

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Statewide Programs and Courses						
NEW JUDGE EDUCATION AND JUDICIAL ASSIGNMENT ORIENTATION						
B.E. Witkin Judicial College of California	Held Offsite	10 days once a year			Governing Committee	Judges and SJOs
B.E. Witkin Judicial College of California	Held Offsite	10 days once a year			Governing Committee	Judges and SJOs
New Judge Orientation 1/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 2/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 3/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 4/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 5/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 6/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 7/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 8/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 1/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 2/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 3/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 4/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 5/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 6/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 7/8		5 days 7-10 times per			Governing Committee	Judges and SJOs
New Judge Orientation 8/8		5 days 7-10 times per			Governing Committee	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

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Appellate Justices Orientation		½ day as needed			Appellate	Justices
Civil Law Basic Orientation (PAO)	PAO - Winter	4.5 days once a year			Civil	Judges and SJOs
Civil Law Basic Orientation (PAO)	PAO - Winter	4.5 days once a year			Civil	Judges and SJOs
Orientation for Experienced Civil Law Judges (PAO)	PAO/EAC - Spring	3 days once a year.			Civil	Judges and SJOs
Orientation for Experienced Civil Law Judges (PAO)	PAO/EAC - Spring	3 days once a year.			Civil	Judges and SJOs
Limited Jurisdiction, Small Claims & Unlawful Detainer Orientation (PAO)	PAO - Fall	3 days once a year.			Civil	Judges and SJOs
Limited Jurisdiction, Small Claims & Unlawful Detainer Orientation	PAO - Fall	3 days once a year.			Civil	Judges and SJOs
CEQA Overview	EAC/PAO - Winter	2 days once a year			Civil	Justices, Judges, Attorneys
CEQA Overview	EAC/PAO - Winter	2 days once a year			Civil	Justices, Judges, Attorneys
Criminal Law Orientation (PAO) 1/3	PAO - Fall	4.5 days 3 times a year			Criminal	Judges and SJOs
Criminal Law Orientation (PAO) 2/3	PAO - Winter	4.5 days 3 times a year			Criminal	Judges and SJOs
Criminal Law Orientation (PAO) 3/3	PAO/EAC - Spring	4.5 days 3 times a year			Criminal	Judges and SJOs
Criminal Law Orientation (PAO) 1/3	PAO - Fall	4.5 days 3 times a year			Criminal	Judges and SJOs
Criminal Law Orientation (PAO) 2/3	PAO - Winter	4.5 days 3 times a year			Criminal	Judges and SJOs
Criminal Law Orientation (PAO) 3/3	PAO/EAC - Spring	4.5 days 3 times a year			Criminal	Judges and SJOs
Traffic Orientation (PAO)	PAO/EAC - Spring	2 days once a year			Criminal	Judges and SJOs
Traffic Orientation (PAO)	PAO/EAC - Spring	2 days once a year			Criminal	Judges and SJOs
Fundamentals of Felony Sentencing, 1/2	EAC - Fall	2 days 2 times a year			Criminal	Judges and SJOs
Fundamentals of Felony Sentencing, 2/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs

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FY 2018/2019 and 2019/2020**

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Fundamentals of Felony Sentencing, 1/2	EAC - Fall	2 days 2 times a year			Criminal	Judges and SJOs
Fundamentals of Felony Sentencing, 2/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Advanced Topics in Felony Sentencing 1/2	EAC - Fall	1.5 days 2 times a year			Criminal	Judges and SJOs
Advanced Topics in Felony Sentencing 2/2	PAO/EAC - Spring	1.5 days 2 times a year			Criminal	Judges and SJOs
Advanced Topics in Felony Sentencing 1/2	EAC - Fall	1.5 days 2 times a year			Criminal	Judges and SJOs
Advanced Topics in Felony Sentencing 2/2	PAO/EAC - Spring	1.5 days 2 times a year			Criminal	Judges and SJOs
Homicide Trials 1/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Homicide Trials 2/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Homicide Trials 1/2	EAC - Fall	2 days 2 times a year			Criminal	Judges and SJOs
Homicide Trials 2/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Death Penalty Trials 1/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Death Penalty Trials 2/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Death Penalty Trials 1/2	EAC - Fall	2 days 2 times a year			Criminal	Judges and SJOs
Death Penalty Trials 2/2	EAC - Winter	2 days 2 times a year			Criminal	Judges and SJOs
Family Law Orientation (PAO) 1/2	PAO - Winter	4.5 days 2 times a year			Family	Judges and SJOs
Family Law Orientation (PAO) 2/2	PAO - Winter	4.5 days 2 times a year			Family	Judges and SJOs
Family Law Orientation (PAO) 1/2	PAO - Winter	4.5 days 2 times a year			Family	Judges and SJOs
Family Law Orientation (PAO) 2/2	PAO - Winter	4.5 days 2 times a year			Family	Judges and SJOs
AB1058 Commissioners Orientation (PAO)	Held Offsite	1/2 day once a year			Family	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

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AB1058 Commissioners Orientation (PAO)	Held Offsite	1/2 day once a year			Family	Judges and SJOs
Dependency Law Orientation (PAO) 1/2	PAO - Winter	4.5 days 2 times a year			Juvenile	Judges and SJOs
Dependency Law Orientation (PAO) 2/2	PAO/EAC - Spring	4.5 days 2 times a year			Juvenile	Judges and SJOs
Dependency Law Orientation (PAO) 1/2	PAO - Winter	4.5 days 2 times a year			Juvenile	Judges and SJOs
Dependency Law Orientation (PAO) 2/2	PAO/EAC - Spring	4.5 days 2 times a year			Juvenile	Judges and SJOs
Delinquency Law Orientation (PAO) 1/2	PAO - Fall	4.5 days 2 times a year			Juvenile	Judges and SJOs
Delinquency Law Orientation (PAO) 2/2	PAO - Winter	4.5 days 2 times a year			Juvenile	Judges and SJOs
Delinquency Law Orientation (PAO) 1/2	PAO - Fall	4.5 days 2 times a year			Juvenile	Judges and SJOs
Delinquency Law Orientation (PAO) 2/2	PAO - Winter	4.5 days 2 times a year			Juvenile	Judges and SJOs
Probate Orientation (PAO)	PAO - Winter	4.5 days once a year			Probate	judges, SJOs; probate attorneys,
Probate Orientation (PAO)	PAO - Winter	4.5 days once a year			Probate	Judges and SJOs; probate attorneys,
CONTINUING JUDICIAL EDUCATION - EDUCATION FOR EXPERIENCED JUDGES						
Complex Civil Litigation Workshop		1 day once a year			Civil	Complex Civil Judges
Complex Civil Litigation Workshop		1 day once a year			Civil	Complex Civil Judges
Evidence in Civil & Criminal Cases 1/2	EAC - Fall	3 days 2 times a year			Civil	Judges and SJOs
Evidence in Civil & Criminal Cases 2/2	EAC - Winter	3 days 2 times a year			Civil	Judges and SJOs
Evidence in Civil & Criminal Cases 1/2	EAC - Fall	3 days 2 times a year			Civil	Judges and SJOs
Evidence in Civil & Criminal Cases 2/2	EAC - Winter	3 days 2 times a year			Civil	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

