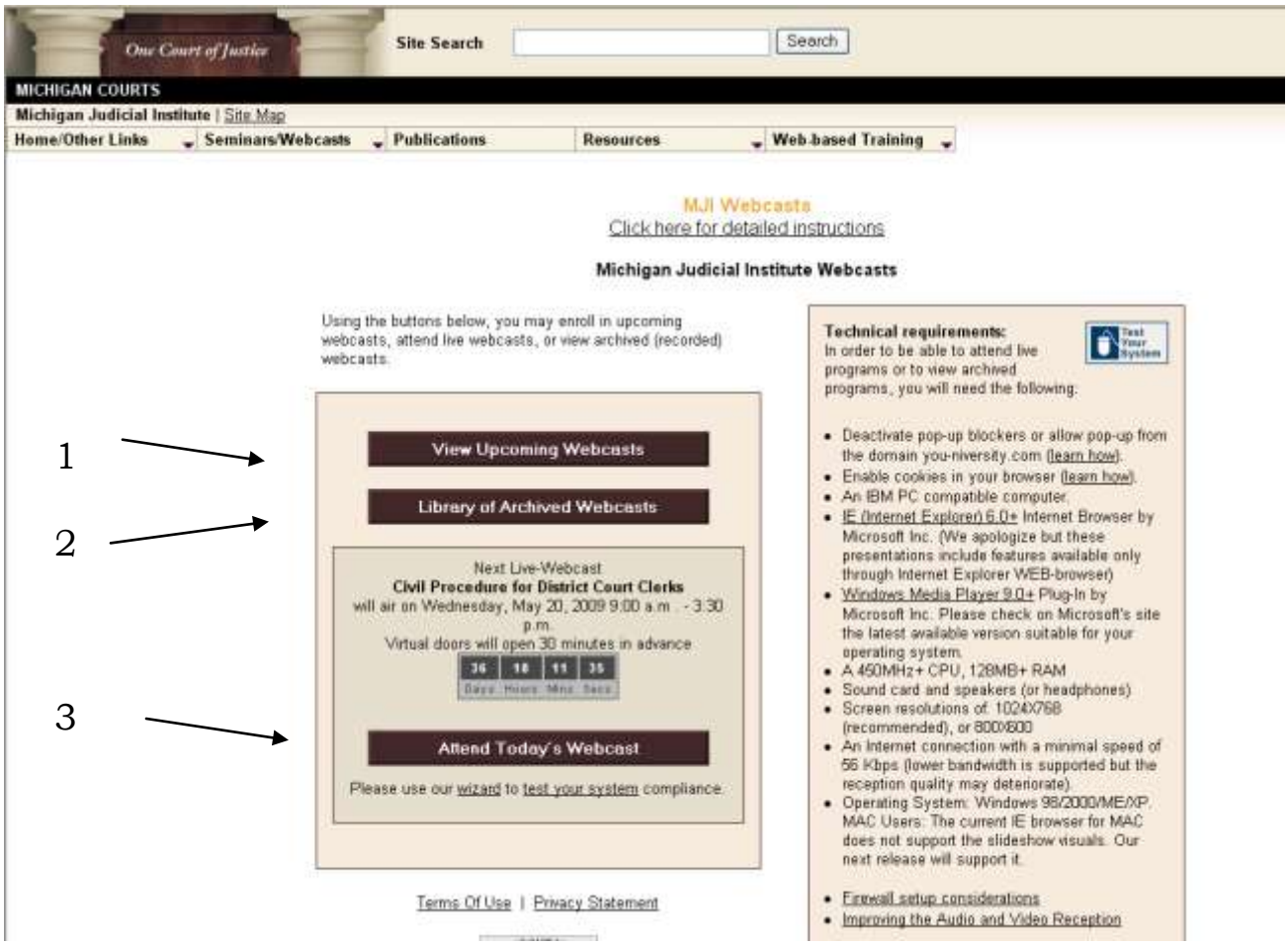
Click on a seminar title to view the seminar announcement and/or registration page.

# Webcast Registration




You may register for all webcast training seminars via the online process. Simply click on the title of the seminar (1) from the list on the right to reveal more information in the box on the left (2). In our example, the user clicked on "WEBCAST: Child Welfare Services." To access the registration form, click the "Register" button at the lower right of the description box.

# Attend a Webcast




From the "Attend a Webcast" page, you may:

1. View a list of upcoming webcasts. (See page 6 for an example.)
2. View the MJI library of archived webcasts. (See page 8 for an example.)
3. Attend a webcast that is scheduled for the day. As you can see from our example, the next webcast is over 36 days away, therefore a webcast is not currently in progress. On the day of a live webcast, participants may click on "Attend today's webcast" and log in up to 30 minutes prior to the start of the webcast.

# Library of Archived Webcasts

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MICHIGAN COURTS | Thursday, April 16, 2009

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## Welcome To MJI Online-Courses Library

**Viewing courses**
To view an archived course, please click on the course title.
Note: if you not have done so before, **please check that your system meets the technical requirements** and then use our wizard to test your system compliance. If you encounter any problem, please e-mail our Help Desk, or call our toll-free support line 1-877-867-7300.

If you wish to view a listing of those programs pertinent to the court in which you work, please click on the court category below:

Miscellaneous | Court Rules | Circuit | Family | FOC | District/Municipal | Probate

To view a list of programs pertinent to your court type, click on the appropriate category.

### Miscellaneous

An Introduction to Webcasting (15 Min)

Investing for Your Retirement: A Review of Recent Changes to the State Sponsored Retirement Plans (1 Hrs. 50 Min)

Click here to access presentation materials

**Emergency Management Training for Judges and Court Administrators**

- Emergency Management Training for Judges and Court Administrators - Part 1 (1 Hrs 25 Min)
- Emergency Management Training for Judges and Court Administrators - Part 2 (2 Hrs 3 Min)
- Emergency Management Training for Judges and Court Administrators - Part 3 (44 Min)
- Emergency Management Training for Judges and Court Administrators - Part 4 (1 Hrs 4 Min)

Note: This program is passcode protected. Please contact MJI at 517-373-7171 to obtain the passcode.

**Certified Electronic Recorder (CER) Training Seminar**

- Certified Electronic Recorder (CER) Training Seminar - Part 1 (2 Hrs 19 Min)
- Certified Electronic Recorder (CER) Training Seminar - Part 2 (2 Hrs 36 Min)

Note: This program requires a passcode.
Please contact Connie Dates at 517-373-9526 to obtain your passcode.

Click here to access presentation materials

Certified Electronic Operator (CEO) Training Seminar (2 Hrs. 3 Min)
Note: This program requires a passcode.
Please contact Connie Dates at 517-373-9526 to obtain your passcode.

