

ADMINISTRATIVE ORDER #5, 2nd SERIES

State of Minnesota

District Court

Fifth Judicial District

**Administrative Order No. 5, 2nd Series
Date of Implementation: March 26, 2008**

In Re: Order Establishing Educational Management Team

IT IS ORDERED, that:

1. The Educational Management Team (EMT), fka the Education Steering Committee, shall develop and implement education plans for the Fifth District.
2. The EMT shall consist of one Court Administrator from each Administrative District; the Assistant District Administrator; the District Team Coordinator; and the Fifth District Representative to the Judicial Branch Personnel Education Advisory Committee. The Associate Director of the Supreme Court Office of Continuing Education serves as a consultant to EMT. Members of the EMT are appointed by the District Administrator. The leader of the EMT is elected by members of the EMT.
3. The EMT shall annually recommend an Education Plan and Budget to the District Administrator that; a) prioritizes the education needs of the Fifth District; b) establishes new or reactivates existing workgroups to develop education programs and shall monitor and evaluate the education programs. The Education Plan and Budget is due by the June CAT meeting of each year. Each Education Plan and Budget shall include new employee orientation and continuing employee education in case-type specific topics, orientation subjects, and technology. The Education Plan may be modified to address unexpected developments.
4. The EMT shall appoint the leader and members of the workgroups. The leader of each workgroup will be a member of the Court Administrative Team (CAT). The District Training Coordinator shall be a member of each workgroup and shall coordinate all education activities. In general, workgroups should have a representative from each Assignment District and representatives from each employee group (i.e. court administration, law clerks, court reporters) for which the Education Program is intended.
5. The EMT workgroups that are planning or have presented an Education Program during a fiscal year shall submit a closing report to the EMT summarizing the activities of the workgroup and evaluating their Education Programs at the May CAT meeting of each year.
6. The following workgroups (fka standing committees) have been established:
 - a. Employee Orientation (EOW)

- b. Technology
- c. Criminal - Traffic
- d. Financial
- e. Juvenile
- f. Probate
- g. Civil
- h. Family
- i. Management and Supervisor Development

In addition to these workgroups, the EMT may establish other workgroups as needed for education programs in other areas including, but limited to, cashflow, GAL, interpreter, screener collectors, law clerks, and court reporters.

7. The Employee Orientation Workgroup (EOW) is to develop new employee orientation and continuing employee education programs in areas including, but not limited to:
- a. Introduction to the Court System
 - b. Customer Service & Satisfaction
 - c. Access to Public Records
 - d. Cultural Diversity
 - e. Sexual Harassment and Discrimination
 - f. Safety in the Workplace (including ergonomic training)
 - g. Court Security
 - h. Ethics

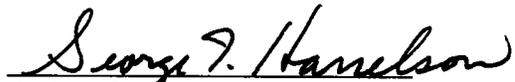
The EOW shall offer at least one New Employee Orientation Program each year. The EOW may work with other districts in planning and presenting new employee orientation programs. The EOW also may work with other districts in planning and presenting other Continuing Employee Education Programs in these subject areas.

The EOW is to consult with and work in conjunction with the Supreme Court Continuing Education Office. (SCCE) The EOW should utilize materials, videos and programs developed by the SCCE Office when planning and implementing new employee and continuing employee education programs in these subject areas.

8. Each workgroup is responsible for developing and updating the agenda and materials for its education program. Materials for case-type related workgroups should include procedural guides for particular subject area. The procedural guides should incorporate MNCIS materials, forms and procedures, checklists, protocols, etc. Each case-type related workgroup will also serve as a MNCIS user-group for the purpose of discussing proposed MNCIS modifications for that case-type.

9. All education programs should utilize all available and appropriate forms of technology (i.e. e-mail intranet, ITV) in their planning and implementing stages.
10. Pro Se initiatives (forms, procedures, brochures, videos) approved by the Conference of Chief Judges shall be integrated into the Education Program.

Date: March 26, 2008


Judge George I. Harrelson, Chief Judge
Fifth Judicial District

Source: This Order is adopted from Administrative Order No. 11, originally issued on March 15, 2000.