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Experienced Family Law	EAC-tbd	1.5 days			Family	Judges and SJOs
Experienced Probate and Mental Health	EAC - Fall	2 days every other year			Probate	Judges and SJOs; probate attorneys,
CONTINUING JUDICIAL EDUCATION COURSES - DOMESTIC VIOLENCE COURSES AND PROGRAMS						
Domestic Violence Institute: Orientation to Judicial Skills		4 days every other year			VAWEP	Judges and SJOs
Ethics and Self-Represented Litigants in Domestic Violence Cases		2 days every year			VAWEP	Judges and SJOs
Ethics and Self-Represented Litigants in Domestic Violence Cases		2 days every year			VAWEP	Judges and SJOs
VAWEP 1/20					VAWEP	Judges and SJOs
VAWEP 2/20					VAWEP	Judges and SJOs
VAWEP 3/20					VAWEP	Judges and SJOs
VAWEP 4/20					VAWEP	Judges and SJOs
VAWEP 5/20					VAWEP	Judges and SJOs
VAWEP 6/20					VAWEP	Judges and SJOs
VAWEP 7/20					VAWEP	Judges and SJOs
VAWEP 8/20					VAWEP	Judges and SJOs
VAWEP 9/20					VAWEP	Judges and SJOs
VAWEP 10/20					VAWEP	Judges and SJOs
VAWEP 11/20					VAWEP	Judges and SJOs
VAWEP 12/20					VAWEP	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
VAWEP 13/20					VAWEP	Judges and SJOs
VAWEP 14/20					VAWEP	Judges and SJOs
VAWEP 15/20					VAWEP	Judges and SJOs
VAWEP 16/20					VAWEP	Judges and SJOs
VAWEP 17/20					VAWEP	Judges and SJOs
VAWEP 18/20					VAWEP	Judges and SJOs
VAWEP 19/20					VAWEP	Judges and SJOs
VAWEP 20/20					VAWEP	Judges and SJOs
CONTINUING JUDICIAL EDUCATION						
Advanced Judicial Studies Institute	Held offsite	2 Days every two years			Governing Committee	Judges and SJOs
Cow County Judges Institute	Held offsite	2 Days once a year			Governing Committee	Judges and SJOs
Cow County Judges Institute	Held offsite	2 Days once a year			Governing Committee	Judges and SJOs
Appellate Justices Institute	Held offsite	18 month cycle – One 2-			Appellate	Justices
Civil Law Institute	Held offsite	2 days every other year.			Civil	Judges and SJOs
Criminal Law Institute	Held offsite	2 days every other year.			Criminal	Judges and SJOs
Family Law Institute	Held offsite	2 days every other year.			Family	Judges and SJOs
Juvenile Law Institute	Held Offsite	2 days every other year.			Juvenile	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

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Probate and Mental Health Institute	Held offsite	2 days every other year.			Probate	Judges and SJOs; probate attorneys,
LEADERSHIP TRAINING - JUDICIAL						
PJ/CEO Management Institute	Held offsite	2 Days once a year			JBLD	PJ/CEO
PJ/CEO Management Institute	Held offsite	2 Days once a year			JBLD	PJ/CEO
Supervising Judges Institute		2 Days once a year			JBLD	Judges and SJOs
Supervising Judges Institute		2 Days once a year			JBLD	Judges and SJOs
MANAGER/SUPERVISOR COURSES						
Institute for Court Management (ICM) 1/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM)2/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 3/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 4/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 5/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 6/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 7/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 8/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 9/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 10/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 1/10		2.5 Days 10 times per				Manager/ Supervisors

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Institute for Court Management (ICM) 2/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 3/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 4/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 5/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 6/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 7/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 8/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 9/10		2.5 Days 10 times per				Manager/ Supervisors
Institute for Court Management (ICM) 10/10		2.5 Days 10 times per				Manager/ Supervisors
Core 40 1/3		4 Days 2-3 times per			JBLD	Manager/ Supervisors
Core 40 2/3		4 Days 2-3 times per			JBLD	Manager/ Supervisors
Core 40 3/3		4 Days 2-3 times per			JBLD	Manager/ Supervisors
Core 40 1/3		4 Days 2-3 times per			JBLD	Manager/ Supervisors
Core 40 2/3		4 Days 2-3 times per			JBLD	Manager/ Supervisors
Core 40 3/3		4 Days 2-3 times per			JBLD	Manager/ Supervisors
Advanced Core 40 1/3		3 Days 2-3 times			JBLD	Manager/ Supervisors
Advanced Core 40 2/3		3 Days 2-3 times			JBLD	Manager/ Supervisors

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Advanced Core 40 3/3		3 Days 2-3 times			JBLD	Manager/ Supervisors
Advanced Core 40 1/3		3 Days 2-3 times			JBLD	Manager/ Supervisors
Advanced Core 40 2/3		3 Days 2-3 times			JBLD	Manager/ Supervisors
Advanced Core 40 3/3		3 Days 2-3 times			JBLD	Manager/ Supervisors
Core 24 1/2		3 Days 2 times			JBLD	Manager/ Administrator
Core 24 2/2		3 Days 2 times			JBLD	Manager/ Administrator
Core 24 1/2		3 Days 2 times			JBLD	Manager/ Administrator
Core 24 2/2		3 Days 2 times			JBLD	Manager/ Administrator
COURT PERSONNEL INSTITUTES AND COURSES						
Trial Judicial Attorneys Institute	Held offsite	2 days every other year.			Governing Committee	Trial Judicial Attorneys
Appellate Judicial Attorneys Institute	Held offsite	2 Days once a year			Appellate	Judicial Attorneys
Appellate Judicial Attorneys Institute	Held offsite	2 Days once a year			Appellate	Judicial Attorneys
Appellate Staff Institute	Held offsite	3 days every other year.			ATCO	Appellate Court Staff
Appellate Systems Administrator Conference		2 Days once a year			ATCO	Appellate Court Staff
Appellate Systems Administrator Conference		2 Days once a year			ATCO	Appellate Court Staff
Appellate Management Institute	Held offsite	3 days every other year.			JBLD	Appellate Managers/ Supervisors
CCTI/Court Clerk Training Institute (includes eight classes)		5 days once a year			ATCO	Trial and Appellate Court Staff

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
CCTI/Court Clerk Training Institute (includes eight classes)		5 days once a year			ATCO	Trial and Appellate Court Staff
Core Leadership and Training Skills 1/3		3-days 2-3 times per			ATCO	Leads and Seniors
Core Leadership and Training Skills 2/3		3-days 2-3 times per			ATCO	Leads and Seniors
Core Leadership and Training Skills 3/3		3-days 2-3 times per year			ATCO	Leads and Seniors
Core Leadership and Training Skills 1/3		3-days 2-3 times per			ATCO	Leads and Seniors
Core Leadership and Training Skills 2/3		3-days 2-3 times per			ATCO	Leads and Seniors
Core Leadership and Training Skills 3/3		3-days 2-3 times per			ATCO	Leads and Seniors
TRAINING COORDINATORS AND ADA COORDINATORS						
Regional Courses						
JUDICIAL COURSES (capacity is 10 per year)						
1						
2						
3						
4						
5						
6						
7						
8						
9						

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
10							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
MANAGER/SUPERVISOR COURSES (capacity is 3 per year)							
1							
2							
3							
1							
2							
3							
COURT PERSONNEL COURSES (capacity is 5 per year)							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
1							
2							
3							
4							
5							
1							
2							
3							
4							
5							
	Webinar			capacity is 25 judicial, 6 manager/supervisor and 4 staff per year			
1							
2							
3							
4							
5							
6							
7							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
1							
2							
3							
4							
5							
6							
7							
8							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
27							
28							
29							
30							
31							
32							
33							
34							
35							
10 Minute Mentor			capacity is 5 per year				
1							
2							
3							
4							
5							
1							
2							
3							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
4							
5							
Studio Video Lecture			capacity is 4 per year				
1							
2							
3							
4							
1							
2							
3							
4							
Simulations			capacity is 4 per year				
1							
2							
3							
4							
1							
2							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
3							
4							
Studio Panel Discussions			capacity is 19				
JUDICIAL (capacity is 7 per year)							
1							
2							
3							
4							
5							
6							
7							
1							
2							
3							
4							
5							
6							
7							
MANAGER/SUPERVISOR (capacity is 6 per year)							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
1							
2							
3							
4							
5							
6							
1							
2							
3							
4							
5							
6							
COURT PERSONNEL (capacity is 6 per year)							
1							
2							
3							
4							
5							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
6							
1							
2							
3							
4							
5							
6							
Continuing the Dialogue Videos			capacity is 3 per year				
1							
2							
3							
1							
2							
3							
Podcasts			capacity is 8 per year				
1							
2							
3							