Click here to access presentation materials

Michigan Judicial Institute Educational Update (10 Min)

General Record Retention and Destruction (16 Min)

Click here to access presentation materials

**Jury Administration Guidelines and Best Practices**

- Jury Administration Guidelines and Best Practices - Part 1 (1 Hrs 4 Min)
- Jury Administration Guidelines and Best Practices - Part 2 (1 Hrs 9 Min)

# Webcast Material

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## Webcast Material

**2008-09**

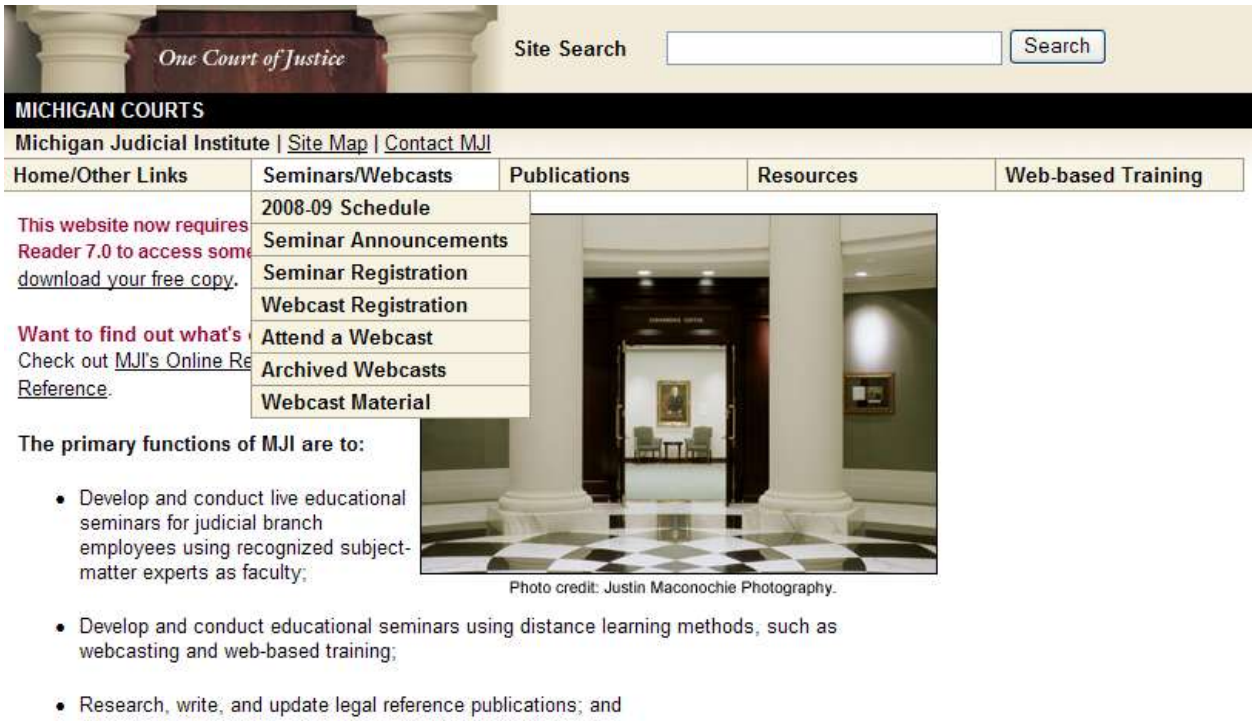
- Best Practices for Serving the Self-Represented (March 25, 2009)
- Developing a Mental Health Court: Essential Elements and Lessons Learned (November 18, 2008)
- 2008 PreBench Orientation Seminar (November 14, 2008)
- Investing for Your Retirement: A Review of Recent Changes to the State Sponsored Retirement Plans (October 6, 2008)

**2008**

- Judicial Symposium (May 20, 2008)
- Criminal Procedure Overview: A Training Seminar for Court Support Personnel (April 29, 2008)
- Child Support Formula Update (March 25, 2008)
- Family Division Judicial Symposium: Enhancing Judicial Decision-Making and Practices in Delinquency Proceedings (March 20, 2008)

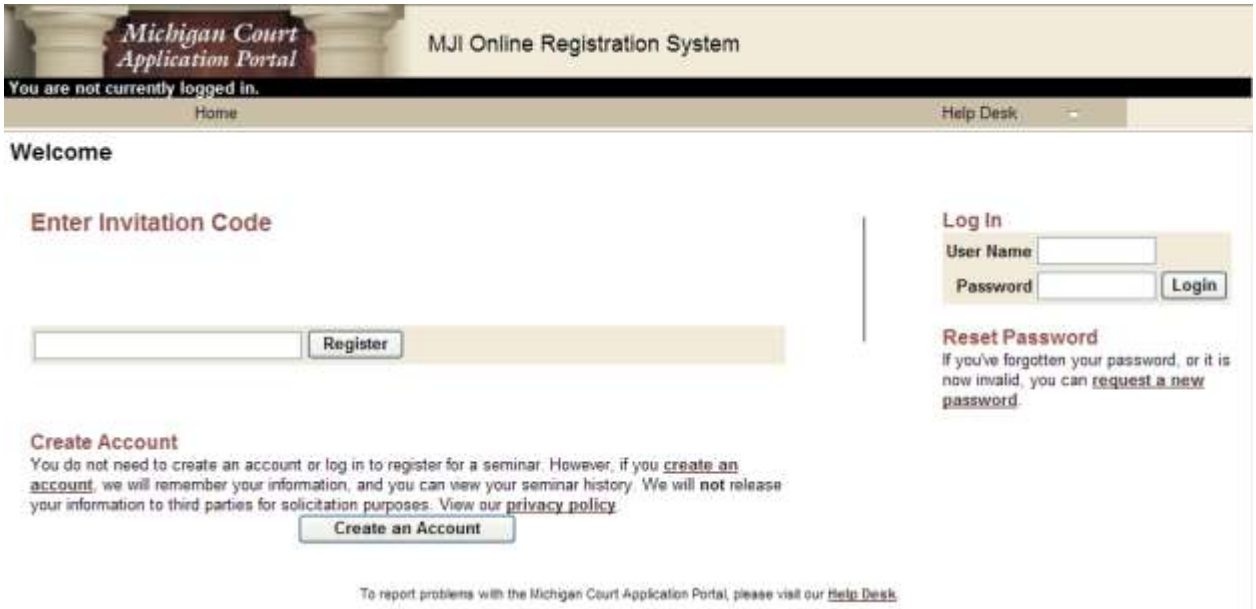
Materials associated with each webcast can be downloaded and printed from the "Webcast Material" page. Simply click on the appropriate seminar title for a link to the resources.

