

AGENDA NEW CLERK'S TRAINING

MARCH 21, 2019

9:30 a.m. - 10:00 a.m.	Registration
10:00 a.m. - 10:30 a.m.	Introduction/ Basic Requirements
10:30 a.m. - 11:15 a.m.	Docketing & UTT
11:15 a.m. - 11:45 a.m.	Continuances & Subpoenas
11:45 a.m. - 12:45 p.m.	Box Lunch (provided)
12:45 p.m. - 2:15 p.m.	Public Records – Retention (Mark Weaver)
2:15 p.m. - 2:30 p.m.	Break
2:30 p.m. - 3:15 p.m.	Accounting & Audits
3:15 p.m. - 3:45 p.m.	Jury Demands, Transfers & Appeals
4:00 p.m. - 4:15 p.m.	Questions and Answers

MARCH 22, 2019

8:30 a.m. - 9:00 a.m.	Registration
9:00 a.m. - 9:30 a.m.	Expungements/Sealing
9:30 a.m. - 10:00 a.m.	Collections
10:00 a.m. - 11:00 a.m.	Supreme Court Reporting
11:00 a.m. - 11:30 a.m.	Financial Responsibility & Point Assessment
11:30 a.m. - 11:45 a.m.	After Sentencing – BCI
11:45 a.m. - 1:00 p.m.	Lunch (on your own)
1:00 p.m. - 1:45 p.m.	Failure to Appear & Failure to Pay
1:45 p.m. - 2:15 p.m.	DUS & OL Suspensions
2:15 p.m. - 2:45 p.m.	OVI & Physical Control
2:45pm	Questions & Answers
	Evaluation Forms
	Certificates