

The Following is a List of 2010 Training Options for COJET Credit

2010 COJET Requirements:

Regular Status Judicial Employees –
8 hours of COJET, to include .50 hours of **ETHICS** credit

*(New employees have a prorated amount in their first year –
see local training coordinator for further information)*

Judges –
16 hours of COJET to include .50 hours of **ETHICS** credit

NOTE: All required hours (8-16) can be completed
via independent study
(videos, books, audiotapes, tours, computer based training, etc).

Please e-mail or telephone **Lori Linn**, Law Librarian/Mohave
County Training Coordinator with any
requests for training materials provided by the Law Library,
or with any questions, concerns, etc.:

llinn@courts.az.gov or **X4044**.

ON-LINE Training Available for COJET Credit

Go to the following link: <http://supreme22/tc/distance.htm>

CENTRA Online Training: Centra classes enable the learner to participate in a virtual classroom from one's work computer, using a headset with boom microphone. To enroll in a class, simply create a user account and register. Please Note: The Law Library has two headsets with boom microphones available for check out.

AZTEC Training on Centra: AZTEC classes are available on Centra Symposium software to all Arizona Courts Automation Project court users and field trainers. Participants receive training on essential court business processes and court case management for both the limited and general jurisdiction courts. Training sessions include a combination of lecture, demonstration, and exercises.

Ethical Safari: Participants completing this self-assessment tool can receive hour for hour Ethics credit, not to exceed 2 hours. This web-based activity requires the learner to search for the answer to ethical questions by using the Supreme Court website and Code of Judicial Contact. Click on Ethical Safari to view the activity. Surf the Supreme Court website at <http://www.azcourts.gov> to find the answers to these ethical scenarios.

ESD Broadcast Center: Media archive. **IMPORTANT:** Because of the demand web streaming videos place on our network system, please contact Lori Linn at X4044 or llinn@courts.az.gov prior to watching a video so she may monitor usage.

Goodwill Community Foundation International: Free online Automation Training.

Wendell COJET Education Center: Independent study courses for COJET credit.

BOOKS Available for COJET Credit thru LAW LIBRARY

Cruisin' Through Life at 35 mph by Brian Blasko

141 pages

Cruisin' Through Life at 35 mph is a book by Motivational Consultant Brian Blasko which details the Six Strategies to Keep Your Internal Engine Running Smoothly. "Your life is a vehicle that you can drive to the destination of your heart's desire and here's how to do it with fun, success and fulfillment."

Showing Our True Colors by Mary Miscisin

249 pages

A fun, easy guide for understanding and appreciating yourself and others. Can someone really be "good as gold" or a "true blue friend?" What does it mean to "let your true colors show?" True Colors is a straightforward and simple method for gaining insights into why people behave as they do. By determining your own True Colors spectrum you can validate yourself for being who you are. Discover the True Colors of others and open lines of communication, reduce conflicts and learn ways of relating to bring out the best in everyone.

CDs and DVDs Available for COJET Credit thru LAW LIBRARY

CD: And Justice For All: Orientation for Judicial Staff, 2006

1 HR

An interactive CD which introduces new court staff to the Arizona court system. Knowledge checks are included throughout the program to assist the learner in determining their level of understanding and retaining information presented. At the conclusion of the course, participants will take a 25 question assessment. A certificate of completion will be provided to those who complete the assessment with a score of 80% or better. The assessment can be retaken if necessary.

DVD: A Question of Ethics

2 HRS

Accompanying CD: Program Materials, 2008

Meets ETHICS Requirement

December 11, 2008 satellite broadcast. Think you've heard it all? You've read it, discussed it, and attended classes about it. You've been to so many ethics sessions you feel like you must be the expert. So join us and test your ability to apply the code of Conduct for Judicial Employees, and the Electronic Communications Policy, to challenging ethical questions and situations. Take the Ethics Survey and compare your opinion on ethical issues to those of the panel and other judicial staff surveyed. Haven't attended an ethics training yet? Then don't miss this opportunity to gain insight into how to apply and interpret the Code of Conduct and the Judicial Branch Electronic Communications Policy.

