**2025 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 13 and Friday, March 14, 2025.

**The course will be offered at the Eagle Pavilion at Rotary Lake, 3670 Discovery Drive, Grove City, Ohio 43123.**

The training will cover all of the basic information needed for clerks to perform their duties. Registration will be limited to **fifty** (50) people. First priority for registration will be given to clerks with five years or less experience. The training is open to all Mayor’s 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 **$150.00** 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: Westerville Mayor’s Court, Attn: Marisa Akamine, 229 Huber Village Blvd., Westerville, OH 43081.

The **deadline for registration is Friday, February 28, 2025**.

We look forward to seeing you on March 13th and 14th. If you have any questions, please contact Marisa Akamine at 614-901-6416 or [marisa.akamine@westerville.org](mailto:marisa.akamine@westerville.org)

**New Clerk’s Training Conference**

**March 13-14, 2024**

**Grove City, Ohio**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Court: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**Case Management Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Years as Clerk/Deputy Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vegetarian Meal: Y or N**