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FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
4							
5							
6							
7							
8							
1							
2							
3							
4							
5							
6							
7							
8							
Complex Online Courses			capacity is 2 judicial and 1 staff per year				
1							
2							
3							
1							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
2							
3							
Simple Online Courses (Captivate or other technology)			capacity is 4 judicial and 5 staff per year				
1							
2							
3							
4							
5							
6							
7							
8							
9							
1							
2							
3							
4							
5							
6							

**Education Plan
FY 2018/2019 and 2019/2020**

	Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
7							
8							
9							
Updates to Online Courses							
	Character evidence	Online Course Update				Governing Committee	
	CJER Online Tutorial	Online Course Update				Governing Committee	
	Introductory Videos for Each Toolkit	Online Course Update				Governing Committee	
	Questioning Prospective Jurors	Online Course Update				Governing Committee	
	Domestic Violence Restraining Orders	Online Course Update				Multiple Committee	
	How to Run a Busy Calendar	Online Course Update				Multiple Committee	
	Orders Prohibiting Civil Harassment and Workplace/ Postsecondary School Violence	Online Course Update				Multiple Committees	
	Relevance and Its Limits	Online Course Update				Multiple Committee	
	California Unlawful Detainer Proceedings	Online Course Update				Appellate Practice	
	Trial Court Appellate Division Practice and Procedure	Online Course Update				Appellate Practice	
	Unlawful Detainer	Online Course Update				Civil	
	CEQA	Online Course Update				Civil	
	Civil Trial Evidence: I Object!	Online Course Update				Civil	
	Punitive Damages Primer	Online Course Update				Civil	

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Small Claims Court: Consumer and Substantive Law	Online Course Update				Civil	
Small Claims Court: Procedures and Practices	Online Course Update				Civil	
Case Management in Civil Cases	Online Course Update	course still in production			Civil	
Questioning Prospective Jurors	Online Course Update	course still in production			Civil	
Is It Hearsay?	Online Course Update				Civil, Criminal	
Jury Challenges	Online Course Update				Civil, Criminal	
Trial Evidence: Handling Common Objections	Online Course Update				Civil, Criminal	
You Be The Judge—Hearsay and Its Exceptions	Online Course Update				Civil, Criminal	
Arraignments Primer	Online Course Update				Criminal	
Bail and Own Recognizance Release Procedures Primer	Online Course Update				Criminal	
Common Motions: Criminal Calendar Primer	Online Course Update				Criminal	
Criminal Discovery Motions Primer	Online Course Update				Criminal	
Preliminary Hearings Primer	Online Course Update				Criminal	
Proposition 36: Drug Court	Online Course Update				Criminal	
Traffic Cases	Online Course Update				Criminal	
Electronic Evidence	Online Course Update	course still in production			Criminal	
Admitting the Statements and Silence of Criminal Defendants (A, B,	Online Course Update	course still in production			Criminal	
ADA in State Court	Online Course Update				Ethics and Fairness	
Communicating With Self Represented Litigants	Online Course Update				Ethics and Fairness	

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Courtroom Control	Online Course Update				Ethics and Fairness	
Judicial Campaign Ethics	Online Course Update				Ethics and Fairness	
Judicial Ethics for New Judges	Online Course Update				Ethics and Fairness	
Judicial Ethics for Temporary Judges	Online Course Update				Ethics and Fairness	
Real World Judicial Ethics 1	Online Course Update				Ethics and Fairness	
Real World Judicial Ethics 2	Online Course Update				Ethics and Fairness	
Real World Judicial Ethics 3	Online Course Update				Ethics and Fairness	
Real World Judicial Ethics 4	Online Course Update				Ethics and Fairness	
Self Represented Litigants: Special Challenges	Online Course Update				Ethics and Fairness	
Calendar Management in Family Court	Online Course Update				Family	
Characterizing Property	Online Course Update				Family	
Child and Spousal Support	Online Course Update				Family	
Custody and Visitation	Online Course Update				Family	
Determining Income	Online Course Update				Family	
Dividing Property	Online Course Update				Family	
Juvenile Delinquency Hearings	Online Course Update				Juvenile	
Juvenile Dependency Hearings	Online Course Update				Juvenile	
Basic Safety in the Courts	Online Course Update				ATCO	
Basics of Family and Medical Leave	Online Course Update				ATCO	

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Civil Caseflow Basics	Online Course Update				ATCO	
Code of Ethics	Online Course Update				ATCO	
Courtroom Clerk in the Felony Courtroom	Online Course Update				ATCO	
Customer Service in Action	Online Course Update				ATCO	
Domestic Violence Restraining Orders	Online Course Update				ATCO	
Employment Law for Supervisors and Managers	Online Course Update				ATCO	
Ethics Orientation/Conflict of Interest	Online Course Update				ATCO	
Family Procedure: enforcement	Online Course Update				ATCO	
Handling Change	Online Course Update				ATCO	
Handling Fee Waiver Applications	Online Course Update				ATCO	
ICWA Inquiry and Notice	Online Course Update				ATCO	
Introduction to Customer Service	Online Course Update				ATCO	
Introduction to Family Procedure	Online Course Update				ATCO	
Judicial Council Forms (mandatory v. optional)	Online Course Update				ATCO	
Personal Security in the Courts	Online Course Update				ATCO	
Process Creditor's Claims	Online Course Update				ATCO	
Processing Creditors' Claims in Probate	Online Course Update				ATCO	
Records Management	Online Course Update				ATCO	
Requests for Domestic Violence Restraining Orders	Online Course Update				ATCO	

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Sealed and Confidential Records	Online Course Update				ATCO	
Small Claims	Online Course Update				ATCO	
Stress Management	Online Course Update				ATCO	
The Work of the Courts	Online Course Update				ATCO	
Time Management	Online Course Update				ATCO	
Unlawful Detainers	Online Course Update				ATCO	
Basic customer service	Online Course Update	course still in production			ATCO	
Basic Safety	Online Course Update	course still in production			ATCO	
Basic Misdemeanor Case-Flow	Online Course Update	course still in production			ATCO	
Prison Abstracts	Online Course Update	course still in production			ATCO	
827 Petitions	Online Course Update	course still in production			ATCO	
Notice of Petition to Transfer Case Involving an Indian Child to Tribal	Online Course Update	course still in production			ATCO	
Intercounty/Interstate Transfers	Online Course Update	course still in production			ATCO	
Trials	Online Course Update	course still in production			ATCO	
JBSIS/Accuracy in Reporting	Online Course Update	course still in production			ATCO	
Surrogacy Cases	Online Course Update	course still in production			ATCO	
Publication Updates						
Updates to Handbooks						
Felony Sentencing Handbook	Handbook update				Criminal	