CD: Arizona Rules of Protective Order Procedure

1.5 HRS

Project Passport Protective Order Forms, Effective January 1, 2008

This computer based training program (CBT) not only contains two interactive training programs, but also handout/reference materials for each.

DVD: Crystal Darkness, 2008

30 MIN

An April 15, 2008 30-minute commercial free, gripping documentary underscoring the frightening truth about Meth's devastating attack on our youth and their families. The program targets youth and their families, but the message extends with conviction to everyone involved in the lives of children and youth, and even adults who are victims of this addicting drug.

DVD: Domestic Violence in Arizona – Taking a Holistic Approach

2.5 HRS

Accompanying CD: Program Materials, 2009

October 27, 2009 satellite broadcast. Presented by the Glendale Police Department, the Glendale City Court, the Administrative Office of the Courts, and the Arizona Coalition Against Domestic Violence. What is everyone saying? Join an interactive panel discussion with the Honorable Elizabeth Finn, the Honorable Mark Armstrong, Commander Kim Humphrey, Nicole Green from the Pima County Attorney's Office, and Betty McEntire from the Arizona Coalition Against Domestic Violence. This broadcast covers the Arizona Rules of Protective Order Procedure - what you need to know; Crawford and Giles - applying the rules consistently; coordinated community response – what are communities doing?; and Brady and Lautenberg - prohibiting firearms.

DVD: Driving Changes:

2.5 HRS

Navigating Legislative Changes to the Defensive Driving Program and Photo Radar Enforcement, 2008

September 18, 2008 satellite broadcast. Program is presented in two segments. Segment one deals with "Caught . . . Speeding" and focuses on the impact to courts of three new legislative bills affecting the

Defensive Driving Program. Segment two, “Smile you’re on Photo Radar” has presenters who explain the impact of HB2210 which created a statewide photo enforcement system managed by DPS.

DVD: Evidence Based Practice, 2008

w/Handout

2 HRS

“Evidence Based Practice” is a DVD of a satellite broadcast from January 15, 2008 put on by the Arizona Supreme Court Center for Evidence-based Sentencing. Participants will explore the principles and best practices of evidence-based practice (EBP) within the context of the sentencing of offenders. Through the use of actual sentencing scenarios, participants will have the opportunity to compare their own sentencing choices with those recommended by current EBP research.

DVD: Frontline Security

2 HRS

Accompanying CD: Program Materials, 2009

June 25, 2009 satellite broadcast. If a disaster occurred locally or nationally, how prepared would you be? Join us to learn how to develop a personal plan and identify the best actions to take, or not take, during a disaster. Individual preparedness benefits not only you and your family, but also the court by making it easier to know what to expect and how to respond in emergencies. Participants will discuss various types of threats that might occur in their communities and determine what actions to take when these disasters disrupt court functions. In addition to external events, this broadcast will address security issues within our courts, helping our frontline staff better assess and respond to workplace violence situations and minimize risks to themselves and our customers. From knowing how to effectively deal with hostile customers to identifying signs of potentially violent situations, this broadcast will test your knowledge and provide insight into actions designed to improve safety for yourself and the public. Join Chief of Security, Richard Sczerbicki, and Administrative Director, Niki O’Keeffe for an informative presentation on security and safety in the workplace.

DVD: Graduated Incentives and Sanctions Training, 2009

2.5 HRS

September 2, 2009 webcast by Dr. Douglas Marlowe. This presentation reviews the basic principles of effective behavior modification for both adult and juvenile drug-involved offenders, focusing on the “do’s and don’t’s” of applying sanctions and incentives. Specific adaptations will be discussed concerning how behavioral interventions should be modified according to the risk-and-needs profiles of the offenders. The material will be made explicitly relevant to the supervision of drug-involved probationers and drug court clients through the use of relevant examples and case illustrations.

DVD: Information Technology Implementation,

2 HRS

Accompany CD: Program Materials, 2009

November 19, 2009 satellite broadcast. Join in for a discussion on the changes on the horizon and their implications for local courts. Vice Chief Justice Andrew Hurwitz will provide court leadership’s perspective on harnessing technology and the mandate for change. Chief Information Officer Karl Heckart will focus on efforts to transform the branch into a truly digital court system. He’ll describe the various technology initiatives underway and construct a picture to help you understand their interrelatedness and interaction with one another.

