



TRIBAL COURT/ADVANCED COURT CLERK TRAINING

Sheraton Bloomington Hotel

Minneapolis, MN

August 5-7, 2009

Presented by: Ramona F. Tsosie

Day 1

August 5, 2009

9:00 am to 10:30 am	Understanding the Judiciary
10:30 am to 10:45 am	Break
10:45 am to 12:00 pm	Customer Service and Professional Responsibilities
12:00 pm to 1:00 pm	LUNCH (on your own)
1:00 pm to 2:30 pm	Case and Records Management
2:30 pm to 2:45 pm	BREAK
2:45 pm to 5:00 pm	Calendaring and Dockets

Day 2

August 6, 2009

9:00 am to 10:30 am	Juvenile, Civil and Criminal Procedures
10:30 am to 10:45 am	BREAK
10:45 am to 12:00 pm	Fiscal Management/Approaches to Budgeting
12:00 pm to 1:00 pm	LUNCH (on your own)
1:00 pm to 2:00 pm	Effective Communication Skills
2:00 pm to 2:15 pm	BREAK
2:15 pm to 5:00 pm	Development of Clerks Manual

Day 3

August 7, 2009

9:00 am to 1:00 pm	Testing
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