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
Mandatory Jury Instructions Handbook	Handbook update				Criminal	
Updates to Benchbooks						
California Judges Benchbook Civil Proceedings: Before Trial	Benchbook update				Civil	
California Judges Benchbook Civil Proceedings: Trial	Benchbook update				Civil	
California Judges Benchbook Civil Proceedings: After Trial	Benchbook update				Civil	
California Judges Benchbook Civil Proceedings: Discovery	Benchbook update				Civil	
Domestic Violence Cases in Criminal Court Benchbook	Benchbook update				Criminal	
Search and Seizure Benchbook	Benchbook update				Criminal	
Small Claims and Consumer Law Benchbook	Benchbook update				Civil	
Updates to Bench Handbooks						
Fairness and Access Bench Handbook	Bench-handbook update				Civil, Criminal	
Indian Child Welfare Act Bench Handbook	Bench-handbook update				Juvenile, Family, Probate	
Judges Guide to ADR	Bench-handbook update					
Jury Management Bench Handbook	Bench-handbook update				Civil, Criminal	
Managing Gang-related Cases Bench Handbook	Bench-handbook update				Criminal	
On-Call Duty Binder for Judges Bench Handbook	Bench-handbook update				Multiple Committee	
The Child Victim Witness Bench Handbook	Bench-handbook update				Civil, Criminal	
Updates to Bench Guides						
BG 2 Disqualification of Judge Benchguide	Benchguide update				Civil	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
BG 3 Courtroom Control:Contempt and Sanctions Benchguide	Benchguide update				Civil	Judges and SJOs
BG 20 Injunctions Prohibiting Civil Harassment or Workplace Violence	Benchguide update				Civil	Judges and SJOs
BG 31 Landlord-Tenant Litigation: Unlawful Detainer Benchguide	Benchguide update				Civil	Judges and SJOs
BG 34 Small Claims Court Benchguide	Benchguide update				Civil	Judges and SJOs
BG 52 Misdemeanor Arraignment	Benchguide update				Criminal	Judges and SJOs
BG 54 Right to Counsel Issues	Benchguide update				Criminal	Judges and SJOs
BG 55 Bail and OR Release	Benchguide update				Criminal	Judges and SJOs
BG 58 Motions to Supress and Related Motions: Checklist	Benchguide update				Criminal	Judges and SJOs
BG 62 Deferred Entry of Judgment/Diversion	Benchguide update				Criminal	Judges and SJOs
BG 63 Competence to Stand Trial	Benchguide update				Criminal	Judges and SJOs
BG 74 Sentencing Guidelines for Common Misdemeanors and	Benchguide update				Criminal	Judges and SJOs
BG 75 Misdemeanor Sentencing	Benchguide update				Criminal	Judges and SJOs
BG 81 DUI Proceedings	Benchguide update				Criminal	Judges and SJOs
BG 82 Traffic Court Proceedings	Benchguide update				Criminal	Judges and SJOs
BG 83 Restitution	Benchguide update				Criminal	Judges and SJOs
BG 84 Probation Revocation	Benchguide update				Criminal	Judges and SJOs
BG 91 Felony Arraignment and Pleas	Benchguide update				Criminal	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
BG 92 Preliminary Hearings	Benchguide update				Criminal	Judges and SJOs
BG 98 Death Penalty Benchguide: Pretrial and Guilt Phase	Benchguide update				Criminal	Judges and SJOs
BG 99 Death Penalty Benchguide: Penalty Phase and Posttrial	Benchguide update				Criminal	Judges and SJOs
BG 100 Initial or Detention Hearings	Benchguide update				Juvenile	Judges and SJOs
BG 101 Jurisdiction Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 102 Disposition Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 103 Review Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 104 Selection and Implementation Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 116 Initial or Detention Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 117 Fitness Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 118 Jurisdiction Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 119 Disposition Hearing	Benchguide update				Juvenile	Judges and SJOs
BG 120 LPS Proceedings	Benchguide update				Probate, Civil	Judges and SJOs
BG 130 Adoptions	Benchguide update				Family	Judges and SJOs
BG 200 Custody and Visitation	Benchguide update				Family	Judges and SJOs
BG 201 Child and Spousal Support	Benchguide update				Family	Judges and SJOs
BG 202 Property Characterization and Division	Benchguide update				Family	Judges and SJOs

**Education Plan
FY 2018/2019 and 2019/2020**

Content	Recommended Delivery Method/ Venue	Frequency	Plan Year 2018-2019	Plan Year 2019-2020	Curriculum Committee	Target Audience
BG 203 AB 1058 Child Support Proceedings: Establishing Support	Benchguide update				Family	Judges and SJOs
BG 204 AB 1058 Child Support Proceedings: Enforcing Support	Benchguide update				Family	Judges and SJOs
BG 300 Conservatorship: Appointment and Powers	Benchguide update				Probate	Judges and SJOs
BG 301 Conservatorship Proceedings	Benchguide update				Probate	Judges and SJOs
BG 302 Probate Administration	Benchguide update				Probate	Judges and SJOs
New Bench Tools						
New Staff Job Aids						
Updates to Bench Tools and Job Aids						
	Bench Tools update				all	Judges and SJOs
	Job Aids update				all	Court Staff

JOB AID: Relative Costs of Education Delivery Methods

According to “Developing the Judicial Branch Education Plan: Objectives, Roles and Responsibilities,” approved by the CJER Governing Committee in November 2009, the primary role and responsibility of the Curriculum Committee is to develop a two-year education plan for its respective curriculum area, in partnership with CJER staff, for approval by the Governing Committee. Looking at the entirety of their curriculum, Curriculum Committees determine the specific content that should be addressed in a two-year plan. This job aid provides information about the relative cost of the various delivery methods so that committee members can weigh the costs and benefits of particular delivery methods and make informed decisions about which delivery method is the most effective, cost-effective and appropriate to use. Committee members should carefully consider the cost and benefit of choosing a high cost delivery method (items 1-3 on the attached summary), and work with CJER staff to document their rationale for doing so for review by the CJER Governing Committee.

Below are summaries of the primary methods of providing education, a chart of relative costs, and a set of individual charts that provide greater detail about the costs associated with each of the delivery methods.

Live Face-to-Face Education programs can involve the highest number of cost elements to the courts and the Judicial Council and some forms of this delivery method incur the highest aggregate costs among the various options available. They range in format from half-day local courses to multi-day programs held at a conference or hotel venue.

Live Instructor-Led Distance Education (Webinars) typically entails very little direct cost. Occasionally faculty travel to Judicial Council Offices to deliver the course, but most offer the course from their own offices. There are some indirect costs for faculty and staff preparation depending upon the complexity of the design and participant materials that must be developed. There are some annual costs associated with the software and some associated telecommunication charges.

Distance Education (Online Videos) costs vary depending on the complexity of production. Only the *video simulations*, which entail the creation of vignettes, require a great deal of faculty and staff time and various direct costs. Recorded *Video lectures* from live programs incur direct costs for staff travel to record at a program and staff time to edit the videos, but they leverage faculty in a cost effective fashion. *Videos* created in the studio typically incur costs for faculty travel and staff time for development, production and editing.

Distance Education (Online Courses) involves preparation from staff writers and faculty reviewers similar to CJER publications. They require a greater level of instructional design than publications and the added element of media production staff to create the web pages and their various elements. They vary significantly in length and complexity and the indirect cost of CJER staff time varies proportionately.

Distance Education (Podcasts) involve development time by staff and faculty, production and post-production efforts by media specialists to record and edit the podcast, and from the web specialists to upload to CJER Online and the CJER Podcast App. Typically, however, there is no travel time involved, as podcasts are recorded via WebEx, with the faculty in a remote location. Podcasts repurposed as audio from existing video products, like *Family Law Updates* and *Ten Minute Mentors*, involve no development and few production costs.