CD: Initial Appearance, Arraignments, Guilty Pleas, 2005

1 HR

An interactive CD consisting of three lessons and a final assessment. The three lessons are the process for Initial Appearances, Arraignments and Guilty Pleas.

CD: Legal Research, 2005

1 HR

An interactive CD consisting of four lessons and a final assessment. Lesson one is a Course Overview. Lesson two, Legal Resources, discusses which resources are available and how they are organized.

Lesson three, Using Citations, teaches how to read different citations to find the resource. Lesson four, Locating Laws, gives guidance on locating applicable statutes, appellate case decisions, and rules of court. Lesson five is a Final Assessment.

CD: Legal Terminology, 2005

1 HR

An interactive CD consisting of two lessons and a final assessment. The first lesson is an overview of the course, and the second lesson will introduce you to the language used in the legal community. You will follow the story of a typical court case in order to learn the terminology commonly used. The third lesson is a final assessment in which you will get a chance to show what you have learned.

DVD: Legislative Change: Criminal Code Sentencing

2 HRS

Reorganization and Recently Enacted Supreme Court Rules, 2008

November 18, 2008 broadcast presented by the Executive Office and Education Services Division of the Arizona Supreme Court. Join Jerry Landau, Director of Government Affairs for the Arizona Supreme Court and guests as they walk through recent legislative changes to the Criminal Code.

DVD: New Rules for Eviction Actions, 2009

2 HR 45 MIN

This is a February 2009 interactive webcast put on by the State Bar of Arizona. Faculty include: Judges Gary Donahoe and Hugh Hegyi and attorneys Guy Wolf and Todd Lang. The goal of the new rules is to bring uniformity and predictability to the eviction process while ensuring fairness to all parties and preserving the legislative structure.

DVD: Performing for Success, 2008

2 HRS

“Performing for Success” is an April 8, 2008 satellite broadcast put on by the Arizona Supreme Court. The focus is on how to go from Good to Great.

CD: Restitution, 2005

1 HR

An interactive CD consisting of five lessons: Overview of the Course, Restitution Requirements, Restitution Amount and Payments, Restitution Hearings, and Restitution Scenarios. The five lessons are followed by a final assessment of the material covered in the course.

CD: The Arizona Court System, 2006

1 HR

An interactive CD consisting of four lessons and a final assessment. The four lessons are: Course Overview, Authority of the Judiciary, Structure of Arizona Courts, and Administration of the Courts.

CD: Valuing Diversity: Appreciating People’s Differences in the Arizona Court System, 2009

2 HRS

Meets **ETHICS** Requirement

This 2009 cultural diversity computer based training (CBT) program addresses cultural diversity through various presentations including: Self Assessment; Aspects of Diversity; Avoid Discriminating; Communicating Effectively, Generational Diversity; Personality Types; and Valuing Diversity.

CD: Victims' Rights, 2005

1 HR

An interactive CD consisting of two lessons: Victims' Rights Law, and Applying Victims' Rights Law. The two lessons are followed by a course assessment.

