2025 CONTINUING EDUCATION PROGRAM FOR COURT CLERK

CLASS DESCRIPTIONS- SUPPORTING THE BENCH

6 classes offered on Monday 09/29/25 and 6 on Tuesday 09/30/25

**Introduction to Court Clerk Duties:** An overview of the role of the Court Clerk, touching upon the daily duties, responsibilities and conduct of a Court Clerk.

**Introduction to Civil Matters:** An introduction to civil cases, discussing the basics of small claims, civil actions, and summary proceedings.

**Introduction to Criminal Matters:** An introduction to the basics of criminal proceedings and the role and responsibilities of the Court Clerk.

**Forms:** A basic introduction to commonly used forms in Town and Village Courts.

**Vehicle and Traffic Matters:** An introductory class discussing the basics of vehicle and traffic matters, other than DWI’s.

**Basic DWI for Court Clerks:** An introduction to Driving While Intoxicated matters and the responsibilities of the Court Clerk.

**Ethics for Court Clerks:** an overview of the role of the Court Clerk, with a focus on ethical responsibilities, particularly regarding the independence of the judicial branch, an explanation of ex parte communications, the responsibilities of the judge verses those of the court clerk and the prohibition on providing legal advice.

**Introduction to Courtroom Program:** A presentation for beginners about the case tracking system used in the court ( The Court room program).

**Traffic Safety Law Enforcement & Disposition (TSLED):** An introduction to basic reporting requirement, TSLED forms, and procedures utilized by the court.

**Basics of Fiscal Recordkeeping and Reporting:** This class will provide an overview of the basics of fiscal recordkeeping and reporting requirements set forth by the NYS Office of the State Comptroller’s Justice Court fund.

**Criminal Disposition Reporting (CDR):** A presentation for beginners to provide an overview of the CDR reporting process.

**WedDVS:** An introduction to the WebDVS software for entering Orders of Protections.

**OJCS CLERK CORE CLASSES**

**SAME** 6 classes will be offered each day

Monday 09/29/25 & Tuesday 09/30/25

**American with Disability Act Compliance Part II**

This program discusses the Americans with Disabilities Act (ADA) and its applicability to the Town and Village Courts. The presentation details the definition of “disability” and “qualified individual” under the ADA. Part of the discussion relates to who can request accommodation, the need for accessibility in the courthouse, and examples of accessibility issues. Related to accommodations, the program covers service animals, permissible questions or inquiries, and common accommodation requests courts may receive. The presentation includes fact specific examples of ADA requests and how the courts may respond, advice on how to evaluate requests, and how to proceed when granting or denying an accommodation request. If clerks have any questions about an accommodation request or how to proceed, they are encouraged to contact their Judicial District Special Counsel.

**Anti-Bias**

This program provides the required yearly Anti-Bias training.  As Town and Village Court Clerks, you play a crucial role in delivering equal access to justice, as the Town and Village Courts are often the Court of first instance.  This year’s course is specifically designed for Town and Village Judges and Court Clerks and includes interviews with retired Town and Village Judges and Court Clerks.

**Protecting the Integrity of the Courts Cybersecurity and Ethics**

This hour-long program includes a discussion relating to ethical considerations for Courts and Court Clerks to be aware of when dealing with potential familial conflicts. The program also outlines what outside employment is permitted for a Court Clerk, as not all outside employment is compatible with the Court Clerk position. Further, permissible political activity a Court Clerk may engage in, and gifts are also covered in this program. Court Clerks are encouraged to contact the non-judicial ethics hotline regarding questions about their own conduct for informal as well as formal guidance, which may include a written opinion. The Advisory Committee on Judicial Ethics is only available to Judges.

**Summary Proceedings Updates 2025**

This one-hour program covers several updates to the Real Property Law and Real Property Actions and Proceedings Law relating to summary proceedings. The commencement of a summary proceeding action in a residential case requires the use of a mandatory Notice of Petition form, and newly required Good Cause Eviction Notice whether the municipality has adopted the provisions of Good Cause Eviction. The program provides an update and reminder relating to the Emergency Rental Assistance Program (ERAP). The amendment to CPLR § 1101 is addressed, which amended the formerly named “Motion to Proceed as a Poor Person” to “Motion to Waive Costs, Fees, and Expenses,” removing the “poor person” language from the statute. This program also outlines the procedure for summary proceeding cases where all judges are disqualified or have otherwise been recused due to ethical conflicts.

