



MUNICIPAL COURT CLERK CERTIFICATE



MUNICIPAL COURT CLERK (MCC) CERTIFICATE PROGRAM:

This certificate program is designed to help both the new clerk and the veteran develop and maintain knowledge, skills, and abilities required for successful court management.

ADVANCED LEARNING

The bulk of the certificate course work is achieved by attending three consecutive Annual Municipal Court Clerks Conferences. Each year the conference will hold advanced learning sessions covering the Certificate Topics of (1) Legal Procedure, (2) Management and (3) Partners in Progress. Certificate credits for this segment are achieved by participation in these three sessions each year during the three-year certificate cycle, for a total of nine classes.

MCC FOUNDATIONS AND UPDATES SEMINARS

The Municipal Court Clerk Foundations and Updates Seminar serves as an introductory training for new clerks, with annual legislative updates for the more experienced clerk. These four hour seminars are held each fall, spread out in multiple locations covering Tennessee's three Grand Divisions.

ONLINE TRAINING

MTAS offers over 150 online training opportunities. Certificate participants should enroll and complete two online trainings that combine to at least two hours of training.

MCC CERTIFICATE SITE VISIT

A specific Certificate Site Visit to be conducted by the MTAS Municipal Court Clerk Specialist is required to complete this certificate program. During the Certificate Site Visit, each clerk will be asked to show the process of how their department manages a citation from initial receipt from law enforcement, to the courtroom and finally on appeal. This work flow example will also include how the clerk reports to TDOS and the Department of Revenue if done through their department.



PROGRAM INFORMATION:

Paige Edwards, (615) 733-0602
paige.edwards@tennessee.edu

REGISTRATION INFORMATION:

Sarah Curtis, (615) 733-0603
sarah.curtis@tennessee.edu