Video Tapes Available for COJET Credit thru LAW LIBRARY

- Adolescent Thinking, 2007** w/Handout 3 HRS
May 19, 2007 satellite broadcast on Adolescent Thinking and How It Differs from Adults & Unique Effects of Substance Abuse.
- Appellate Procedures: Taking It to A Higher Court, 1998** w/Handout 2 HRS
This June 23, 1998 broadcast touches on various cases that have made precedence and how they came about, i.e., Miranda. Viewers are asked to read summaries of appeals and to comment as to how they felt the appeal should have come out.
- Attract/Retain Qualified Workforce, 2001** 1 HR 30 MIN
This is a video of one of the breakout sessions at the January 2001 Mohave County Court and Probation Conference in Bullhead City, Arizona with faculty Erin Collins and Linda Yarbrough. Do you fear the day when one of your employees informs you that they are quitting? Do you feel you have no control over the reasons why employees leave? You do not have to accept the loss of quality employees as there are many things that managers and supervisors can do to build a workplace that is productive and fulfilling. Learn practical steps you can take to help attract and retain a qualified workforce.
- AZ Courts - Visions for the Future, 2005** 2 HRS
June 8, 2005 satellite broadcast presented by the Education Services Division of the Arizona Supreme Court.
- Cocaine Blues** 3HRS 30 MIN
Teenagers and drugs presented in a movie setting.
- Communicating in the Courts, 2002** w/Handout 2 HRS
Participants in this program will learn the basics of good communication - body language, eye contact, listening vs. hearing, as well as more advanced skills like communicating with difficult people and delivering "bad news."
- Court Automation News Story with Judge Pope, 1995** 4 MIN
This September 28, 1995 TV2 Night Watch news story is an interview with Mohave County Superior Court Presiding Judge, Gary R. Pope in reference to Mohave County's innovative court automation project.
- Courts Gone Wild - Customer Service, 2004** w/Handout 2 HRS
May 26, 2004 satellite broadcast addressing Customer Service in the Courts.
- Cross Cultural Communication, 2007** w/Handout 2 HRS
Meets **ETHICS** Requirement
June 13, 2007 satellite broadcast. Everything you say is influenced by culture. You operate with a set of invisible beliefs, values, and assumptions that become apparent to other people in the way you behave. Culture is very important to the way you communicate, even though it is often hidden. Understanding more about culture can be a real bonus when working in the Arizona court system. Showing your customers, or litigants, as well as your co-workers that you are in tune with them, and that

you appreciate and value the differences between you, can help get your working relationships off to a positive start. In this program, you will examine what culture means and what it doesn't and its role in successful cross-cultural communication.

Cultural Diversity, 2005 w/Handout 2.5 HRS
Are We Making Culturally Competent Decisions?
Meets **ETHICS** Requirement
December 8, 2005 satellite broadcast.

Domestic Violence: It's Impact On the Courts, 2006 2 HRS
Judge William O'Neil leads a panel discussion about domestic violence; fatality review teams and what they are, how they work and how they may impact court operations. The Morrison Institute's report "Layers of Meaning: Domestic Violence and Law Enforcement Attitudes in Arizona" is also discussed. A panel will discuss the Morrison Institute study's impact on courts, what type of domestic violence programs courts offer and, how to improve courts' response to domestic violence cases and victims of domestic violence.

Ethical Issues in Judicial Settlement w/Handout 39 MIN
Meets **ETHICS** Requirement
This video illustrates some of the ethical issues that may arise when judges participate in settlement conference discussions.

Ethics: Here's The Rule; What's The Reality? w/Handout 2 HRS
Meets **ETHICS** Requirement
Having a code of conduct to follow as employees of the judiciary is essential in helping us make decisions during our day-to-day activities. Unfortunately, the code of conduct has many "gray" areas and there are myriads of situations that are not specifically addressed in written policy. Additionally, court staff in metro and rural locations may face situations unique to the different settings. This broadcast will feature interaction between participants and a panel representing judges, staff, and probation. Discussion will focus on making correct, ethical decisions in situations where the correct choice may not be perfectly clear.

Ethics in the Judiciary: A Study in Ethics, 2006 w/Handout 2 HRS
Meets **ETHICS** Requirement
"Ethics in the Judiciary: A Study in the Code of Ethics" was a satellite broadcast held on December 7, 2006. It goes over Canons 1-5 of the Arizona Code of Conduct for Judicial Employees.

FARE: Fines, Fees and Restitution, 2003 w/Handout 2 HRS
This program is a public/private partnership to achieve compliance with and respect for court orders and the law, enhance customer service, increase revenues, provide for consistency and uniformity in case processing and realize efficiencies across the courts in Arizona.

Inside the Jury Room 1 HR
PBS Frontline Broadcast

Introduction to the Courts - Faces of Justice w/Handout 30 MIN
An introduction to the Courts for court employees; provides a study guide.

Investiture of Robert Moon 30 MIN

Judges Connecting With the Classroom - Elementary School

A packet of materials that a judge or other court personnel can use to give a presentation in an elementary age school classroom. The kit includes Content, Introductory Materials, and Activities. For grades K-3 you may also want to show the video IT'S CALLED A WITNESS CHAIR (1997). For grades 4, 5 or 6, you may want to also show the video THE TRIAL OF GOLD E. LOCKS.

