

Monterey County Superior Court

Temporary Judge Program

Application, Training and Mentor Schedule

Description	On-Line In-Person	Due Date
STEP 1: Application Submit your application and placement questionnaire at: ApplyTempJudge by Monday, November 28, 2016,	✓	November 28, 2016
STEP 2: Interview Interview. Eligible applicants will be forwarded, via email, a list of available interview dates/times to select from. An interview panel comprised of two judicial officers and an operations representative will interview each Temporary Judge candidate.	✓	Interviews will be scheduled mid-January (estimated for January 9 – 20)
STEP 3: Acceptance A limited number of applicants will be accepted into the Temporary Judge training/mentor program. Notification will be sent out mid-February, 2017.		Acceptance letters will be mailed out mid-February, 2017
STEP 4: On-line Training On-line training is available at: http://www2.courtinfo.ca.gov/protem/ When accepted into the training program, all Temporary Judge applicants are required to complete on-line training including 1) ethics; 2) ADA; and 3) applicable substantive training by case type(s). Ethics <input type="checkbox"/> Judicial Ethics for Temporary Judges ADA Training <input type="checkbox"/> ADA actions in State Courts Substantive Training by Case Type: <u>Family Law/Child Support</u> <input type="checkbox"/> Determining Income; <input type="checkbox"/> Domestic Violence Restraining Orders <input type="checkbox"/> Child & Spousal Support; and <input type="checkbox"/> Calendar Management in Family Court <u>Small Claims</u> <input type="checkbox"/> Small Claims Court: Procedures & Practices; and <input type="checkbox"/> Small Claims Court: consumer and Substantive Laws <u>Unlawful Detainer</u> <input type="checkbox"/> Unlawful Detainer <u>Probate</u> On-line substantive training not required at this time. <u>Traffic</u> <input type="checkbox"/> Traffic Cases	✓	March 24, 2017
STEP 5: Submit Certificates of Completion		March 24, 2017

The following certificates of completion for the on-line training should be submitted by March 24, 2017:

- ☐ Ethics training
- ☐ ADA training; and
- ☐ Applicable substantive training by case type

Methods of submission:

- Submit via email to: regMonterey@monterey.courts.ca.gov
- Submit in-person or by mail to:

NONA MEDINA
TEMPORARY JUDGE PROGRAM ADMINISTRATOR
240 CHURCH STREET, 3RD FLOOR EXECUTIVE OFFICES
SALINAS, CA 93901
(831) 775-5455

STEP 6: Mandatory In-Person Trainings

✓ Register by March 1, 2017

Members of the Temporary Judge training program will attend three in-person mandatory trainings: 1) Bench Conduct & Demeanor 3 hour course; 2) Computer/Case Management System Training; and 3) ADA, Ethics & Language Sensitivity Training.

Complete all trainings by: March 28, 2016

Registration: Registration to all Monterey in-person trainings should be completed by March 3, 2017 using this link: <https://www.surveymonkey.com/r/TP3F6XM>

Bench Conduct & Demeanor

Wednesday, March 8, 2017

9:00 am – Noon

Monterey Courthouse – Jury Assembly Room
1200 Aguajito Road, Monterey

Prerequisite: Prior to attending the mandatory Bench Conduct & Demeanor class, please complete two short **mandatory** exercises entitled:

- Self Monitor Scale <http://www2.courtinfo.ca.gov/protem/first/scale.htm> ; and
- Implicit Association Test <https://implicit.harvard.edu/implicit/user/ncsc/ca/>

The following videos on the Neuroscience of Decision Making are **optional** prior to your attendance to the Bench Conduct & Demeanor class:

- The Neuroscience and Psychology of Decision Making, Part; 1—A New Way of Learning <http://www2.courtinfo.ca.gov/cjer/857.htm>
- The Neuroscience and Psychology of Decision Making: A New Way of Learning, Part 2—The Media, the Brain, and the Courtroom <http://www2.courtinfo.ca.gov/cjer/863.htm>
- The Neuroscience and Psychology of Decisionmaking, Part 3: Dismantling and Overriding Bias <http://www2.courtinfo.ca.gov/cjer/864.htm>

(All mandatory and optional exercises are for self-evaluation – it is not necessary to save or bring results to class)

Training Materials:

(Please ensure you have electronic access via a laptop / tablet or other device or print these materials out prior to the training)

- Bench Conduct & Demeanor participant materials (Participant Guide & CA Code of Judicial Ethics): <http://www.monterey.courts.ca.gov/Jobs/VolunteerIntern.aspx>

Case Processing / Case Management System Training

Tuesday, March 21, 2017

Noon Brown Bag Session

Monterey Courthouse – Jury Assembly Room

1200 Aguajito Road, Monterey

Local ADA & Language Access Training

Tuesday, March 28, 2017

Noon Brown Bag Session

Monterey Courthouse – Jury Assembly Room

1200 Aguajito Road, Monterey

STEP 7: Oath of Office

✓ March 28, 2017

An oath of office will be administered at the end of the March 28 training following successful completion of all the required on-line and in-person trainings.

STEP 8: Mentor Program

✓ TBD

Once sworn to office as a Temporary Judge for the Monterey County Superior Court you will be assigned a Mentor Judicial Officer who will introduce you to service on the Bench, and be available for your questions when necessary. Successful completion of observations and the handling of a few cases on the Bench intermittently are examples of some of the criteria to be completed during the Mentor Program phase.

Your Mentor Judicial Officer will now certify you as eligible to serve on assignment as a Temporary Judge.

STEP 9: Assignment

✓ TBD

Court Calendar Coordinators are responsible for working with the Civil / Criminal Supervising Judges to arrange for coverage of Judicial Officers when absent from the Court. Based on the information you have provided on your placement questionnaire, the Calendar Coordinators will contact you when scheduling necessitates the use of a Temporary Judge in the case type(s) you are certified to cover.

Provided below is contact information for the two (2) Calendar Coordinators and their case type assignments:

Maria Gonzalez, Calendar Coordinator

Criminal, Juvenile & Traffic

Salinas Courthouse

240 Church Street, Salinas

Email: maria.gonzalez@monterey.courts.ca.gov

Phone: (831) 775-5595

Maria Renee Inofuentes, Calendar Coordinator

**Civil, Unlawful Detainer, Settlement Conferences,
Case Management, Family Law, Small Claims, Probate**

Monterey Courthouse

1200 Aguajito Road, Monterey

Email: maria.inofuentes@monterey.courts.ca.gov

Phone: (831) 647-5809

Additional information regarding assignments, cancellations, changing the information on your placement questionnaire should be communicated with the Calendar Coordinators.