

## **2017 NEW CLERK'S TRAINING**

The Central Ohio Association of Mayor's Court Clerks (COAMCC) is proud to sponsor a training opportunity designed especially for **new** Clerks of Court on Thursday, March 9 and Friday, March 10, 2017.

**The course will be offered at the Dublin Community Recreation Center, 5600 Post Road, Dublin, OH 43017, Talla 3 conference room.**

The training will cover all of the basic information needed for clerks to perform their duties. Registration will be limited to **forty** (40) people. First priority for registration will be given to clerks with five years or less experience. The training is open to all Mayors Courts in Ohio. Enclosed is the agenda for the training, directions to the facility, Judy Penn education fund information, and area hotel information. You are welcome to arrange your own overnight accommodations.

There is a **\$75.00** fee for each participant of this course. This covers the costs of the seminar and the extensive training manual provided to each participant. Please complete and return the form below, along with a check made payable to the **Central Ohio Association of Mayor's Court Clerks (COAMCC)** to: Marisa Akamine – Westerville Mayors Court, 21 S State Street, Westerville, OH 43081

**The deadline for registration is Friday, February 10, 2017.**

We look forward to seeing you on March 9th and 10th. If you have any questions regarding the training, please contact Marisa Akamine at 614-901-6416

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**Central Ohio Association of Mayor's Court Clerks Training  
Thursday and Friday, March 9-10, 2017  
Dublin, OH**

**Name(s):** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone :** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Number of Years as Clerk/Deputy Clerk:** \_\_\_\_\_ **Region (if known)** \_\_\_\_\_

# AGENDA NEW CLERK'S TRAINING

## MARCH 9, 2017

- 9:30 a.m. - 10:00 a.m. Registration
- 10:00 a.m. - 10:15 a.m. Welcome/Introduction of Presenters
- 10:15 a.m. - 11:00 a.m. Court's Basic Requirements
- 11:00 a.m. - 11:45 a.m. Docketing & UTT
- 11:45 a.m. - 12:45 p.m. **Box Lunch (provided)**
- 12:45 p.m. - 2:15 p.m. Supreme Court Reporting
- 2:15 p.m. - 2:30 p.m. **Break**
- 2:30 p.m. - 3:45 p.m. Accounting
- 3:45 p.m. - 4:15 p.m. Continuances & Subpoenas
- 4:15 p.m. - 4:30 p.m. Questions and Answers

## MARCH 10, 2017

- 8:30 a.m. - 9:00 a.m. Registration
- 9:00 a.m. - 10:00 a.m. Public Records-Retention
- 10:00 a.m. - 10:30 a.m. Financial Responsibility & Point Assessment
- 10:30 a.m. - 11:00 a.m. Failure to Appear & Failure to Pay
- 11:00 a.m. - 11:30 a.m. Jury Demands, Transfers & Appeals
- 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. - 1:30 p.m. Expungements
- 1:30 p.m. - 2:00 p.m. Collections
- 2:00 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