Publications currently provided by CJER are available in print or online. The bench books and handbooks are the only publications remaining solely in print form, and most of the costs for printing are funded by legal publisher partners. The primary costs are indirect, and are associated with the staff that write and edit the publications and the faculty time to review that work. The largest publication product, the Civil Bench Book series, is written by contractors and funded almost entirely from grant money. CJER's bench guides are provided only online. As with online course development, publications vary in length and complexity and the staff time required varies proportionately.

Direct cost factors and how they are funded:

- Faculty Lodging and Meals (Trial Court Improvement and Modernization Fund or IMF)
- Faculty Travel (IMF)
- Contract faculty and contract publications writers (IMF, other Special Fund money or Grant Funding)
- Participant Lodging and Meals (IMF)
- Meeting room rental costs (IMF)
- Participant Travel (Individual Court)
- CJER Staff Lodging, Meals, and travel (CJER General Funds)

Relative Cost Summary Chart: Education Delivery Methods

	Delivery type	Delivery Method Category	Direct Cost	Indirect Cost	Cost relative to other delivery methods
1	<ul style="list-style-type: none"> • Statewide events • Two or more days • Hotel meeting facility 	Live face-to-face education	Very High	High	Very High
2	<ul style="list-style-type: none"> • Bench Books (new and updates) 	Publications and resources	High	High	High
3	<ul style="list-style-type: none"> • Statewide events • Two or more days • Council Meeting Facility 	Live face-to-face education	High	High	High
4	<ul style="list-style-type: none"> • Non-instructor-led online courses on complex subjects 	Online courses	Low	High	Medium
5	<ul style="list-style-type: none"> • Bench Guides (new and updates) 	Publications and resources	Low	High	Medium
6	<ul style="list-style-type: none"> • Video education with learning activities, designed to be viewed in a facilitated group setting; complex content 	Online video (long format)	Medium	Medium	Medium
7	<ul style="list-style-type: none"> • Regional events • One day or less • Council or court meeting facility • Offered in more than one region 	Live face-to-face education	Medium	Medium	Medium
8	<ul style="list-style-type: none"> • Video simulations online 	Online video (short format)	Medium	Medium	Medium
9	<ul style="list-style-type: none"> • Recorded lectures from live programs online 	Online video	Medium	Medium	Medium
10	<ul style="list-style-type: none"> • 10-Minute Mentor focused video 	Online video (short format)	Low	Medium	Low
11	<ul style="list-style-type: none"> • Podcast (developed as a podcast) 	Podcast	Low	Medium	Low
12	<ul style="list-style-type: none"> • Bench Tools and staff job aids 	Publications and resources	Low	Medium	Low
13	<ul style="list-style-type: none"> • Online judicial articles 	Online courses	Low	Medium	Low
14	<ul style="list-style-type: none"> • Local court location • One day or less • Court meeting facility 	Live face-to-face education	Low	Low	Low
15	<ul style="list-style-type: none"> • Podcast (repurposed audio from existing video) 	Podcast	Very Low	Low	Very Low
16	<ul style="list-style-type: none"> • Live Webinars (1-2 hours) 	Webinar	Very Low	Low	Very Low

Definitions of Relative Cost Categories

	Direct Costs	Indirect Costs
Very High	<p>High participant food and beverage costs at off-site venues, high participant and staff travel costs at programs such as the Judicial College (\$100,000-330,000) and Judicial Institutes (\$45,000-\$75,000).</p> <p>Ranges from \$45K – 400K per event or product</p>	<ul style="list-style-type: none"> • Multiple days of faculty time in preparation and teaching • Multiple days of participant time away from court • Large number of staff required • Large amount of staff time required (including site contracts)
High	<p>Reduced costs of participant food and beverage, and reduced staff travel costs due to holding a program at a Council or court location; for example, the Winter Primary Assignment Orientations, which typically includes 5-6 different courses (\$75,000). Also, the Civil Law Bench Book (\$100,000/year).</p> <p>Ranges from \$45K – \$100K per event or product</p>	<ul style="list-style-type: none"> • Multiple days of faculty time in preparation and teaching • Multiple days of participant time away from court • Large number of staff required • Moderate amount of staff time required (including site contracts)
Medium	<p>Few direct costs, usually faculty travel and lodging, and/or CJER staff travel; for example, regional courses, complex video products.</p> <p>Less than \$5,000 per event or product</p>	<ul style="list-style-type: none"> • Two days or less of faculty time away from court • Two days or less of participant time away from court • Some appreciable staff time for content development, production and delivery logistics
Low	<p>Few direct costs, usually faculty travel and lodging; for example, local courses at courts, or distance education such as bench tools, podcasts and Ten-Minute Mentor online videos.</p> <p>Less than \$2,500 per event or product</p>	<ul style="list-style-type: none"> • One day or less of faculty time away from court • One day or less of participant time away from court • Small amount of staff time content development • Small amount of staff time for production or delivery logistics
Very Low	<p>Very few or no direct costs; for example, webinars.</p> <p>Less than \$1,000 per event or product</p>	<ul style="list-style-type: none"> • No staff time for content development, production, or delivery logistics

Live Face-to-Face Education: Statewide, Regional and Local Programs

Primary forms of live face-to-face education	Primary cost factors, designated as High (H), Medium (M) or Low (L) Cost	Example	Cost relative to other delivery methods
Statewide multi-day program with multiple courses held at a hotel conference facility	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (H) • Faculty travel (H) • Participant lodging (H) • Participant meals (H) • Participant travel (H) • CJER staff lodging & meals (H) • CJER staff travel (H) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty & Participant time away from court (H) • CJER staff time* (H) 	<i>Juvenile Law Institute</i>	Very High
Statewide multi-day program with multiple courses held at a Council meeting facility	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (H) • Faculty travel (H) • Participant lodging (H) • Participant meals (L) • Participant travel (H) • CJER staff lodging & meals (H) • CJER staff travel (H) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty & Participant time away from court (H) • CJER staff time* (H) 	<p><i>Primary Assignment Orientation Program</i></p> <p><i>Civil & Criminal Evidence Course</i></p>	High
Regional program of one day or less held at a Council or court facility	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (H) • Faculty travel (H) 	<i>Parole revocation hearings</i>	Medium

and offered in more than one region	<ul style="list-style-type: none"> • Participant lodging (L) • Participant meals (L) • Participant travel (L) • CJER staff lodging & meals (H) • CJER staff travel (H) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (H) 	<i>Hot topics in Decedents Estates & Trusts</i>	
Local program of one-day or less held in a court facility	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (H) • Faculty travel (H) • Participant lodging (None) • Participant meals (L) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (L) 	<i>Local training catalog courses</i>	Low

* CJER staff typically involved in the development of live face-to-face education may include the following classifications: Attorney or education developer, education coordinator(s), meeting planner (RFPs & contracts), registration coordinator, secretary, 1–3 AV technicians, copy editor, and other staff performing minor support functions. Depending on the complexity, length and size of the event, staff on site typically include: Attorney or education developer responsible for the content area, education coordinator, hotel meeting planner, (one day), registration coordinator (one day), AV Technicians 1–7 days.

Live Distance Education: Webinars

Primary form of webinar education	Primary cost factors, designated as High (H), Medium (M) or Low (L) Cost	Example	Cost relative to other delivery methods
1-2 hours Webinars	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (L) • Faculty travel (L) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (M) 	<p><i>Current Issues in Criminal Law Advanced Faculty Development: Nuts and Bolts of PowerPoint</i></p>	Very Low

* CJER staff typically involved in the development of educational webinars may include the following classifications: Attorney or education developer, education coordinator, administrative secretary, AV technician, and other staff performing minor support functions.