# Seminar Online Registration




From this menu users can register for an MJI seminar online by first selecting seminar registration.

# Seminar Online Registration – cont'd




On the MJI online registration page you will enter the Invitation Code that was included in the program announcement, and then click on Register. Or you may log in from this page if you've previously created a username and password. Your other option is to Create an Account from this page.

# Seminar Online Registration – cont'd

## Creating An Account

The first step in creating an account is that the system will search for an existing record. You will need to enter your name and zip code. Please use the name you typically use when you register for seminars. For example, if your name is Michael but you typically register as Mike, search using Mike first. It is more likely you will find your record that way. Type in your name and the zip code for your court, then click on Search.

# Seminar Online Registration – cont'd

## Creating and Updating an Account

Michigan Court Application Portal

MJI Online Registration System

Welcome, Ms. Catherine Weitzel

Account Options Home Help Desk

**Update Account**

To update your account, enter or modify the information as needed. The fields marked with an asterisk are required. When finished, click the Update Acount button.
Feel free to contact MJI at (517) 373-7171 or mji-info@courts.mi.gov with changes in name or address information.
Return to menu

| | |
|---|---|
| Title | Training & Development Specialist * |
| Work Address Site Name | Michigan Judicial Institute * |
| Address Line 1 | State Court Administrative Office * |
| Address Line 2 | Michigan Hall of Justice |
| Address Line 3 | |
| Room Number | |
| Post Office Box Number | 30205 |
| City | Lansing * |
| State | MI * |
| ZIP Code | 48909 * |
| Phone | (517) 373-7510 * |
| Fax | (517) 373-7615 |
| Primary E-Mail Address | weitzelc@courts.mi.gov * |
| Secondary E-Mail Address | |
| Web Site Address | |
| Dietary Needs | |
| Equipment or Special Needs | |

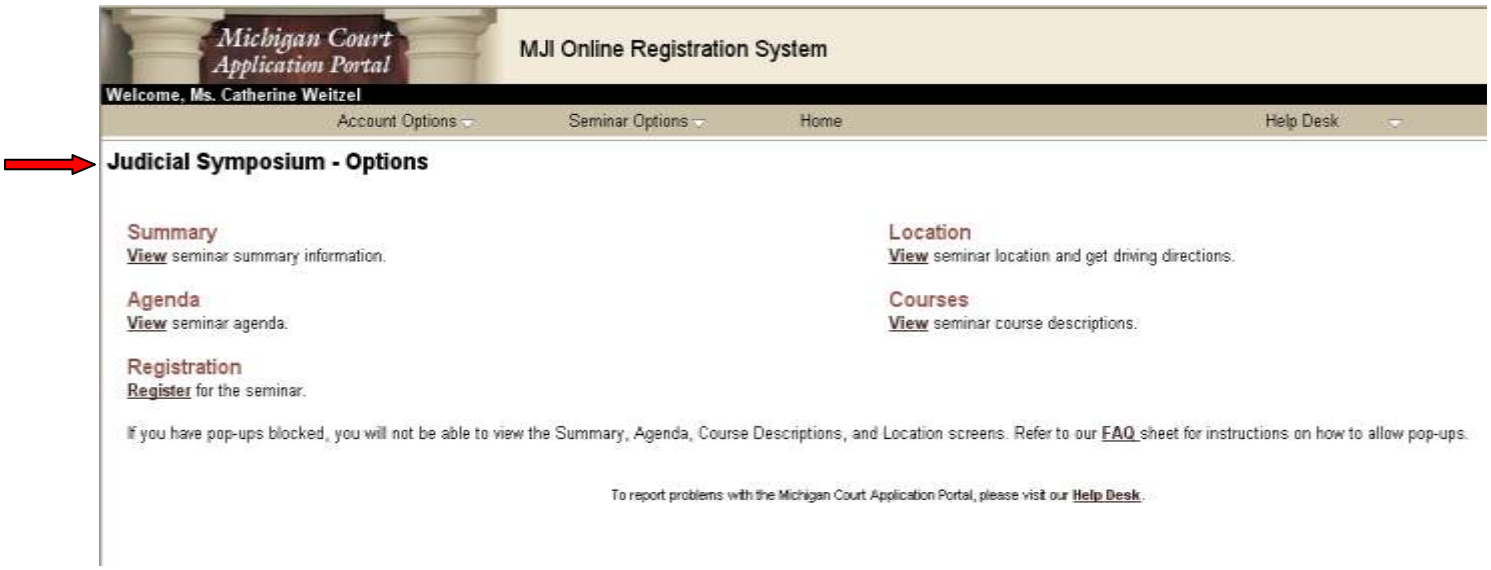
Update Account

If you have previously attended MJI programs, your record will appear. You will be allowed to edit certain fields, such as your job title and court address. However you cannot edit your name or gender. Those fields can only be edited by MJI staff. So if you have a name change, please contact MJI directly and we'll make that change for you. At the bottom of the page you will set up your username and password. The password is quite restrictive. Please write this down someplace so that you are able to find it again when you register for another program. With your judge's permission, you may want to set up an account for him or her, especially if you find that you are often in charge of registering him or her for MJI programs.

We strongly encourage you create an account. There are many required fields – you fill this in once and you're all set. They will automatically populate when you register for a seminar.

