

**2018 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 8 and Friday, March 9, 2018.**

**The course will be offered at the Norwich Township Safety Services Building, 5171 Northwest Parkway, Hilliard, OH 43026**

The training will cover all of the basic information needed for clerks to perform their duties. Registration will be limited to **sixty** (60) 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 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 16, 2018.**  
***You will be contacted if the training has reached maximum capacity.***

We look forward to seeing you on March 8th and 9th. If you have any questions regarding the training, please contact Marisa Akamine at 614-901-6416

***Can't make it?*** \$30 materials only option - flash drive of the presentation mailed to you!

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**Central Ohio Association of Mayor's Court Clerks Training**  
**Thursday and Friday, March 8-9, 2018**  
**Hilliard, OH**

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

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

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

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

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

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

**Full Registration - \$75 enclosed**

**Materials only, please - \$30 enclosed**

# **AGENDA NEW CLERK'S TRAINING**

## **MARCH 8, 2018**

- 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 9, 2018**

- 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

# Norwich Township Safety Services Building

5171 Northwest Parkway Hilliard, OH 43026



## Hotels in the Area:

- Hampton Inn & Suites - 3950 Lyman Drive
- Best Western Hilliard Inn & Suites - 3831 Park Mill Run Drive
- Homewood Suites Columbus-Hilliard - 3841 Park Mill Run Drive

There are also hotels located one exit North of Cemetery Road on 270 in the Tuttle Crossing area.

