



Court Clerk Training

Saipan

January 28-30, 2026

AGENDA

WEDNESDAY, January 28, 2026

Day 1

12:30 p.m.	Registration & Seating
12:45 p.m. – 1:00 p.m.	Welcome and Introduction of Presenters
1:00 p.m. – 1:15 p.m.	Introduction of Participants
1:15 p.m. – 2:15 p.m.	Professionalism and Leadership <i>Professionalism in the workplace</i> <i>Leadership</i> <i>Understanding Procedural Justice</i>
2:15 p.m. – 2:30 p.m.	Break
2:30 p.m. – 3:45 p.m.	Professionalism and Leadership, cont'd.
3:45 p.m. – 5:00 p.m.	Ethics <i>Interpreting and applying codes of conduct</i> <i>Understanding and applying legal advice vs. legal information principles</i> <i>Assisting self-represented parties</i>
5:00 p.m.	Adjourn

THURSDAY, January 29, 2026

Day 2

8:30 a.m. – 9:00 a.m.	Check-in and debrief from Day 1
9:00 a.m. – 10:00 a.m.	Applying Ethical Principles and Considerations in your Role as a Clerk
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 11:30 a.m.	Customer Service and Communication Skills <i>Customer service techniques</i> <i>Effective communication skills</i>
11:30 a.m. – 12:30 p.m.	Lunch
12:30 p.m. – 2:00 p.m.	Effective Communication, cont'd.
2:00 p.m. – 2:15 p.m.	Break
2:15 p.m. – 3:45 p.m.	Fundamentals of Legal Procedures and Court Processes <i>Basic legal procedures</i> <i>Legal terminology</i> <i>Court processes</i>
3:45 p.m. – 4:45 p.m.	Maintaining Decorum and Courtroom Etiquette
4:45 p.m.	Adjourn

FRIDAY, January 30, 2026

Day 3

8:30 a.m. – 9:00 a.m.	Check-in and debrief from Day 2
9:00 a.m. – 10:30 a.m.	Case Management <i>Caseflow and workflow</i>
10:30 a.m. – 10:45 a.m.	Break
10:45 a.m. – 12:00 p.m.	Case Management, cont'd. <i>Integrating technology in caseflow and workflow</i> <i>Case Management Systems and software solutions</i>
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m.	Wrap up & Adjourn