### **LOCAL HOTEL ACCOMODATIONS:**

Homewood Suites by Hilton 5300 Parkcenter Ave., Dublin, OH 43017, (614) 791-8675

Hilton Garden Inn Dublin 500 Metro Pl. N., Dublin, OH 43017, (614) 766-9900

Sonesta ES Suites Dublin 435 Metro Pl. S., Dublin, OH 43017, (614) 791-0403

Residence Suites 4130 Tuller Rd., Dublin, OH 43017, (614) 766-7762

Crowne Plaza - Dublin 600 Metro Pl. N., Dublin, OH 43017, (614) 764-2200

Columbus Marriott Northwest 5605 Blazer Pkwy., Dublin, OH 4301, (614) 791-1000

Hampton Inn Dublin 3920 Tuller Rd., Dublin, OH 43017, (614) 889-0573

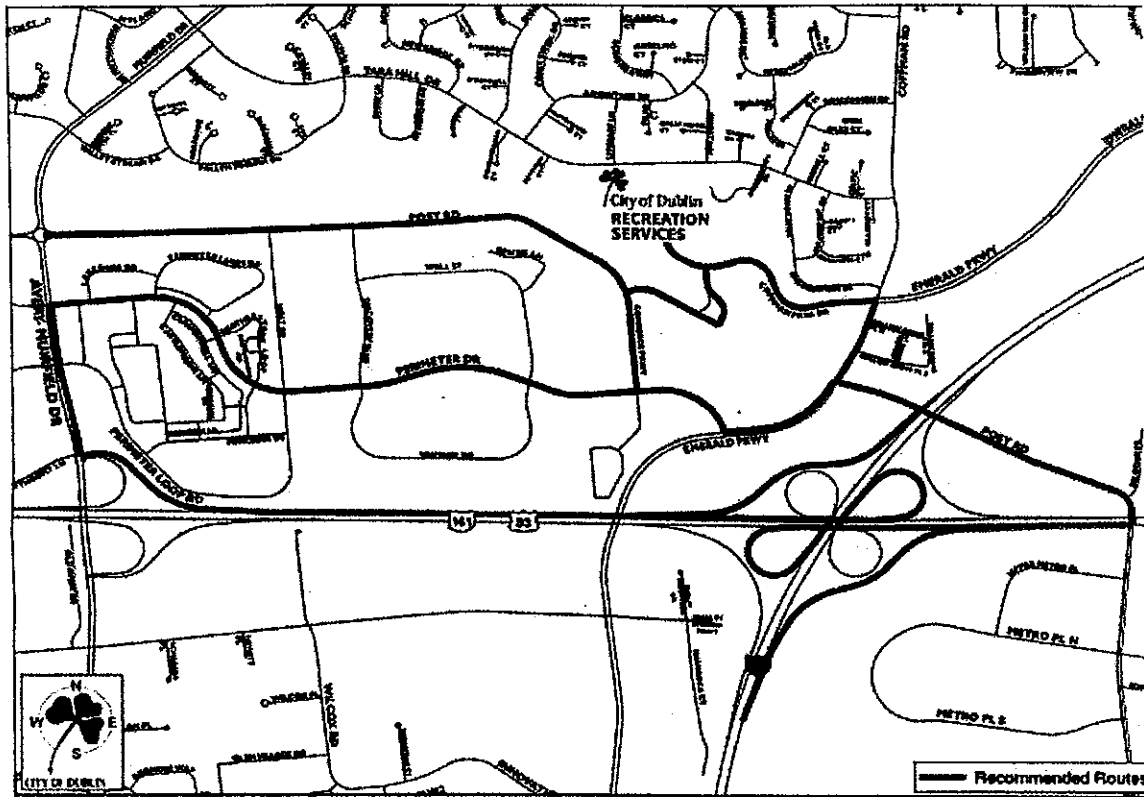
Embassy Suites Columbus/Dublin 5100 Upper Metro Pl., Dublin, OH 43017, (614) 790-9000

Staybridge Suites 6095 Emerald Pkwy., Dublin, OH 43016, (614) 389-6599

Holiday Inn Express Columbus-Dublin 5500 Tuttle Crossing Blvd., Dublin, OH 43016, (614) 793-5500

Drury Inn & Suites Columbus NW 6170 Park Center Cir, Dublin, OH 43017, (614)798-8802

Residence Inn - Dublin 6364 Frantz Rd., Dublin, OH 43017, (614) 389-6600



#### From the North:

- From I-71 South, exit 119B I-270 West to Indianapolis.
- Take I-270 West for 8.4 miles.
- Exit 17A Dublin
- Turn left onto Post Road.
- At the second traffic light, turn right onto Emerald Parkway, move into the left lane.
- At the first light, turn left onto Coffman Park Drive.
- Follow Coffman Park Drive, past the tennis courts and pavilion, to the DCRC.

Directions to the Dublin Community Recreation Center, 5600 Post Rd., Dublin, OH 43017

#### From the South:

- From I-71 north, exit 101 I-270 North/West to Indianapolis.
- Take I-270 north for 16.8 miles.
- Exit 17A Dublin
- Turn left onto Post Road.
- At the second traffic light, turn right onto Emerald Parkway, move into the left lane.
- At the first light, turn left onto Coffman Park Drive. Follow Coffman Park Drive, past the tennis courts and pavilion, to the DCRC.

#### From the West:

- From I-70 West exit 93 I-270 to Cleveland.
- Take I-270 north for 8 miles.
- Exit 17A Dublin
- Turn left onto Post Road. At the second traffic light, turn right onto Emerald Parkway, move into the left lane.
- At the first light, turn left onto Coffman Park Drive.
- Follow Coffman Park Drive, past the tennis courts and pavilion, to the DCRC.

### **From the East:**

- From I-70 East exit 93B to Cleveland.
- Take I-270 north for 8 miles.
- Exit 17A Dublin
- Turn left onto Post Road.
- At the second traffic light, turn right onto Emerald Parkway.
- At the first light, turn left onto Coffman Park Drive.
- Follow Coffman Park Drive, past the tennis courts and pavilion, to the DCRC.

### **From 161/33, Avery-Muirfield Drive**

- Exit 161/33 north on Avery Muirfield Drive.
- Continue north to the roundabout, turn right on Post Road
- Follow Post Road to Commerce Parkway
- Turn left onto Post Road
- Follow to the entrance of Coffman Park and the DCRC, turn left after crossing the bridge