Distance Education: Online Videos

Primary forms of online video education	Primary cost factors, designated as High (H), Medium (M) or Low (L) Cost	Example	Cost relative to other delivery methods
<p>Online Video (long format): Complex subject matter and/or using video vignettes; Designed with learning activities and designed to be viewed in a facilitated group</p>	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (M) • Faculty travel (M) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (L) • CJER staff travel (L) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (H) 	<p><i>Continuing the Dialog: Implicit Bias</i> <i>Analytical Skills for Program Management (Court Managers and Supervisors)</i></p>	<p>Medium</p>
<p>Online Video (short format): Single subject and/or Live Panel Discussion</p>	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (L) • Faculty travel (L) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (L) 	<p><i>Small Claims Processing for court staff</i></p>	<p>Low</p>
<p>Video simulations</p>	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (M) • Faculty travel (M) 	<p><i>Continuing the Dialog: Implicit Bias</i></p>	<p>Medium</p>

	<ul style="list-style-type: none"> • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (L) • CJER staff travel (M) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (H) 	<i>Nonminor Cases in Juvenile Court</i>	
Video lectures from live programs	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (None additional) • Faculty travel (None additional) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (M) • CJER staff travel (H) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (None additional) • Participant time away from court (L) • CJER staff time* (M) 	<i>Appellate Judicial Attorneys Institute Lectures</i>	Medium

10 Minute Mentor	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (L) • Faculty travel (L) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (H) 	<i>Expedited Jury Trials</i>	Low
Video Lectures (Produced in the CJER Studio)	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (L) • Faculty travel (L) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (L) 	<i>Hearing DV Cases: Avoiding Pitfalls</i>	Low

* CJER staff typically involved in the development of online videos may include the following classifications: Attorney or education developer, media production specialist, copy editor, web developer/analyst, education coordinator, registration coordinator, secretary, 1–5 AV/Video technicians, video editor, and other staff performing minor support functions.

Distance Education: Podcasts

Primary forms of online podcast education	Primary cost factors, designated as High (H), Medium (M) or Low (L) Cost	Example	Cost relative to other delivery methods
Podcast developed as a podcast	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (none) • Faculty travel (none) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (L) • Participant time away from court (L) • CJER staff time* (M) 	<i>The Digital Judge</i>	Low
Podcast using repurposed audio from an existing video	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (none) • Faculty travel (none) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (L) • Participant time away from court (L) • CJER staff time* (L) 	<i>Family Law Updates</i>	Very Low

10 Minute Mentor	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (L) • Faculty travel (L) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (H) 	<i>Expedited Jury Trials</i>	Low
Video Lectures (Produced in the CJER Studio)	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (L) • Faculty travel (L) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M) • Participant time away from court (L) • CJER staff time* (L) 	<i>Hearing DV Cases: Avoiding Pitfalls</i>	Low

* CJER staff typically involved in the development of online videos may include the following classifications: Attorney or education developer, media production specialist, copy editor, web developer/analyst, education coordinator, registration coordinator, secretary, 1–5 AV/Video technicians, video editor, and other staff performing minor support functions.

Distance Education: Non-Instructor-Led Online Courses

Primary forms of Online education	Primary cost factors, designated as High (H), Medium (M) or Low (L) Cost	Example	Cost relative to other delivery methods
Online Courses on complex subjects that take from 1- 6 hours to complete	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (None) • Faculty travel (None) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (reviewing and writing) (M-L) • Participant time away from court while taking the course (L) • CJER staff time *(H) 	<i>Juvenile Dependency Hearings; Preliminary Hearings Primer</i>	Medium

* CJER staff typically involved in the development of self-paced online courses may include the following classifications: Attorney or education developer, copy editor, media production specialist, web developer/analyst, education coordinator, AV/Video Technicians and other staff performing minor support functions.

Education Publications & Resources

Primary forms of education publications	Primary cost factors, designated as High (H), Medium (M) or Low (L) Cost	Example	Cost relative to other delivery methods
Bench Books and Handbooks (new writing and ongoing updates)	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (None) • Faculty travel (None) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M-L) • Participant time away from court (L) • CJER staff time)* (H) 	<p><i>Civil Proceedings Bench Book</i></p> <p><i>Mandatory Jury Instructions</i></p> <p><i>Small Claims</i></p>	High
Bench Guides & Bench Handbooks, new practice and job aids (new writing and ongoing updates)	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> • Faculty lodging & meals (None) • Faculty travel (None) • Participant lodging (None) • Participant meals (None) • Participant travel (None) • CJER staff lodging & meals (None) • CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> • Faculty time away from court (M-L) • Participant time away from court (L) • CJER staff time)* (H) 	<p><i>Right to Counsel Issues</i></p> <p><i>DUI Proceedings</i></p>	Medium

<ul style="list-style-type: none"> · Bench Tools · Job aid resources available online · Development and updating 	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> · Faculty lodging & meals (None) · Faculty travel (None) · Participant lodging (None) · Participant meals (None) · Participant travel (None) · CJER staff lodging & meals (None) · CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> · Faculty time away from court (L) · Participant time away from court (None) · CJER staff time* (L) 	<p><i>Case initiation in Probate;</i></p> <p><i>Confidentiality and sealing records</i></p>	<p>Low</p>
<ul style="list-style-type: none"> · Online Judicial Articles 	<p><i>Direct Costs</i></p> <ul style="list-style-type: none"> · Faculty lodging & meals (None) · Faculty travel (None) · Participant lodging (None) · Participant meals (None) · Participant travel (None) · CJER staff lodging & meals (None) · CJER staff travel (None) <p><i>Indirect Costs</i></p> <ul style="list-style-type: none"> · Faculty time away from court (None) · Participant time away from court (None) · CJER staff time* (L) 	<p><i>Introduction to California Land Use Law</i></p>	<p>Low</p>

* CJER staff typically involved in the development of education publications and resources may include the following classifications: Attorney or education developer, copy editor, other staff performing minor support functions. When writing is performed by grant-funded consultants (Civil Proceedings Bench Book), those costs are considered direct costs.

EDUCATION DELIVERY OPTIONS

These options may be developed for stand-alone or blended delivery.

FACE-TO-FACE — Instructor-led in person courses designed and delivered so that participants interact with the content, and share experiences, expertise, concerns, and successes with their peers. Learning objectives that require uninterrupted learning, peer-to-peer interaction, affective learning, inter-personal skills practice, and immediate feedback work best in this format.

STATEWIDE: Opportunity to work with participants from across the state and learn from their varied experience. Often multiday programs and focused on mandatory education requirements. (Portions of these programs may also appear online in video format). *This delivery option is the most costly per participant.*

REGIONAL: Focused on a tighter geographical area and content that can be covered in a one-day format.

LOCAL: Education delivered by courts internally or through CJER's Local Course Catalog.

AT-A-DISTANCE — Various products and experiences available online (asynchronous) and/or live (synchronous), delivered via technology.

ONLINE COURSES— self-paced, asynchronous, non-instructor-led tutorials designed to be accessed online, representing a range of complexity and interactivity. Stable content, with limited updating requirements. Designed for participants who are new to the content, or in need of a refresher. Convenient reference for related statutes, rules, and forms. **(24/7)**

ONLINE VIDEOS— Short format (10 – 30 minutes) videos designed for focused and “just-in-time” learning, such as the *Ten Minute Mentor* series or video simulations. Long format (60-90 minutes) course content designed for broader learning. For court staff, the educational videos are designed around learning activities and facilitated group viewing (DVDs also available). On the judicial side, lectures or panel discussions by one or more subject matter experts or recorded presentations from live events or recorded webinars (see below).

PODCASTS— 20-30 minute recorded conversational audio presentations by faculty, available for listening or downloading on desktop or mobile devices. Designed to introduce emerging topics, case updates or specific best practices in a convenient format. Created originally as podcasts or re-purposed audio from videos (see above).