# Seminar Online Registration – cont'd

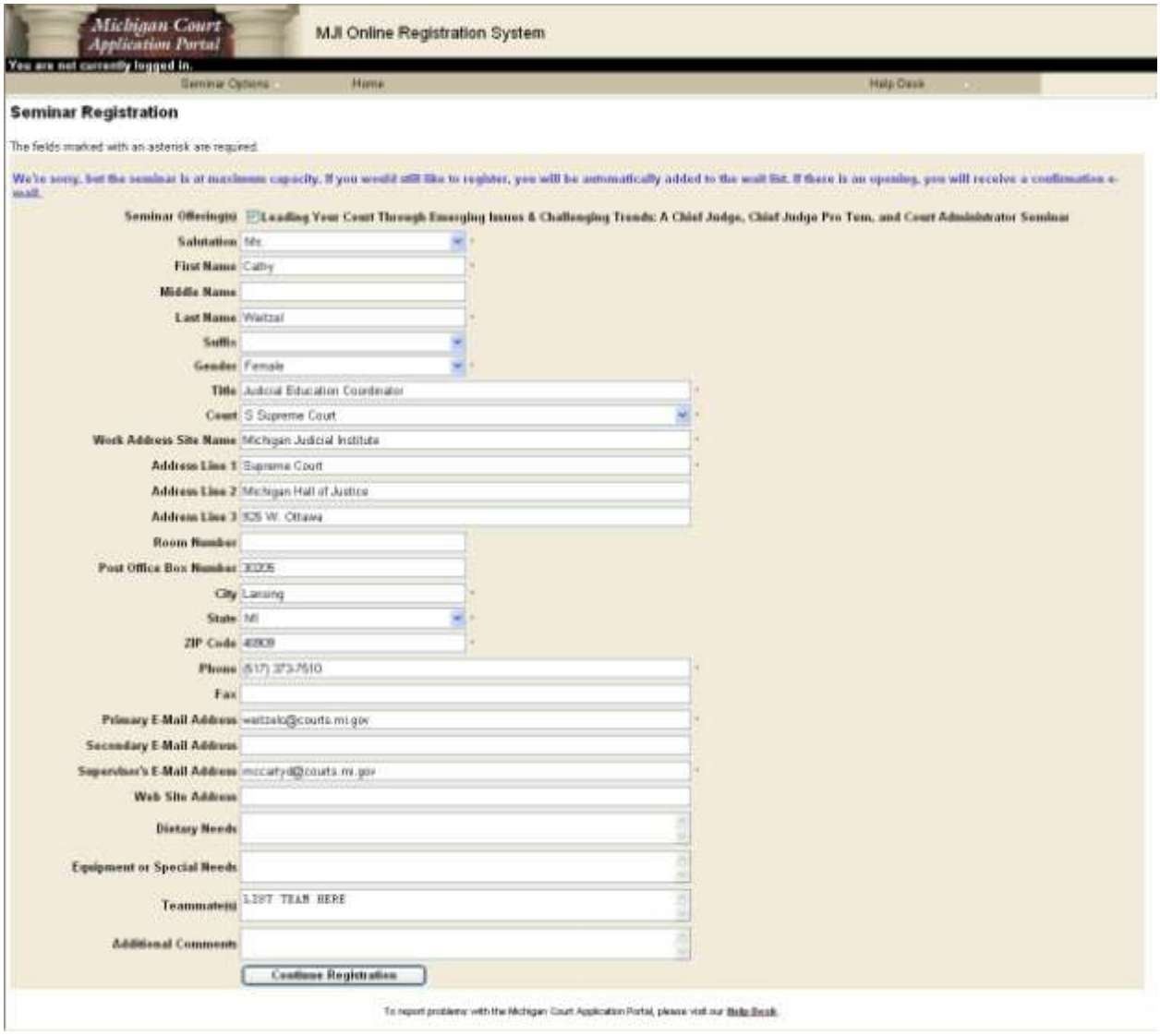
Seminar Options




The Invitation Code you entered is directly tied into that particular seminar. On this screen you have several options:

Summary – this will take you back to the Seminar Announcement
Agenda – this will provide you with the seminar agenda
Registration – click to register
Location – this will provide you with driving directions to the seminar location
Courses – this will give you course descriptions if applicable

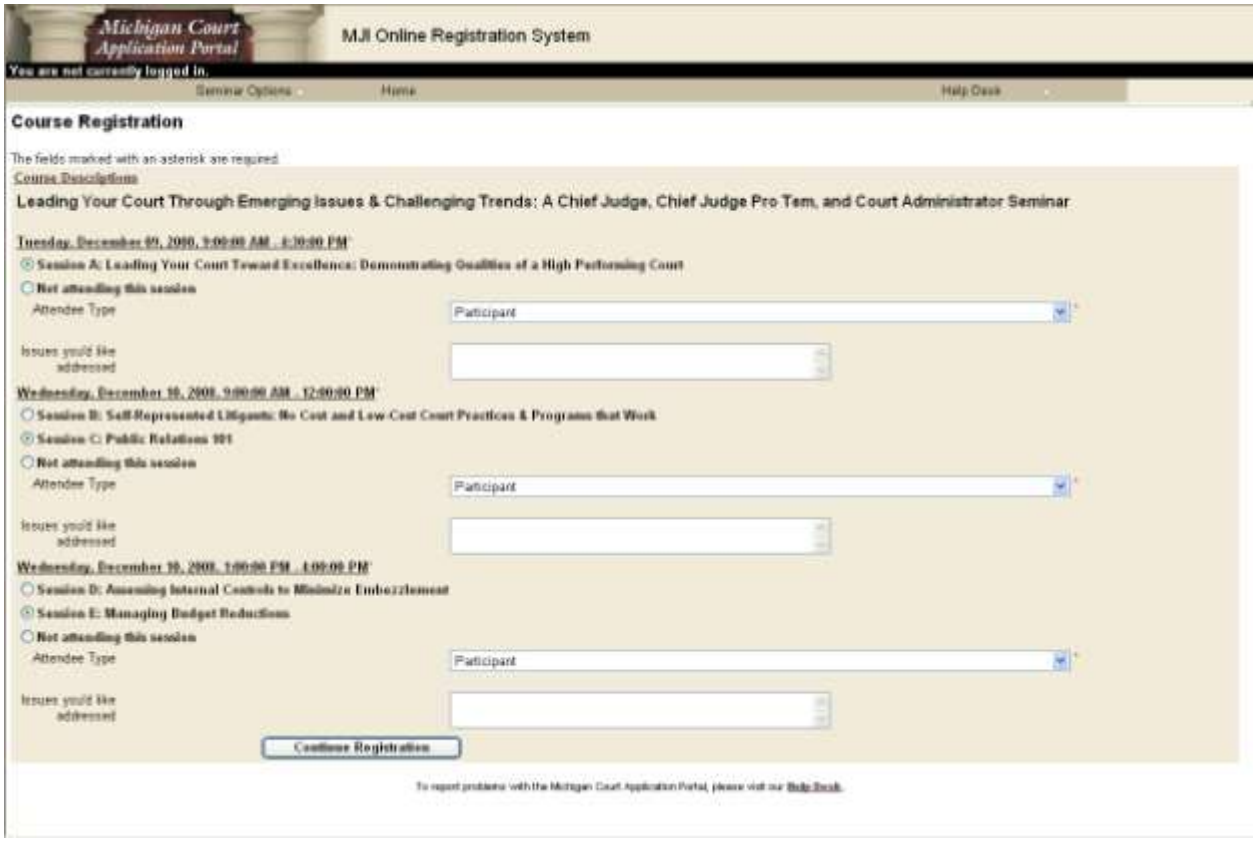
# Seminar Online Registration – cont'd




If you do NOT create an account, you are required to complete these fields each time you register for a seminar. Be sure that your name is spelled correctly, that you use Upper and Lower case letters, double check your salutation, your gender, and your job title. NOTE: The work address site name should be something like 46th District Court, or 4th Circuit Court. Also, please use the pull down menu for your court name. This will automatically populate the correct court address as it appears in our database. If this seminar had other offerings (different dates/locations) you would need to select the offering. Because there is only one (1) offering, you do not need to select the seminar location. If the seminar is team based, list TEAMMATES on this screen.

