**District and Municipal Court Judges’ Association**

**Education assistance Program**

##### General Policy Statement

The District and Municipal Court Judges’ Association (DMCJA) provides funding support for district and municipal court judges, magistrates, and commissioners. Funds are available to full- and part-time district and municipal court judges, magistrates, and commissioners who are members of the DMCJA and current in payment of all dues and special fund assessments.

|  |
| --- |
| **It is the intent of the DMCJA that funds appropriated be used  for the principal reason of education.** |

Applications must be sent in a timely manner, one month prior to the start of the program. **Applications that do not provide adequate review time will not be considered**. The applications are routed to the DMCJA Education Subcommittee on Education Assistance, and applicants will receive notice of approval or denial within two weeks.

**Funding Limitation:**

1. Funding can be provided up to a maximum of **$1,000**.
2. Applications must be received no later than 30 days prior to the start of the program. Applications received after the 30-day deadline will not be considered.

**How to Apply:**

1. Review Policy A and Policy B before completing the attached application.
2. Print or type all information requested on the official application form.
3. Attach the course description or brochure to your application.

Materials, course content, and methods of presentation are reviewed by the DMCJA Education Subcommittee on Education Assistance.

## POLICY A

Educational programs must directly relate to the applicant’s professional responsibilities and benefit the Washington court system. Restrictions may be imposed to maximize cost benefits of available resources.

1. All use of funds must be approved prior to the start of the program.
2. If the program is available at a less expensive site or in a less expensive format within a 12-month period, reimbursement may be limited to the cost of attendance at the less expensive site.
3. If local city or county funds are available, the DMCJA Education Subcommittee on Education Assistance will review the funds and apply them toward the total cost of attending the program.
4. Partial funding may be granted for programs that include elements other than education. Association meetings or conferences that have an educational element, but are not for the sole purpose of education, will be considered for funding proportionally with the educational content contained in the meeting or conference.
5. If several judges, magistrates, or commissioners from the same court request funding to attend the same program, the Subcommittee will ordinarily fund only one participant. Requests for “team” exceptions should be specifically justified.
6. The Subcommittee may limit the number of participants funded for a particular program.
7. Funding will generally not be provided if the applicant has attended a course similar to the requested course in the last two years, or if a similar course will be conducted in-state within the next six months.
8. Except in extraordinary circumstances, funding will generally be provided only for out of state programs; which can be used to develop DMCJA education programs; and which are not generally available within the state.
9. Funding rates, limitations, and/or restrictions are stipulated in the letter of approval. Attendance at the program indicates acceptance of conditions outlined in the letter of approval.
10. Upon request of the applicant, all funding decisions may be reconsidered by a subcommittee of the DMCJA Board comprised of the president, president-elect, and past president.
11. Funding requests will not be approved where the judicial officer is required to undertake the education or training as a condition of a disciplinary proceeding.

## POLICY B

Priority for funding is given to applicants who have not used DMCJA funds to attend any education in the last year.

1. Applicant’s total history of funding and education program participation will be reviewed.

2. Applicants who have had partial funding in the past two years may receive special consideration. Funding is limited to two programs, within a two-year period, up to a total of $1,000.

**Please send your completed application and supporting documents to:**

Phil Zitzelman

Court Education Services

Administrative Office of the Courts

PO Box 41170

Olympia, Washington 98504-1170

If you have any questions, please contact Phil Zitzelman at 360-704-5551 or [Phil.Zitzelman@courts.wa.gov](mailto:Phil.Zitzelman@courts.wa.gov)

POLICY C

Educational programs should, to the extent possible, be used to assist the entire membership in improving their knowledge and skills. Applicants are encouraged to participate in the development and presentation of educational programs for the membership. Priority may be given to applicants who can assist in this effort.

1. Upon completion of the program, applicants must:
   1. Submit a two-page synopsis on the course.
   2. Submit the DMCJA Request for Reimbursement form and receipts for paid expenses.
   3. Make a presentation to the Education Committee at the DMCJA Spring Program.

## District and Municipal Court Judges’ Association

## Education Assistance Program

#### Application

|  |  |
| --- | --- |
| Name: | Telephone Number: ( ) |
| Court Address: |  |

**Position Status:**

Elected Term Began \_\_\_\_\_\_\_\_\_\_ Term Ends \_\_\_\_\_\_\_\_\_\_

Appointed Term Began \_\_\_\_\_\_\_\_\_\_ Term Ends \_\_\_\_\_\_\_\_\_\_

Full-time  Part-time (average hours per month \_\_\_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_ Years in Washington Court System \_\_\_\_\_\_\_\_ Years in Current Position

Are you a member of the District and Municipal Court Judges’ Association and current in the payment of your general dues and special fund assessment?  Yes  No

**Course Information:**

|  |  |
| --- | --- |
| Title of Course: |  |
| Date: | Location: |
| Sponsor: |  |

**Estimated Costs:**

Tuition $\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration/Conference Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_

Housing $\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel $\_\_\_\_\_\_\_\_\_\_\_\_\_

Per Diem $\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is funding available from your city or county?  Yes  No

2. Is funding available or approved from any other source?  Yes  No

If yes, please list source and amount.

|  |  |
| --- | --- |
| Source: | Amount: |

Total amount of funds requested from the DMCJA Education Assistance Fund

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does this course relate to your current responsibilities in the court system?

What is the benefit to the Washington court system if you participate in this program?

Are you willing to attend the CEC Faculty Development program?

Yes  No  I have already attended.

List court-related education and training programs you have completed in the last two years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Sponsor** | **Location** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

By signing below, I certify that the above information is correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of ApplicantSignature of Chief/Presiding Judge

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DateDate

**Send completed application and course outline to:**

Phil Zitzelman

Court Education Professional

Court Education Services

Administrative Office of the Courts

PO Box 41170

Olympia, Washington 98504-1170

[Phil.Zitzelman@courts.wa.gov](mailto:Phil.Zitzelman@courts.wa.gov)