



Unified Court System



Office of the State Comptroller



Hudson Valley Community College

The Unified Court System and Office of the State Comptroller, in cooperation with Hudson Valley Community College, are pleased to offer an online elective course toward 2008 Continuing Judicial Education for Town and Village Justices

## What Justices Need to Know About Recordkeeping and Reporting

You will earn one (1) Continuing Judicial Education credit for completing this online course.

You may apply this credit as one elective credit toward your 2008 Mandatory Judicial Education requirement.

### NEW -- NOW OPEN TO COURT CLERKS, TOO!

#### Should I Register for the Online Course?

Please do not register for this online course if you have already attended 'What Justices Need to Know About Recordkeeping and Reporting' offered by the NYS Magistrates Association or the Unified Court System or 'Fiscal Responsibility' offered by the NYS Association of Magistrate Court Clerks at one of their training events.

The Unified Court System is paying the registration fee for judges and clerks to complete this training during 2008.

If you would like to take this online course, here is an opportunity to complete it as an elective.

#### When Can I Take the Online Course?

Justices and court clerks may register for one of the six sessions in 2008 that go through June 2008. These sessions will be moderated remotely by an instructor from the Office of the State Comptroller who will be available to answer your questions about the content covered in this course. Additional classes may be scheduled for the balance of the year at a later date.

| <u>Session</u> | <u>Course Dates</u> | <u>Registration Deadline</u> |
|----------------|---------------------|------------------------------|
| Session 1      | Mar. 4 - Mar. 17    | Feb. 26, 2008                |
| Session 2      | Mar. 26 - Apr. 8    | Mar. 14, 2008                |
| Session 3      | Apr. 15 - Apr. 28   | Apr. 8, 2008                 |
| Session 4      | May 20 - Jun. 3     | May 13, 2008                 |
| Session 5      | Jun. 10 - Jun. 23   | Jun. 3, 2008                 |
| Session 6      | Jun. 24 - Jul. 8    | Jun. 17, 2008                |

NOTE: When you register, Hudson Valley Community College will **mail** a letter with your user ID and Password to you. Please advise your court staff not to discard correspondence from HVCC.

#### How Do I Register for the Online Course?

Choose **ONE** of these options to register:

- \* Fax the enclosed registration form to HVCC: (518) 629-8103
- \* Phone HVCC's Registration Office: (518) 629-7339
- \* Visit the website: [www.hvcc.edu/communityed/justice](http://www.hvcc.edu/communityed/justice)

## What is an Online Course?

An online course is a course that is offered through your computer. While the course works best if your computer has a high-speed connection to the Internet, justices and clerks whose computers have a dial-up connection to the Internet may also complete the course, although it might take longer to do so. We anticipate that those whose computers have a high-speed connection to the Internet will be able to complete the course within one hour.

If you do not have a computer with a high-speed connection to the Internet, you may contact your local Supervising Justice and arrange to take the course on a computer that is connected to CourtNet, the Unified Court System's high-speed network for State-paid judicial and nonjudicial employees.

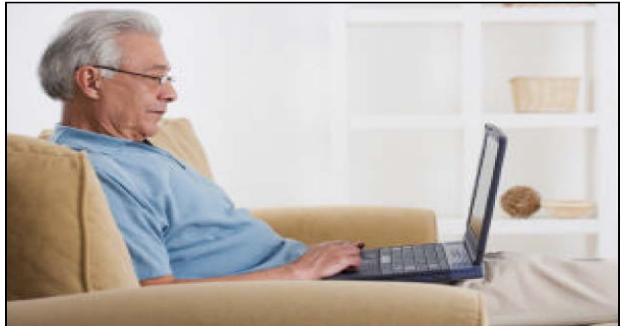


The online course 'What Justices Need to Know About Recordkeeping and Reporting' contains material that you may print out or read on screen. In addition, it features quizzes for each topic area and offers a 10-question final exam.

**Please Note:** Your course instructor will notify UCS after you have successfully completed this course. Although you will not receive a certificate for completing this online course, Justices will receive a certificate upon completion of their 2008 Continuing Judicial Education training requirement.

## What If I Have Questions?

If you have difficulty configuring your computer or accessing the course after you register, HVCC's Distance Learning Center will help you. You may contact the Distance Learning Center by phone at (518) 629-7070 or by e-mail at DLHelp@hvcc.edu. Technical support is available Monday through Friday from 8:30 a.m. until 5:00 p.m. Questions submitted outside those hours will be answered within 24 hours.



The online course will allow you to contact your instructor directly with any content-related questions and your instructor from the Office of the State Comptroller will respond to your questions within one business day.

Classes in each session are available on a first-come, first-served basis and may fill up quickly. Therefore, please register for a class in one of the available sessions as soon as possible.

**Each session lasts only two weeks.** Since you might have a question about the course after you start it, you are strongly encouraged to begin your online course as early in your session as possible. This online course is also being offered to court clerks in 2008, so if the clerk in your court wants to register for this course, please encourage him or her to do so.

Questions on Judicial Education Requirements?

Please call Connie Cutler or  
Maureen Stettner on (518) 474-7469  
at the Office of Court Administration, Unified Court System.



Unified Court System

# What Justices Need to Know About Recordkeeping and Reporting

## Registration Form



Office of the State Comptroller

*Please fill out the information below and fax this form to (518) 629-8103*



Hudson Valley Community College

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Date of Birth (required): \_\_\_\_\_

Town / Village of \_\_\_\_\_  
(Circle One) (Municipality)

Court Address: \_\_\_\_\_

\_\_\_\_\_, New York  
(City) (ZIP Code)

E-mail Address: \_\_\_\_\_

Court Phone Number: \_\_\_\_\_

Have you previously attended Hudson Valley Community College? YES / NO  
(Circle One)

If you have previously attended Hudson Valley Community College, please list any name(s) under which your academic record might be listed:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate your session preferences by writing the number "1" next to the session that is **most** convenient for you, writing the number "2" for the session that is the next most convenient for you, etc. If a session is not convenient for you, please indicate that by writing the letter "X" next to that session.

- |  |  |
|--|--|
| <input type="checkbox"/> <del>Session 1 (Mar. 4 - Mar. 17, 2008)</del> | <input type="checkbox"/> Session 4 (May 20 - Jun. 3, 2008)   |
| <input type="checkbox"/> <del>Session 2 (Mar. 26 - Apr. 8, 2008)</del> | <input type="checkbox"/> Session 5 (Jun. 10 - Jun. 23, 2008) |
| <input type="checkbox"/> Session 3 (Apr. 15 - Apr. 28, 2008)           | <input type="checkbox"/> Session 6 (Jun. 24 - Jul. 8, 2008)  |

Upon receipt of your Registration Form, Hudson Valley Community College will send you a confirmation letter via conventional mail. Your confirmation letter will include your Username and Password. **If you have not received your confirmation letter within ten business days after you fax your registration form, or if you misplace your login information, please contact the Registration Office of Hudson Valley Community College at (518) 629-7339.**

Please be advised that federal law prohibits Hudson Valley Community College from providing you with your Username or Password by phone, fax or e-mail; this information can only be sent by conventional mail. Accordingly, if you lose your confirmation letter, please contact the staff at the Registration Office as soon as possible so that they can mail you your login information.

***Please fax this form to (518) 629-8103***