# Seminar Online Registration – cont'd

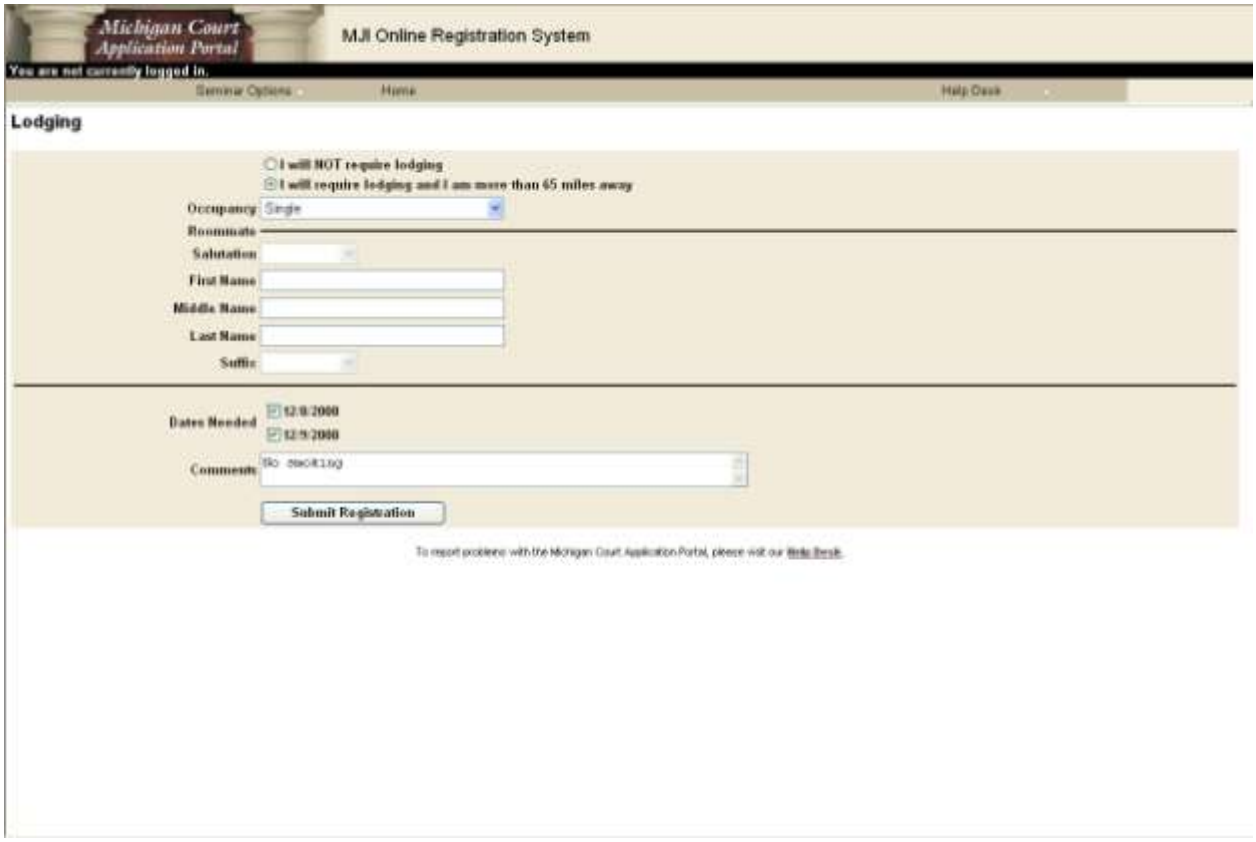
Course Selection




Select the courses you wish to attend.
Select the attendee type: participant / faculty / staff. If you are NOT attending a session, you will need to select that as well.
Click on Continue Registration

# Seminar Online Registration – cont'd

Lodging




Here is where you will select lodging needs.
No credit card information is required.

# Seminar Online Registration – cont'd

Registration Verification and Confirmation

This screen will give you at a glance the seminar, offering, and course/session you have selected. If you need to change anything you would do so here. Please double check your name, work address, e-mail address etc. If you need to change anything, select the CHANGE button at the bottom of the screen.

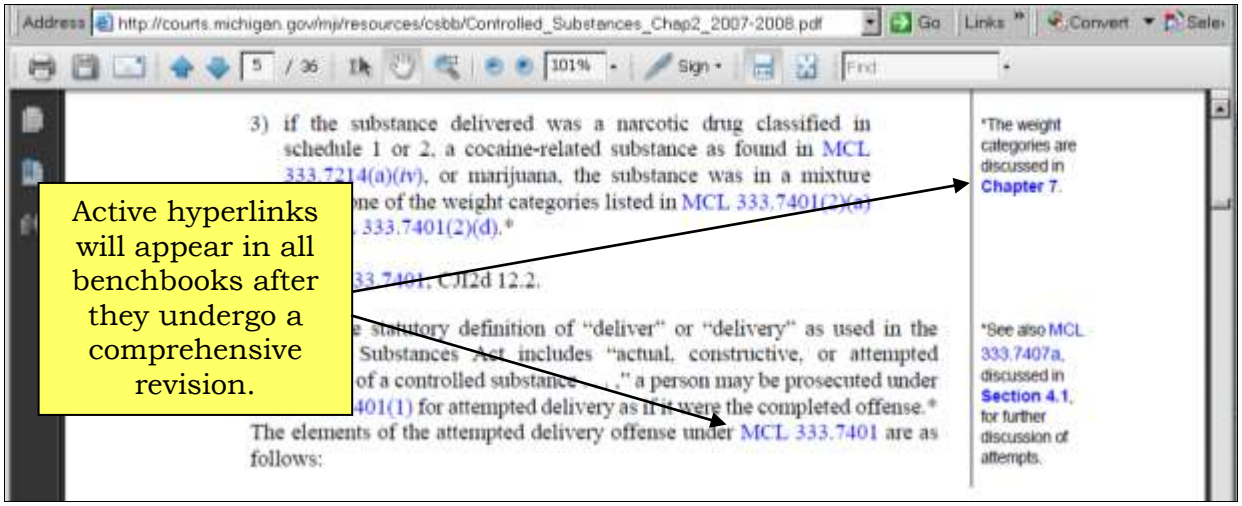
You will soon receive an e-mail confirmation that your registration was sent and received. Closer to seminar, you will receive seminar confirmation and seminar specific details.

Please note: Your name badge will be printed based upon the information you enter when you register.

