



SWITCA Training For Court Administrators and Court Clerks

When:

Wednesday,
June 14, 2017
9:00 am - 4:00 pm

Draft Agenda

Where:

Route 66 Casino Hotel
Pueblo of Laguna
I-40 Exit 140
Albuquerque, NM
87121

- Welcome and Introduction
- Overall Case Management
- Confidentiality; Customer Service v. Legal Advice
- Organization of Case File Documents (Exercise)
- Calendaring with Alerts
- Development of Written Policies & Procedures, Utilizing a Court Clerk's Manual
- Analyzing Pending Caseload
- Preparing Appellate Court Records

Who:

Court Administrators
and
Tribal Court Clerks

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