Judges Connecting With the Classroom - High School

A packet of materials that a judge or other court personnel can use to give a presentation in a high school age classroom. The kit includes Content, Introductory Materials, and Activities, Also use the video KNOW WHAT I'M SAY'N (1997) which shows that AZ intends to get tough with juveniles that commit crimes. It is not a game. This is real life, and juvenile crime could mean adult punishment.

Judges Connecting With the Classroom - Middle School

A packet of materials that a judge or other court personnel could use to give a presentation in a middle school age classroom. The kit includes Content, Introductory Materials, and Activities, Also use the video KNOW WHAT I'M SAY'N (1997) which shows that AZ intends to get tough with juveniles that commit crimes. It is not a game. This is real life, and juvenile crime could mean adult punishment.

Judicial Ethics & the Administration of Justice, Tape 1 w/Handout 33 MIN

Judicial Ethics & the Administration of Justice, Tape 2 33 MIN

Meets **ETHICS** Requirement

This video is an education film for judges - deals with the decision making authority of judges. Also, judicial ethical issues, appearance of impropriety, appearance of impartiality and right of speech as a judge.

Justice at First Hand: Ethics & Professionalism for Nonjudicial Court Personnel, 1994 45 MIN

Meets **ETHICS** Requirement

This video deals with ethics and professionalism for non-judicial personnel.

Justice in AZ - From Wild West to Computerized Courtroom, 1997 1 HR 20 MIN

This video examines the court system in Arizona from territorial times to present. A variety of guests give oral accounts on past court experiences in Arizona.

Law Library Organization 36 MIN

Legal Advice vs. Information, 2007 3 HRS

Meets **ETHICS** Requirement

Legal Advice vs. Information is a video tape of a March 27, 2007 satellite broadcast which provides a wealth of useful information on the differences between advice and information and how best to serve court clientele.

Mixing Four Generations in the Workplace, 2005 1 HR

A complete, self-contained, one+ hour program. Participants will gain insight as to how knowledge of different generational values can improve relationships, communication, productivity and performance. Participants will learn to differentiate between generations according to key values, learn to identify common workplace problems frequently caused by generational differences, gain a better understanding

of how historical events shape generational values, gain insight into how different generations attach different meanings and significance to common words, identify generational challenges in their workplace, and develop a simple action plan for meeting specific generational challenges in their workplace.

**Pillars of Justice: Without You -
It Just Doesn't Happen, 2005**

w/Handout

2 HRS

Specialty Courts in AZ - Good to Great, 2006

2 HRS

This two hour satellite broadcast focuses on specialty courts in various jurisdictions in Arizona: Mental Health Court, Homeless Court, Drug Court, DUI Court, Domestic Violence Court, and Teen Court. There is an accompanying manual.

Thomas Jefferson, 1994

1 HR 15 MIN

July 19, 1994. "Thomas Jefferson" speaks of his life, character and personality, and decisions and thoughts as president. He also discusses the lives of other founding fathers. The session consists of different parts; a speech, an interactive town meeting, questions and answers, etc. This video is recommended by past viewers due to its historical information and it provides greater insight into constitutional provisions.

Through My Own Eyes

w/Handout

45 MIN

From the eyes of two immigrants, the American justice system is explained. From a civil case to a criminal case, these two individuals explain the concept of justice in the United States.

Understanding the Court: Anatomy of a Case

35 MIN

This video takes a look at the contents and procedures of both a criminal and civil case. It is aimed at creating a better understanding of the courts.

Victim's Rights and the Judiciary, 2001

2 HR 15 MIN

March 21, 2001 satellite broadcast. Are victims gaining or losing confidence in the court system? What is the role of court staff in ensuring victims' rights are enforced? Dusty Johnson shares her experiences as a victim and her perspective on the responsiveness of the court system in providing support and addressing her rights. Panel members will address victims' issues and provide insight to court staff on ways to improve victims' relations. Join the diversified panel of speakers, lead by moderator John MacDonald, to discuss how all levels of the Court system play an important role in serving the rights of victims. Learn about the roles and responsibilities of the court and other criminal justice entities.