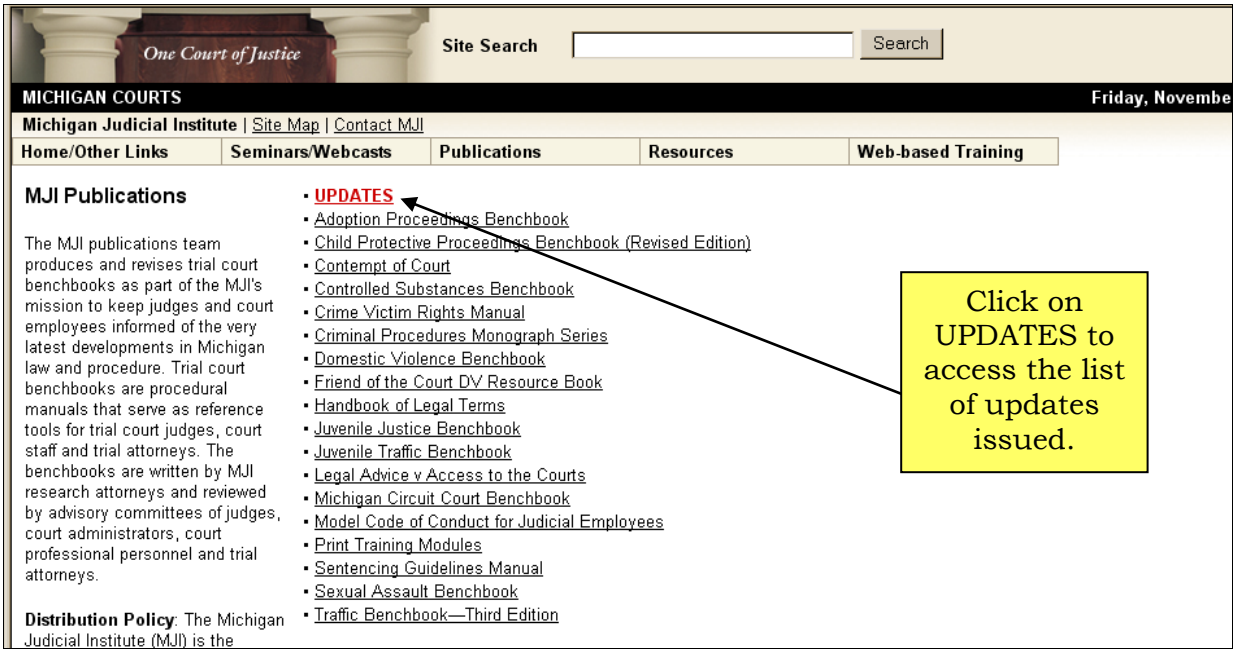
# MJI Publications

All updates issued since a publication's most recent publication date and through September 30, 2008, have been integrated into the content of the benchbook. The benchbooks are in PDF format and are fully searchable using Adobe Acrobat's search features. Future updates to each benchbook will be formatted according to the content and page numbers appearing in the new version of the benchbook.

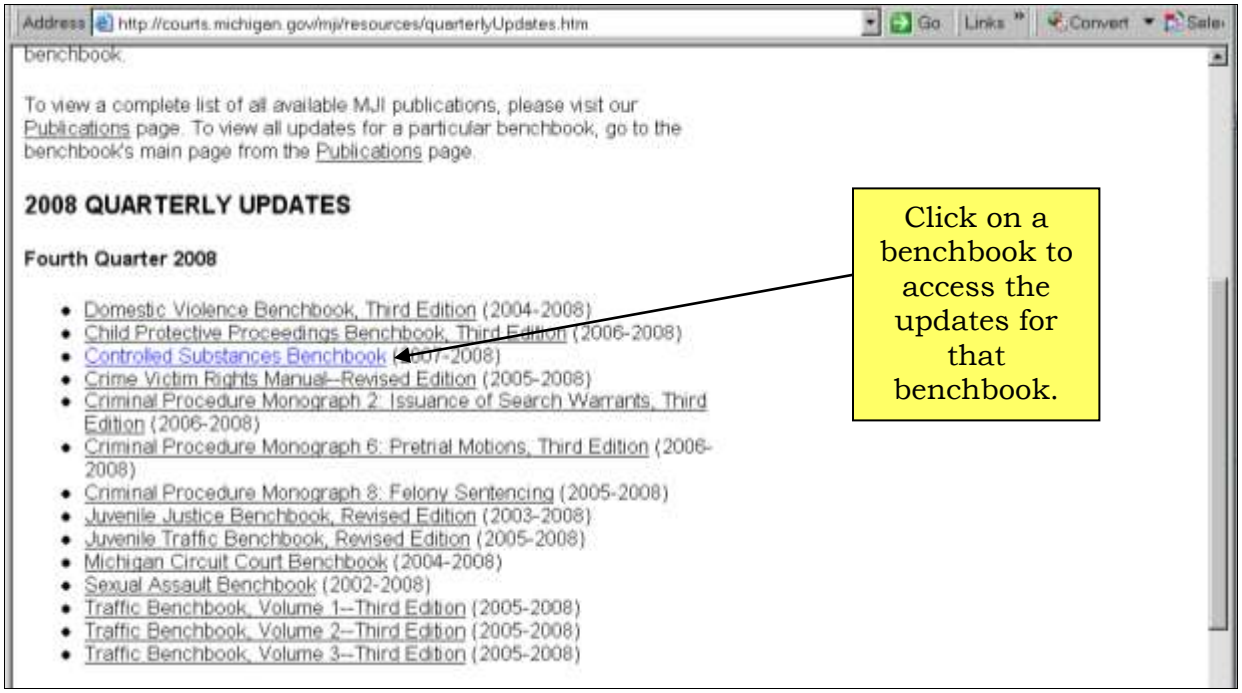
**Note:** Although all updates issued through September 30, 2008, have been integrated into the benchbooks, these new versions do not represent wholesale revisions of the benchbooks. These benchbooks represent cumulative versions of the benchbooks since each of their respective publication dates. The benchbooks do not contain Appendixes or other supplemental/special materials. As each book is updated, MJI will add active hyperlinks to statutory authorities cited in the text and to internal cross-references.



# Updates




Updates to the benchbooks are issued quarterly. The updates may be accessed from the same page as are the benchbooks. Links to the quarterly updates to each benchbook appear in an appropriately labeled folder.



Address http://courts.michigan.gov/mj/resources/csbb/quarterly_updates/2008/index.htm

Updates have been issued for the following sections of the Controlled Substances Benchbook. The updates replace specific pages in the newly posted website version of the benchbook and may be printed from the links below for insertion into a printed version of the benchbook. The text added or changed in each update is underlined. These updates are already integrated into the website version of the benchbook.

