

POLICY DIRECTIVE NO. 6 (Reissued June 1993)

**POLICY ESTABLISHING MANDATORY TRAINING REQUIREMENTS
FOR MAGISTRATES AND MAGISTRATE COURT CLERKS**

This policy is issued in accordance with NMSA 1978, Section 35-7-1 to provide guidelines and directions regarding training and continuing education for magistrates and magistrate court clerks.

As a qualification for continued employment, and in furtherance of uniting the magistrate and courts and maintaining consistent procedure, each magistrate and magistrate court clerk shall attend the annual Conference sponsored by the Judicial Education Center, unless excused in writing.

Each clerk shall receive advance notice of the annual Conference. If the magistrate or clerk is unable to attend, a letter stating the reasons for excusal must be submitted to the AOC Director or designee. If the request is denied, the magistrate or clerk will be expected to attend and participate. If the request is granted, the person excused will make alternate arrangements with the AOC Director or designee to view the video tapes of the conference within four months of the conference.

This policy applies to all magistrate clerks.