**Advanced Fiscal 2025**

This program is an annual one-hour course presented by the OCA & NYSAMCC reviewing fiscal recordkeeping and reporting responsibilities of Town and Village Courts. Topics covered include the collecting of fines, the options and procedure for Courts where a party fails to pay a fine, and review of the monthly audit and control reporting requirements to the Office of the State Comptroller. A review of civil judgments, including when they may be issued, how they are filed, and the Court Clerks role is covered. The discussion on CPL § 420 relating to potential resentencing on an unpaid fine emphasizes the requirement of a hearing prior to resentencing. There are recommended and suggested procedures for Courts to refer to when contemplating how to handle non-payment of a fine.

**Legislative Updates and Hope Card**

This one-hour program includes a presentation on cybersecurity in the Courts and details the most recent legislative updates and changes affecting the Town and Village Courts. The discussion on cybersecurity covers the potential risks that using technology carries. Discussed are the types of cybersecurity threats, how initial access is gained, and different types of phishing that Courts may see. The cybersecurity topic covers best practices and emphasizes the need to bear physical security in mind as well as digital. In the cybersecurity portion, included is a cyberattack incident checklist for the court to utilize and to understand the steps that are taken by OCA’s Division of Technology and Court Research. The legislative updates will address the statutes pertaining to School Bus Stop Arm Monitoring Programs and Work Zone Monitoring Programs.  This will also include the newly available Hope Cards for protected parties under a final order of protection.

**ELECTIVE CLASSES (24 Classes)**

**Advanced TSLED**: Will go more in depth on the forms that are submitted to TSLED by the courts. Covering how to submit the forms and how to correctly submit the forms. Also, will cover VPASS and the use functions application and how VPASS can be as a resource. (Amanda Spenziero NYS DMV )

**CDR:** this class cover an overview of the CDR reporting process and the new criminal disposition platform as well as errors and the court clerk’s role in reporting in a timely matter during and after the case is closed. (Kristy Connor Division of technology)

**Record Retention:** The Basics of Records Management is a comprehensive introduction to managing court records efficiently, covering essential principles, best practices, and the importance of compliance within New York State Courts. Perfect for Court staff or anyone looking to enhance their understanding of records management. (Everton Stair)

**Advanced Fiscal Civil Judgement & Fine collection:** review fiscal recordkeeping and reporting responsibilities of Town and Village Courts. (Diane Turo & Kim Howard)

**Mock Jury Trial Court Clerk:** This 2 parts class will highlight the Court Clerk’s role in prepping for Jury Trial. The before, after and during the trial. (Rensselaer County Commissioner of Juror Jenet Marra)

**Surviving an Audit:** this class will give an insight on what to expect during an audit, how to prepare for an audit, separation of duties, recordkeeping practice. (Gill Koerner)

**Town Ordinance:** Addressing local laws such as those that regulate zoning, municipal planning, health or fire protection or the environment.  (Hon. Robert Bogle)

**730 mental health Evaluation and observation order: (Jeffrey Paloski NYS Office of Mental Health)**

**Understanding Felonies and Lookback Sealing:** This class will explain the difference between misdemeanors and felonies, felony complaints, preliminary hearing indictments, superior court information’s, felony in T&V Court, and structure of the Court system in regard to felonies and misdemeanors. I also intend to discuss the lookback sealing statute and the paperwork that clerks will see when they get filings. (Arielle Bryant Esq.)

**Problem Solving Courts:** This class will provide an introduction and understanding to Problem- Solving Courts.  We will focus on types, structure, and applicable statutes.  In this class we will also discuss the important role of Town and Village Judges and Clerks identifying appropriate candidates for consideration (Arielle Bryant Esq.)

**Probation:** This class willfocus on the clerk’s role in probation transfers. This course will review the issues, responsibilities and procedures involved when probation supervision is transferred from the sentencing court to another court because of the defendant change of residence. (Rensselaer County Probation)

**Dangerous Dogs** We will review the Agricultural and Markets Laws affecting dangerous dogs. We will also review an actual case study of a dangerous dog prosecution. **(Hon Jonah Triebwasser)**

**DWI** The role of the Court Clerk is essential in every DWI case.  This program will endeavor to take you out of the Court and into the field during and after a DWI investigation.  We will explore the legal issues that the defense focuses on, as well as the police procedures utilized during an investigation.   Volunteers will be requested from those audience members willing to see how they fare on field sobriety testing.  The best practices will be thoroughly discussed from the perspective of defense and law enforcement.  In addition to the stop and arrest of the defendants, the program will discuss refusals, breath testing, admissions and Ignition Interlock Devices.  Finally, we hope you will see just how integral your work is to this process.  (Joseph Gerstenzang & Matthew Simone)