**Chapter 2: Manufacture and Delivery Offenses in the Controlled Substances Act**

2.1 Manufacture, Creation, Delivery, or Possession with Intent to Manufacture, Create, or Deliver a Controlled Substance, page 2-6
*(This update replaces pages 2-5 and 2-6.)*

"Constructive delivery" of a controlled substance occurs "when the defendant directs another person to convey the controlled substance under the defendant's direct or indirect control to a third person or entity." *People v Plunkett*, ___ Mich App ___, ___ (2008). That a defendant provided transportation and money to a third party to obtain drugs does not alone constitute constructive delivery.

**Chapter 6: Controlled Substance Offenses Not Found in the Controlled Substances Act**

6.1 Delivery of a Schedule 1 or 2 Controlled Substance Causing Death, page 6-3
*(This update and the following one replace pages 6-3 to 6-6.)*

"Constructive delivery" of a controlled substance occurs "when the

Click on a specific link to access the page(s) on which the update appears.

The specific updates issued for that quarter are ordered by placement in the benchbook and include a summary of the legal/substantive change to the benchbook's text. Clicking on a specific update link on the summary page will access a copy of the actual benchbook page on which the update appears.

2 / 4 101% Sign Find

**What constitutes delivery.**

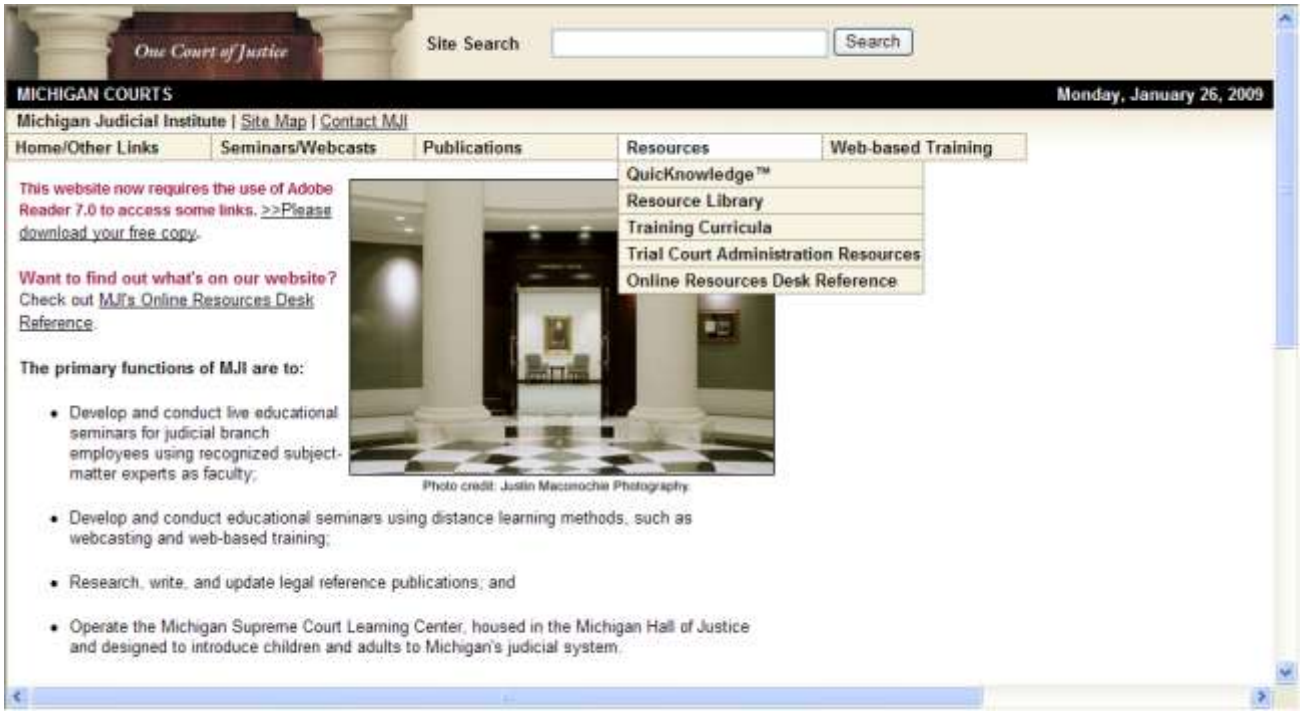
"Constructive delivery" of a controlled substance occurs "when the defendant directs another person to convey the controlled substance under the defendant's direct or indirect control to a third person or entity." *People v Plunkett*, ___ Mich App ___, ___ (2008) (even where the defendant provided transportation and money to obtain the drugs, he did not constructively deliver the drugs to a third party because the drugs were not under the defendant's control and the defendant did not direct the drug dealer to transfer the drugs to the third party).

Injection of a substance into another person constitutes delivery of a controlled substance for purposes of conviction under MCL 333.7401. *People v Schultz*, 246 Mich App 695, 708–709 (2001). The sharing of a controlled substance in a social setting also constitutes delivery. *People v Brown*, 163 Mich App 273, 296–297 (1987). Moreover, such transfer need not necessarily involve an exchange of drugs for money, or any remuneration at all. *Id.* In *Brown*, the defendant shared marijuana and cocaine in his apartment in

Updated text is underlined.

The update is integrated into the existing benchbook text and the pages on which the update appears may be printed from this location. The pages appearing in this update format **replace** existing benchbook pages. The updated text is underlined.

# Resources Menu




From the Resources menu users may access a direct link to QuicKnowledge.com training modules; make requests of free resources through the MJI Resource Library; and access various training curricula and resources designed for trial court employees and administrators.

# QuicKnowledge.com

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QuicKnowledge™ Learn how to log-on here.

To view a log-on demonstration, click on this link.

QuicKnowledge is a variety of short courses that can be accessed by logging on to www.QuicKnowledge.com either at work or at home. It is a knowledge resource available to court employees that can be used in addition to other traditional forms of training such as classroom-based instruction. QuicKnowledge will not replace classroom seminars, but is a supplement by providing "just-in-time" training solutions to employees.

Access to QuicKnowledge is authorized through your supervisor. He or she will provide a special code called a Quick Key, which is required to utilize the website.

**User Policy:** Employees are permitted to utilize these development courses at his/her manager's discretion. Abuse of this resource may result in an employee's privileges being revoked.

List of Curriculum (44KB PDF)

**Logging on for the First Time**

1. Go to www.QuicKnowledge.com
2. Click on Register.
3. Complete the personal information fields.
4. Create a unique personal password in the field provided. **You will need this password each time you log on in the future.**
5. Enter the Quick Key and click Submit.

Contact MJI at 517-373-7171 for your Quick Key.

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**For Trial Court Employees :**

6. On the next screen type in your court name (*e.g.*, 14A District Court).
7. Choose your county from the next pull down menu.

