



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM


Date

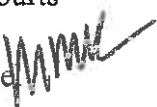
January 15, 2013

To

Justices of the Supreme Court
Justices of the Courts of Appeal
Judges of the Superior Courts
Commissioners, Referees, and Hearing
Officers of the Superior Courts

From

Diane Cowdrey, Director 
Center for Judiciary Education and Research
(CJER)
Administrative Office of the Courts

Mary M. Roberts, Chief Counsel 
Legal Services Office
Administrative Office of the Courts

Subject

How to Fulfill and Document Your
Qualifying Ethics Training Requirements for
2013-2015

Action Requested

For your information

Deadline

December 31, 2015

Contact

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CJER
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Jay Harrell
Legal Services Office
415-865-8918 phone
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This memorandum provides information about how to complete Qualifying Ethics education requirements for the current cycle and about how to document your participation. The current three-year cycle, which runs from January 1, 2013, through December 31, 2015, is concurrent with the three-year cycle for minimum education requirements and expectations for judicial officers.

Under a program established by the Judicial Council, all California justices, judges, commissioners, referees, and hearing officers who are officers of the state judicial system may obtain insurance coverage for defense in proceedings before the Commission on Judicial Performance (CJP) at no cost if they enroll in the insurance program and complete a specified number of hours of Judicial Council-sponsored ethics instruction in defined three-year cycles.

A memorandum with frequently asked questions about the insurance program is posted on the Serranus website at http://serranus.courtinfo.ca.gov/education/documents/ethics_faq.pdf.

Completing the Ethics Training Requirement for the Current Cycle (2013–2015)

New judicial officers can fulfill their Qualifying Ethics training requirement for any cycle in which they are engaged in meeting their new judicial officer education requirements. Under rule 10.462 of the California Rules of Court, the education requirements for new judicial officers consist of New Judge Orientation (NJO), an orientation course in the judicial officer's primary assignment, and the B. E. Witkin Judicial College. Therefore, if a judicial officer completes NJO, an overview course in his or her area of primary assignment, or the judicial college during the current cycle, he or she will satisfy the Qualifying Ethics training requirement for this cycle.

Experienced judicial officers can fulfill their Qualifying Ethics training requirement for the current cycle by participating in a *three-hour core course plus two hours of approved ethics electives*.

The three-hour core course is available only through the Center for Judiciary Education and Research (CJER) of the Administrative Office of the Courts (AOC). CJER will offer the core course many times in many locations around the state throughout the cycle. Justices, judges, and subordinate judicial officers may access the schedule for these courses and approved electives offered by the AOC as well as registration information at www2.courtinfo.ca.gov/cjer/ethics/ethics_calendar.htm.

The two hours of electives may be fulfilled by taking courses relating to the understanding and application of the California Code of Judicial Ethics or Code of Civil Procedure section 170 et seq. Examples include courses on disqualification and disclosure, courtroom control, fairness, self-represented litigants, and demeanor issues. Credit may be obtained for distance education such as broadcasts, videoconference/WebEx, and other online coursework. The Chief Justice, administrative presiding justices, and presiding judges may approve a course for ethics elective credit.

Participant evaluations of the previous three-year cycles of Qualifying Ethics courses were very favorable. The number of incidents of ethics-related discipline by the CJP has declined since the Qualifying Ethics training began in 2000.

Documenting Completion of Ethics Training Requirements

Each justice, judge, and subordinate judicial officer is responsible for ensuring his or her own attendance at and documenting completion of all Qualifying Ethics training requirements. CJER will provide certificates of attendance at each course for experienced judicial officers to retain for their personal records, and will maintain records of new judges' attendance at NJO, the judicial college, and the overview courses.

If a judicial officer is enrolled in the insurance program, he or she will need to submit to the AOC's Legal Services Office a completed *Qualifying Ethics Compliance Form* declaring that he or she has fulfilled the ethics training requirement. The form is available on CJER's website at www2.courtinfo.ca.gov/cjer/ethics/ethics-_calendar.htm. The due date to submit the form for the 2013–2015 cycle is January 15, 2016.

If a judicial officer does not complete the ethics training—either by completing the Qualifying Ethics program or by attending NJO, an overview course, or the judicial college—or does not submit the form by the deadline, he or she may be asked to refund the premiums paid on his or her behalf, and the judicial officer's insurance coverage may be terminated.

If you have any questions about reporting compliance, please contact Jay Harrell at 415-865-8918 or jay.harrell@jud.ca.gov.

DC/MMR/sl/ag

cc: Mr. Frank A. McGuire, Clerk of the Supreme Court
Clerk/Administrators of the Courts of Appeal
Executive Officers of the Superior Courts
Hon. Steven Jahr, Administrative Director of the Courts
Ms. Jody Patel, Chief of Staff, Administrative Office of the Courts
Mr. Curtis L. Child, Chief Operating Officer, Administrative Office of the Courts
Mr. Curt Soderlund, Chief Administrative Officer, Administrative Office of the Courts



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TANI CANTIL-SAKAUYE
Chief Justice of California
Chair of the Judicial Council

QUALIFYING ETHICS COMPLIANCE FORM GENERAL INFORMATION

STEVEN JAHR
Administrative Director of the Courts

Compliance Period: January 1, 2013 to December 31, 2015

This compliance form confirms that you have completed the Judicial Council-sponsored ethics education program required to receive coverage under the master insurance policy for the defense of judicial officers in proceedings before the Commission on Judicial Performance.

For experienced judicial officers, the program (referred to as Qualifying Ethics 5) consists of one three-hour core course and two hours of electives.

New trial court judicial officers are required by rule 10.462(c) of the California Rules of Court to complete New Judge Orientation (NJO), an orientation course in their primary assignment, and the B.E. Witkin Judicial College. If you completed any of these courses during this compliance period, you have satisfied your training requirement for purposes of the insurance for this compliance period. You can confirm this by checking the appropriate box below.

Please fill out the compliance form below and submit it no later than January 15, 2016, to:

Jay Harrell, Legal Services Office, Administrative Office of the Courts
455 Golden Gate Avenue, San Francisco, California 94102-3688 Fax: 415-865-4317

Receipt of your signed form will be confirmed by e-mail.

If you do not:

- (1) complete the Qualifying Ethics 5 training during the compliance period;
 - (2) complete either NJO, the orientation course, or the college during the compliance period; or
 - (3) submit this form by the deadline;
- you may be asked to refund the insurance premiums paid on your behalf and your insurance coverage may be subject to termination.

Print Name

Telephone No.

Email Address

Position (Justice, Judge, Commissioner, Referee or Hearing Officer)

Court

I declare that:

- ☐ I have completed the Qualifying Ethics training requirements during the compliance period.
☐ I have completed NJO, an orientation course described in rule 10.462, or the Judicial College during the compliance period.

Signature

Date

