

MUNICIPAL COURT CLERK (MCC) CERTIFICATE PROGRAM:

The Municipal Court Clerks Certificate Program is designed to help both the new and experienced municipal court clerk develop the knowledge, skills, and abilities required for successful court management.

Four components for completion:

- The Foundations class
- Attend Municipal Courts Clerk Conference for three consecutive years
- A site visit
- Online classes

The Municipal Court Clerk Foundations classes serve as basic training for new clerks and annual legislative updates for more experienced clerks. The classes are taught in the fall all across the state. The Municipal Court Clerks Conference offered in the spring offers a wide array of topics geared toward court clerks of all experience levels. The spring conference encourages networking and opportunities for clerks to learn more about court management systems and other issues faced by their peers across the state.

Finally, the last portions of the certificate program include a wide selection of online courses on numerous topics of an in-person site visit from MTAS staff, where we provide a more personal, tailored experience and answer specific questions. MTAS is committed to ensuring that every municipal court clerk has all of the tools he or she needs to be successful and to serve their city well.



Municipal Technical Advisory Service
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