Superior Court Clerks
Stand-Alone Training Sessions
Holiday Inn Athens
197 E. Broad Street
Athens, GA  30601
March 29-30, 2018
9 am-4 pm

COURSE OFFERINGS

Case Management (6-hour required course for grandfathered clerks; i.e., clerks in the certificate program prior to November 1, 2016).

The course will explore the crucial issues affecting the flow of cases. Discussion will include the role of the Superior Court Clerk in case flow management and in providing case information to judges, other courts, sheriffs, probation/parole officers, and other state agencies. The course will cover electronic docketing including discussion of civil, criminal, quasi-civil and criminal, and miscellaneous dockets, appeals, and adoptions. Civil and criminal example cases will be reviewed from beginning to end. Terminology that is used in these processes will be covered.

Because this class may not be offered again for some time, clerks needing this class to fulfill certificate requirements are encouraged to take it now.

Conflict Resolution (6-hour elective course for grandfathered clerks; i.e., clerks in the certificate program prior to November 1, 2016).

The course will explore conflict from its inception through its resolution. Participants will identify their preferred mode of conflict management. Other modes of conflict management will be discussed, and the advantages and disadvantages of each mode will be explored.

Participants will have the opportunity to analyze various workplace situations and select appropriate resolution strategies. Mediation, consensus, and negotiation will be introduced.

Lunch and refreshment breaks will be provided.

PARKING
Complimentary parking is available at the Holiday Inn.

REGISTRATION
Although this is a free course, registration is required. You may register online at www.cviog.uga.edu/superior-court-clerk-certificate or by downloading the mail-in registration form on that site and emailing it to the address listed on the form.

LODGING
A block of rooms for March 28 and March 29 has been reserved at Holiday Inn Athens, 197 East Broad Street, Athens, GA  30601. The rate is $99 for a standard room with two double beds plus $5.00 state fee and applicable taxes.

The group code is SCC, and clerks have until March 7 to make reservations in the block and receive the group rate. Guests can make reservations online using the link below or by calling (706) 549-4433. A major credit card or advance deposit is required to guarantee individual reservations. Guests are responsible for all charges.

For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the respective tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.

**SPECIAL NEEDS**
If you require special services or dietary considerations, please contact Cassie Scarborough at cls09@uga.edu or (706) 542-0505.

**CANCELLATION**
In order that we can have an accurate head count for food and materials, please cancel registration or supply a substitute by **Wednesday March 21, 2018**, to Susan Maxwell@uga.edu.