



Unified Court System



Office of the State Comptroller



Hudson Valley Community College

The Unified Court System and Office of the State Comptroller, in cooperation with Hudson Valley Community College, are pleased to offer the following online course.

What Justice Courts Need to Know About Recordkeeping and Reporting

Justices and court clerks may register for one of the sessions listed below. Instructors from the Office of the State Comptroller will be available to answer any questions about the course content. The course will take about 1-1 ½ hours to complete. You will have a three-week session window in which to complete the course, at your leisure, in one or multiple sittings as you choose, during that period.

Session	Course Dates	Registration Deadline
Session 1	Mar. 10 – Mar. 30, 2009	Feb. 26, 2009 Closed
Session 2	Apr. 15 – May 5, 2009	Mar. 31, 2009
Session 3	May 19 – Jun. 9, 2009	May 6, 2009
Session 4	Jun. 23 – Jul. 14, 2009	Jun. 10, 2009
Session 5	Jul. 16 – Aug. 6, 2009	Jul. 1, 2009
Session 6	Sep. 1 – Sep. 22, 2009	Aug. 19, 2009
Session 7	Oct. 6 – Oct. 26, 2009	Sep. 23, 2009
Session 8	Nov. 12 – Dec. 4, 2009	Oct. 27, 2009

NOTE: When you register, Hudson Valley Community College will send you three letters by regular mail – one explaining how to logon to blackboard, one with your User ID and one with your Password. Please advise all court staff not to discard any correspondence from HVCC. The Office of Court Administration is paying the registration fee.

How Do I Register for the Online Course?

Choose ONE of these options to register:

- ❖ Fax the attached registration form to HVCC: (518) 629-8103,
- ❖ Phone HVCC's Registration Office: (518) 629-7339 or
- ❖ Visit the website: www.hvcc.edu/communityed/justice

Justices will earn *one (1) Continuing Judicial Education credit* for completing this online course and this may be applied as an elective toward the 2009 Continuing Judicial Education requirement for Town and Village Justices. For court clerks this course is part of the new Core curriculum.



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What Justice Courts Need to Know About Recordkeeping and Reporting Registration Form

Please fill out the information below and fax this form to (518) 629-8103

(First Name) (Middle Name) (Last Name)

Date of Birth (required): _____

Town / Village of _____
(Circle One) (Municipality)

Court Address: _____

_____, New York
(City) (ZIP Code)

E-mail Address: _____

Court Phone Number: _____

Have you previously attended Hudson Valley Community College? YES / NO (Circle One)

If you have previously attended Hudson Valley Community College, please list any name(s) under which your academic record might be listed:

Please indicate your session preferences by writing the number "1" next to the session that is **most** convenient for you, writing the number "2" for the session that is the next most convenient for you, etc. If a session is not convenient for you, please indicate that by writing the letter "X" next to that session.

____ ~~Session 1 (Mar. 10 – Mar. 30, 2009)~~ ____ ~~Session 4 (Jun. 23 – Jul. 14, 2009)~~ ____ ~~Session 7 (Oct. 6 – Oct. 26, 2009)~~
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Upon receipt of your Registration Form, Hudson Valley Community College will send you a confirmation three letters via conventional mail. One explains how to logon to blackboard, one with your User ID and one with you Password. **If you have not received your letters within ten business days after you fax your registration form, or if you misplace your login information, please contact the Community Education Office of Hudson Valley Community College at (518) 629-7343.**

Please be advised that federal law prohibits Hudson Valley Community College from providing you with your Username or Password by phone, fax or e-mail; this information can only be sent by conventional mail. Accordingly, if you lose your User ID and/or Password letter(s), please contact the staff at the Community Education Office as soon as possible so that they can mail you your login information.

Please fax this form to (518) 629-8103