WEBINARS— Live instructor-led courses transmitted audio-visually over the internet in a shared group environment with participants at a distance. Webinars may include video, slide presentations, chat, polling, and breakout room capability. Faculty present content, facilitate discussions and answer questions. Webinars may also be recorded and posted online for later viewing (see above).

PUBLICATIONS— Textual resources developed, written and maintained through the joint efforts of CJER attorneys and judicial officers and other subject matter experts, of varying lengths and purposes. Available in hard copy and/or online. **(24/7)**

BENCHBOOKS — Longest resource (hundreds of pages) case-heavy references, made for substantial review.

HANDBOOKS — In-depth presentation of a specific, less common area of law.

BENCH GUIDES AND BENCH HANDBOOKS — Shorter, focused on a specific procedural topic or set of related topics, with checklists or scripts.

BENCH TOOLS — Shortest resource, usually a one-page excerpt from a longer publication, “just-in-time” reference.

CALIFORNIA COURT JOB AIDS— 1-2 page flow charts, checklists, infographics and other helpful reference guides for court personnel.

INSTRUCTIONAL ACTIVITIES MATRIX*

Grayed out boxes represent methods that are generally not compatible with corresponding activities.

Instructional Activities	Complex knowledge, skill building, interaction		Basic knowledge, limited skill development, one-way delivery					
	Face-to-Face	Live Webinar	Online Video (short form)	Online Video (long form)	Self-Paced Online Course	Podcast	Publications	Job Aids
Case Studies/Hypotheticals	P	P	P	P	P	P	P	
Peer Presentations	P							
Role-Playing/Simulations	P							
Demonstration	P	P	P	P	P			
Writing	P							
Small Group Discussions	P			P				
Tests, Self-Assessments	P	P		P	P		P	
Question & Answer	P	P		P				
Panels/Debates	P	P	P	P		P		
Handouts/Course Materials	P	P	P	P	P	P	P	P
Lecture	P	P	P	P	P	P		
Research							P	P
Mentoring/Coaching	P							
Brainstorming	P	P						
Games/Responders	P							
Job Aids	P	P	P	P	P	P	P	P

Complex knowledge, skill-building, interaction. More formal instruction and/or coaching with small numbers of learners. Face-to-face classes, live web conferences, and instructor-led online courses are best suited for content that requires significant interaction.

Basic knowledge, one-way delivery, unlimited audience. Books, self-directed online courses, job aids, etc., and online videos and lecture-type methods used to deliver basic knowledge, particularly to large audiences where interaction is not critical.

* Adapted from 2001/2002 Distance Education Yearbook, *Delivering Instruction at a Distance Using a Blended Approach*, by Simone Conceicao-Runlee.

Cost Benefit Analysis for Live Face-to-Face Statewide Education Programming

Because of the high cost of the live face-to-face statewide delivery method, the Judicial Council has charged the CJER Governing Committee with carefully considering the method's costs and benefits and to ensure that it is used appropriately once approved.

To support the Governing Committee in this role, CJER staff apply their expertise in instructional design and adult education theory and practice to recommend the most appropriate ways to achieve the objectives recommended by the curriculum committees. Accordingly, staff are expected to recommend low-cost distance delivery methods such as videos, webinars or online resources when sufficient to meet objectives, rather than live face-to-face course delivery that might be preferred by a curriculum committee. Conversely, staff are expected to recommend high cost live face-to-face statewide delivery methods when required to meet objectives, even though lower cost methods might result in the availability of additional funding for other education efforts. Staff support faculty in designing courses that make appropriate and effective use of face-to-face delivery.

This document details the analysis and rationale for live face-to-face statewide programs considered by the Governing Committee for the 2018-20 Education Plan period. Live face-to-face delivery can uniquely achieve certain learning objectives, detailed below. The first five benefits described below are unique to live face-to-face education as demonstrated by scientific research and our participants' experience. Although some benefits of face-to-face delivery are also available through live distance education, they are usually less effective at a distance. The next four benefits described below are more effective in face-to-face delivery but are also available to some degree in live distance education. The final three benefits below are uniquely effective in live distance education.

Benefits Unique to Live Face-to-Face Delivery

1. *Uninterrupted single-focus learning*: Although distance education is conveniently accessible to the learner in his or her workplace, for instance, the judge¹ in chambers, it also makes the learner accessible to interruptions and prone to multi-tasking. Multi-tasking, far from being efficient, actively interferes with learning,² especially of complex material. Trial court judges have said: "There are too many distractions [at court]. . . as there is always something else to do, like review files for the next day." "I get distracted often when sitting at my desk trying to view an online course."³ In the 2014 *CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report*, over two-thirds of trial judges and over three-quarters of appellate justices surveyed by CJER indicated that live multi-day programs serve their educational needs best.⁴ The judicial officers valued the way live education allows uninterrupted, focused education away from court.
2. *Confidential practice space*: Reassessment of belief systems and habitual behavior, and the acquisition of personal skills that accompany new insights, require a confidential, peer-to-peer practice space. The 2014 *Report of the Experienced Judge Education Workgroup* found that "experienced judges need more live programming, specifically in the areas of courtroom control and communication, and disruptive litigants."⁵ In a face-to-face environment, affective (emotional and empathetic) instruction can more effectively overcome natural resistance to changing personal beliefs, values and stereotypes, especially, for example, in areas such as ethics, self-care, trauma, fairness, and judicial empathy. Most personal skills, including leadership skills, require a

¹ Although the term "judge" is used frequently in this document, this analysis applies equally to all the learners that CJER serves, including judges, subordinate judicial officers, court executive officers, and court personnel.

² American Psychological Association, March 20, 2006: <http://www.apa.org/research/action/multitask.aspx>; <https://www.psychologytoday.com/blog/creativity-without-borders/201405/the-myth-multitasking>

³ 2014 *CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report*, pp. 24, 20.

⁴ 2014 *CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report*, p. 16

⁵ 2014 *Report of the Experienced Judge Education Workgroup*, p. 11

face-to-face, interactive space where participants can try out new skills – in role-playing, for instance – and share the discomfort and risk of failure with peers. Unfortunately, recorded or live-at-a-distance education can afford low participation and minimal emotional engagement, making it far less effective for affective learning and acquiring inter-personal skills.

3. *A community of learning in and out of the classroom:* During face-to-face education, peer-to-peer interaction mitigates professional isolation, and lays the foundation for educational social interaction beyond the classroom. Face-to-face education can also lay the foundation for subsequent educational peer-to-peer interaction and energize subsequent distance education. Distance education, especially in an asynchronous environment, does not have the same impact. The value of peer-to-peer interaction increases for those in unique roles at their own courts. Presiding judges and court executive officers, for instance, do not have local peers in similar roles with whom to exchange experience and ideas. Trial court judges observe that, “Meeting other judges from across the state and learning how other areas do things is invaluable.” “We can all read. We can all access the computer. What we can’t do is access each other. We are locked into a system where we are isolated in our courtrooms and our chambers. We need to TALK to each other.”⁶
4. *Multi-sensory experience:* Participation in live face-to-face education activates multiple senses to a far greater degree than recorded or live at-a-distance education. The more senses involved in a learning experience, the easier it is for the brain to pay attention in the moment and to access memories later,⁷ two important neurological processes associated with learning.
5. *Ample time for in-depth learning:* Legal education, which is complicated and nuanced, requires time, without interruptions, for learners to explore a fully developed context and make use of educational scaffolding, a cognitive sequencing that supports in-depth learning.⁸ Currently, live distance education has practical time limitations (it is difficult to be in a web-based or telephone-based course for more than two hours at one sitting). Experienced judges particularly express the need for in-depth learning. The 2014 *Report of the Experienced Judge Education Workgroup* noted that, “For experienced judges, however, the opportunity to reflect on the role of the judge, how judges make decisions, and how to take one’s judging ‘to the next level’ is a valuable area of educational support.” Discrete, small chunks of content work well with specific, process-oriented content. More abstract conceptual work and new ideas require time to build up to and process.