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**For SCAO, Court of Appeals or Michigan Supreme Court Employees :**

6. On the next screen type in your employee number including the letter H before it.
7. Click Submit.

---

8. Your personal account information and a list of courses will appear on the next screen.
9. Scroll through the list of course titles. Click on the title of the course which interests you.

This will take you to the course content.

# Resource Library

what's new
welcome
wbt
resources

## Resource Library

BROWSE BY CATEGORY | KEYWORD SEARCH

### Purpose

The Michigan Judicial Institute Resource Library has been established to provide resources free of charge for continuing education of judges and personnel employed by the Michigan court system. It is believed that these resources can be used effectively by individuals or groups in local programs of continuing judicial system education.

### Requesting Materials

Requests by judges and court staff maybe made directly to the Michigan Judicial Institute in any of the following ways:

- **Computer:** You can **Browse** by category, or do a **keyword search**. You can then immediately order the resource on-line!
- **Phone:** Call MJI at **517-373-7171** and ask for assistance regarding Resource Library Materials.
- **FAX:** A request form is available upon request. The completed form can be faxed to 517-373-7615.

### Lending Policy

The number of copies of each resource is limited. Materials will be loaned for a period of up to **1 month**. An additional extension of 1 week will be granted if no other request for that resource is pending and the Institute has been contacted prior to the original date.

### Shipping Policy

MJI will incur the costs of shipping materials to you. You are responsible for the cost of returning materials to MJI. Included with your materials will be a notification of the date for return. MJI appreciates your attention to his date and returning the materials in a timely manner. Doing so will ensure that MJI can continue to provide this resource to all courts throughout Michigan.

# Training Curricula

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## Training Curricula for Court Personnel

This curriculum was developed by a subcommittee of the Michigan Judicial Institute Court Support Personnel Consortium, an advisory committee made up of court staff from around the state. The curriculum is intended to serve as a toolbox of resources to assist local courts and designated trainers to develop educational sessions for local court staff. Resources may be tailored to fit the specific needs of your court.

If you have questions or comments or would like to share information regarding training resources, tools, or best practices utilized for training in your court, please contact Cathy Weitzel, Training and Development Specialist, at weitzelc@courts.mi.gov or (517) 373-7510.

**New Employee Curriculum (First 6 months of employment)**

- Overview of the Courts
- Court Mission, Vision, and Strategic Plan
- Policies and Procedures
- Your Role as a Court Employee
- Phones, Faxes, and Other Technology
- Legal Terminology/Legal Advice
- Customer Service Basics
- On-the-Job Training
- Managing Your Workload

**Professional Development Curriculum (employed 6 months or longer)**

- Dealing with Difficult Customers
- Leadership Development
- Managing Stress

**Contact MJI**. Trouble with the site? Visit **Tips Page**.

This site was last updated on 04/17/2009 10:10:20.

Click on each topic to view the specific training resources available.

# Trial Court Administration Resources

One Court of Justice

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MICHIGAN COURTS

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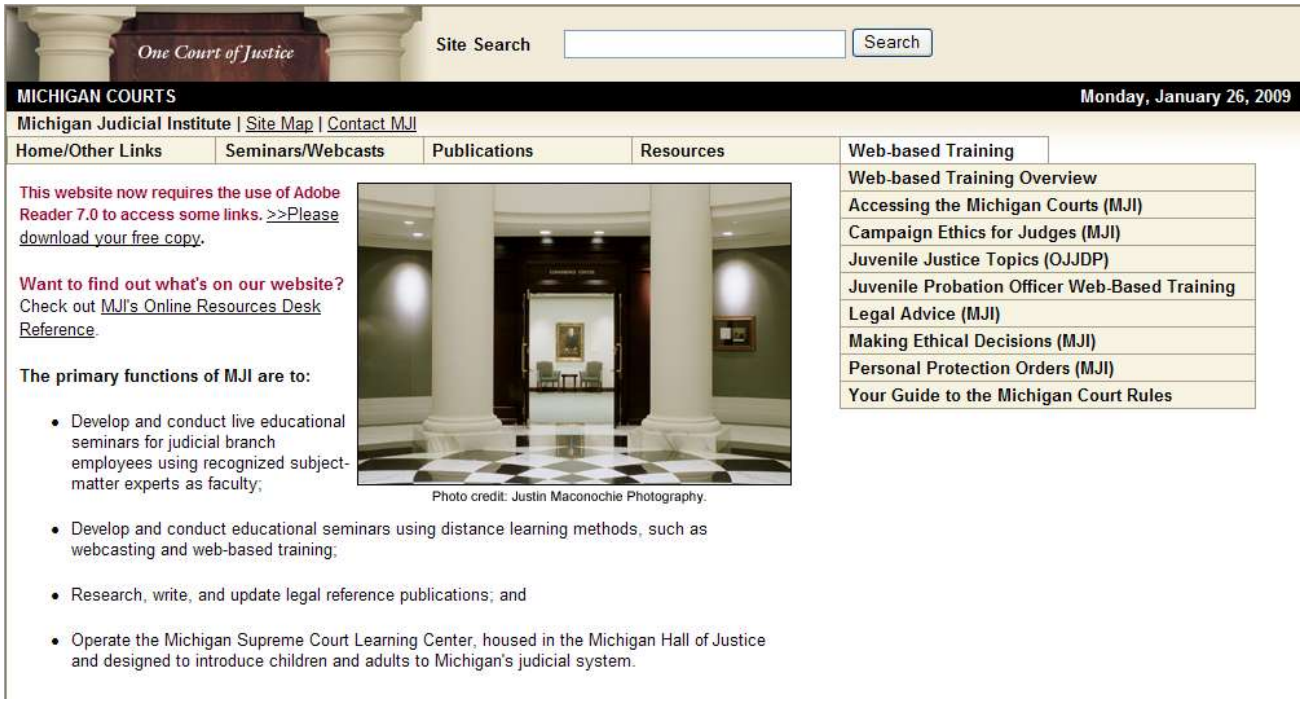
## Trial Court Administration Resources

The Michigan Judicial Institute produces materials related to various administrative aspects for the courts. Below you will find a list of materials that can be downloaded at your convenience. The resources are updated periodically as needed.

- Court Rules Web-Based Training Reference Guide
- Employee Guide to Legal Advice
- Handbook of Legal Terms
- Legal Advice Quick Reference
- Model Code of Conduct for Judicial Employees
- Print Training Modules
- Your Guide to Accessing Michigan Courts

# Web-Based Training




The Michigan Judicial Institute offers a wide variety of training programs available via the Internet. For a brief overview of each web-based training (WBT), click on "Web-based Training Overview". To access a particular WBT, simply click on the title to launch the program.

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