

## Seminar Content

**The Superior Courts and the Bar Associations of the Counties of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ and  
the California Court of Appeal, \_\_\_\_\_ Appellate District  
Present**

### **CHARTING THE COURSE TO JUDICIAL APPOINTMENT**

***[Date]***

**1:00 to 4:30 p.m. *[or other three-hour time period]***

**\_\_\_\_\_ County Courthouse**

***[Courthouse address or other location]***

***[City], California***

1:00–1:05 p.m.

#### **Welcome**

*Presiding Judge of Hosting Superior Court*

- The presiding judge opens the program and serves as moderator for the day.

1:05–1:30 p.m.

#### **The Trial Bench: An Overview by Presiding Judges**

- Presiding judges of all hosting courts discuss the number of judges on their courts, each presiding judge’s philosophy regarding assignments for new judges, training programs and educational requirements for new judges (including New Judges Orientation, Judicial College, and continuing judicial education expectations), designation of judicial mentors for each new judge, etc.

1:30–2:00 p.m.

#### **The Governor’s Office: The Appointment Process**

*Judicial Appointments Secretary*

- The Governor’s judicial appointments secretary (or, if he or she is unavailable, a former judicial appointments secretary) describes the Governor’s appointment process, the role played by the Governor’s Judicial Advisory Selection Committees (often referred to as the “local committees”), the role of letters of recommendation, what kinds of applications have the greatest impact, the role of the Commission on Judicial Nominees Evaluation (JNE), how the JNE rating affects the next steps, the interview with the Governor’s Office, and the final call from the appointments secretary advising of the appointment. The judicial appointments secretary also explains options if the JNE rates the candidate “not qualified” or “not qualified at this time.”<sup>9</sup>

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<sup>9</sup> This additional rating is pending legislative approval at the time of this toolkit’s publication.

- 2:00–2:15 p.m.      **Break**
- 2:15–2:45 p.m.      **The Role of County and Specialty Bar Associations**
- Bar association and specialty bar presidents in hosting counties discuss their mandatory and optional evaluation programs and provide tips on how best to navigate that aspect of the appointment process.
- 2:45–3:15 p.m.      **Commission on Judicial Nominees Evaluation**  
*Current Chair, JNE Commission*
- The chair (or, if he or she is unavailable, a member) of JNE guides participants through the evaluation process, from the referral from the Governor’s Office to the call from JNE requesting that the nominee provide mailing labels, issuance of mandatory evaluation forms, receipt of and follow-up on negative criticism, the summary of negative comments provided to the applicant in advance of the JNE interview, the JNE interview itself, and the report of JNE’s rating to the Governor’s Office.
- 3:15–3:25 p.m.      **Salary, Benefits, Retirement**  
*Representative From the Judicial Services Unit of the Administrative Office of the Courts*
- The presenter describes the current salary, how salary increases are determined, Tier 2 of the Judicial Retirement System, and vacation policies.
- 3:25–3:40 p.m.      **Optional Segment: The Appellate Court**  
*Administrative Presiding Justice (APJ) of the Appellate District*
- The APJ makes a brief appearance to discuss the role of the appellate courts and give a brief description of the appointment process.
- 3:25–3:35 p.m.  
[or 3:40–3:50 p.m.]      **Questions and Answers**
- Audience members pose questions to all presenters.
- 3:35–4:00  
[or 3:50–4:00 p.m.]      **Meet and Greet**
- The audience has the opportunity to meet and talk with speakers and judicial officers.

**Admission is free. Due to limited seating capacity [optional], please reply by [date], to [name of contact person] at [e-mail and phone number] if you wish to attend.**