**DWI & DMV Updates** This section of the class will focus on a wide array of issues that are typically left to the Court Clerk to navigate. Examples include suspension pending prosecution and suspension pending a DMV refusal hearing. Also, eligibility for hardship privileges and the term for which a defendant will have their driving privileges suspended/revoked or revoked at sentencing. In addition, the floor will be open for discussion regarding any other VTL challenges that Clerks are contending with, including the new DMV point updates.  (Joseph Gerstenzang & Matthew Simone)

**DNA Court Clerk’s role**: This presentation will provide a broad overview of the NYS Convicted Offender DNA Databank, successes of the NYS DNA Databank, and how the court contributes to those successes. Included in this approximately one-hour long presentation will be statistics related to DNA samples and DNA 'hits", the Court's role and responsibility in DNA collection compliance, and statewide Court compliance data. (Sarah MacIntosh)

**Court Clerk Role:** This course will explore the critical role of the Clerk in the Court, emphasizing the collaborative relationship between Judges and Clerks in the Court. Topics will include ex parte communication, digital recordings, fiscal responsibilities, handling of pleas, scheduling, and the setting of fines and surcharges. We will also cover the key expectations and responsibilities of this role. Please come prepared with any questions you encounter in your office.  (Kim Stahley NYSAMCC)

**The Parking Program:** this class will talk about:

Parking Violations Enforcement Remedies

Parking Violations in Summary

* Part One, Remedies available for the court to Enforce/collect Parking Violations
* Part Two open discussion for clerks working within today’s technology benefits and challenges of:

Electronic Issuance, Electronic Enforcement, LPR, Electronic Pay by Space & Electronic Permitting. (John & Dennis Farrell FBS)

**Nuts & Bolts Court Room Program:** this class takes you back to basic and show you advanced tricks as well a great refresher for seasoned clerks or a great start for a new clerk, in this class we will discuss the ins and outs of the CourtRoom Program and, tips and tricks that we as clerks may not be aware of. This class is to help you use CRP better and utilize more of its capabilities. (Heather Blume NYSAMCC)

**FBI Community Outreach Program:** The FBI’s Community Outreach Program supports the Bureau’s investigative mission by working to address multiple interrelated societal problems—including crime, drugs, gangs, terrorism, and violence. One of their program open to civilians is The Citizens Academy which is an engaging six-to-eight-week program that gives business, religious, civic, and community leaders an inside look at the FBI. Classes meet in the evening at the FBI field office. The mission of the FBI Citizens Academy is to foster a greater understanding of the role of federal law enforcement in the community through frank discussion and education.

Candidates are nominated by FBI employees, former Citizens Academy graduates, and community leaders. Participants are selected by the special agent in charge of the local FBI field office.(FBI Agent Timothy Leonard)

**JCAP:** This class will cover information about the Justice Court Assistance Program (JCAP) that provides annual grants of up to $30,000 to towns and villages for court improvements, including security enhancements, renovations, and furnishings. (Kathleen Roberts)

**Court Room Security**: In an effort to assist Courts in the development and implementation of effective measures for court building security, this class will touch base on the steps and best practices for Court building security and the guidelines for what constitutes best practices in various areas of the Court. This may be a useful approach for courts as they strive to prioritize and implement improvements in court building security that can be covered by JCAP (Major Kevin Schere Dep. Of Public safety)

**Efficient and Ethical CDL Instruction for Court Clerks: (Clerks of Court and the CDL Traffic Citation Lifecycle)** In this class Clerks will have opportunities to engage in practical exercises and discussions to ensure a comprehensive understanding of their roles and responsibilities that will promote accuracy and timely dispositions when handling cases identifying CDL license holders. Sessions will cover case management, legal documentation, ethical practices, and courtroom procedures to improve job performance. This session will also be a continuation of the online self-study module about commercial vehicle operations and CDL requirements to allow our Court Clerks all the necessary tools needed to improve safety on our highways. (Hon. Gary Graber)

**Ask a Court Clerk Tips & Tricks Q&A :** feel free to submit your questions ahead of time to [mbarbera@nycourts.gov](mailto:mbarbera@nycourts.gov) and [jricciardi@nycourts.gov](mailto:jricciardi@nycourts.gov) this is an open discussion class and we will try to answer most of your questions or direct you to the appropriate resources.(Jackie Ricciardi, NYSAMCC)