Benefits Uniquely Effective in Face-to-Face Delivery, But Also Present in Live Distance Education

6. *Collaborative learning:* Participants can tackle problems and discuss questions together to some extent in distance and asynchronous environments, a key opportunity for learning. According to the constructivist learning theories favored by many adult education experts, especially in the work of psychologist Lev Vygotsky, social interaction, like discussion and team problem-solving, is fundamental to the development of cognition.⁹ Collaborative learning in a face-to-face environment, however, tends to accelerate and extend cognition-building social interaction beyond what can be achieved at a distance. Trial court judges affirm the value of collaborative learning for their work: “Audience involvement is very important. The speakers don’t have all the answers.” “You have a chance to learn from the other students -- discussions are often the most valuable part of class.”¹⁰

⁶ 2014 CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report, pp. 17, 18

⁷ *Research-Based Strategies to Ignite Student Learning*, Judy Willis (Association for Supervision & Curriculum Development: 2007), http://www.ascd.org/publications/books/107006/chapters/Memory,_Learning,_and_Test-Taking_Success.aspx

⁸ Larkin, M. (2002). *Using scaffolded instruction to optimize learning*. <http://www.vtaide.com/png/ERIC/Scaffolding.htm>

⁹ Vygotsky, L. S. (1978). *Mind in society: The development of higher psychological processes*. Cambridge, MA: Harvard University Press, cited in: McLeod, S. A. (2014). Lev Vygotsky. Retrieved from www.simplypsychology.org/vygotsky.html

¹⁰ 2014 CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report, p. 18

7. *Immediate verbal and nonverbal feedback:* When participants receive and offer feedback in the moment, learning is accelerated. Participant feedback, including non-verbal communication, helps faculty respond immediately to various learning needs in the classroom and offer differentiated instruction.¹¹ A trial judge notes that in face-to-face education “instructors are able to adapt to the class and be more responsive to the needs of students.”¹² Live distance education can minimize or eliminate non-verbal communication, though verbal feedback can occur at a distance.
8. *Immersive adoption of a new role:* In game theory, multi-sensory experiences and emotional engagement prompt participants to adopt the mindset of a new character.¹³ Live face-to-face training effectively creates an immersive environment that helps new judges, court leaders and staff internalize the mindset and technical skills of a role that is new to them. Live distance education does not (yet) emulate the character-based interaction of online games.
9. *Creativity and innovation:* Creative problem solving often comes from less focused, goal-oriented cognitive exploration and the stimulation of new environments and social interaction. New learning, interaction with new people, and breaks from the daily routine can prompt an expansion of the solution horizon. One trial court judge puts it this way, “Live courses away from court have a value far beyond the educational content. The change of scenery, interchange with colleagues from other courts, and some element of recreation are important for all of us.”¹⁴ Live distance education can provide broadly stimulating new information and cognitive activity, but it is not dramatically different in context or social interaction, and tends to be less effective in stimulating creativity.

Benefits Uniquely Effective in Live Distance Education

10. *Accessibility:* No education works when it is inaccessible to participants or faculty. Statewide face-to-face events are accessible to some but not all of the potential audience and faculty, because of the amount of time and cost to travel. Live education at a distance is accessible to a far greater number of participants and faculty because they do not need to travel to participate.
11. *Reduced cost:* No education is available if it is too costly to deliver in a statewide face-to-face event. Statewide face-to-face events require funding for participant and faculty lodging and meals, faculty transportation and equipment and meeting room rental. Live education at a distance is available to learners when no funding is available for CJER to provide a live face-to-face event.
12. *Timeliness:* When educational outcomes require rapid delivery to a statewide audience, live education at a distance can be implemented quickly and multiple times to achieve time-sensitive objectives. Statewide events require much more time to deliver because of mandated government procurement rules, hotel venue selection, contract negotiation and writing, registration-site development, and a host of other administrative logistics.

¹¹ “Meeting Students Where They Are,” Tracy Heubner, *Educational Leadership*, February 2010, Volume 67 , Number 5, Pages 79-81 <http://www.ascd.org/publications/educational-leadership/feb10/vol67/num05/Differentiated-Learning.aspx>

¹² 2014 *CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report*, p. 18

¹³ “Serious Games for Immersive Cultural Training: Creating a Living World,” Marjorie A. Zielke, *IEEE Computer Graphics and Applications*, Volume 29, Issue 2, March-April 2009. DOI: 10.1109/MCG.2009.30 <http://ieeexplore.ieee.org/abstract/document/4797516/>

¹⁴ 2014 *CJER Governing Committee Evaluation of CJER Programs and Products: Survey Report*, p. 19

CJER Governing Committee Approval of High-Cost Education Plan Items

Statewide Face to Face Programs and Courses	YES	NO	Notes
NEW JUDGE EDUCATION AND JUDICIAL ASSIGNMENT ORIENTATION COURSES			
B.E. Witkin Judicial College of California			
New Judge Orientation			
Appellate Justices Orientation			funded by Appellate Court Services Office
Civil Law Basic Orientation (PAO)			
Orientation for Experienced Civil Law Judges (PAO)			
Limited Jurisdiction, Small Claims & Unlawful Detainer Orientation (PAO)			
CEQA Overview			
Criminal Law Orientation (PAO)			
Traffic Orientation (PAO)			
Fundamentals of Felony Sentencing			
Advanced Topics in Felony Sentencing			
Homicide Trials			
Death Penalty Trials			
Family Law Orientation (PAO)			
AB1058 Commissioners Orientation (PAO)			
Dependency Law Orientation (PAO)			
Delinquency Law Orientation (PAO)			
Probate Orientation (PAO)			
CONTINUING JUDICIAL EDUCATION - EDUCATION FOR EXPERIENCED JUDGES			
Complex Civil Litigation Workshop			
Evidence in Civil & Criminal Cases			
Experienced Family Law			
Experienced Probate and Mental Health			
CONTINUING JUDICIAL EDUCATION COURSES - DOMESTIC VIOLENCE COURSES AND PROGRAMS			
These products are funded by Violence Against Women Education Programs grant			
CONTINUING JUDICIAL EDUCATION COURSES - STATEWIDE INSTITUTES			
Advanced Judicial Studies Institute			
Cow County Judges Institute			
Appellate Justices Institute			funded by Appellate Court Services Office
Civil Law Institute			
Criminal Law Institute			
Family Law Institute			
Juvenile Law Institute			
Probate and Mental Health Institute			
LEADERSHIP TRAINING - JUDICIAL			
PJ/CEO Management Institute			
Supervising Judges Institute			

CJER Governing Committee Approval of High-Cost Education Plan Items

Statewide Face to Face Programs and Courses		YES	NO	Notes
MANAGER/SUPERVISOR COURSES				
	Institute for Court Management (ICM)			
	Core 40			
	Advanced Core 40			
	Core 24			
COURT PERSONNEL INSTITUTES AND COURSES				
	Trial Judicial Attorneys Institute			
	Appellate Judicial Attorneys Institute			funded by Appellate Court Services Office
	Appellate Staff Institute			
	Appellate Systems Administrator Conference			
	Appellate Management Institute			
	CCTI/Court Clerk Training Institute (includes eight classes)			
	Core Leadership and Training Skills			