



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

2017 Municipal Court Clerk CERTIFICATE PROGRAM

1



MUNICIPAL COURT CLERK FOUNDATIONS AND UPDATES SEMINAR

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.

2



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.

3



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.

4



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.

NEED MORE INFORMATION?

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