

2024 Annual Report



Membership Committee

*Mickey Zitkovich, Chair
Suzanne Elsner, Co-Chair*

Membership Annual Report

Submitted By:
Date Submitted:

Mickey Zitkovich
May 19, 2024

REPORT NARRATIVE

REGULAR MEMBER (\$250.00)	Any person employed by a Court of Limited Jurisdiction as the Chief Executive Officer, Administrator, or Manager is eligible for Regular Membership upon the payment of annual dues.
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Membership Committee Report

Total Membership 2024

Members	200
Number of Courts	119

Committee Contact Name: Mickey Zitkovich
E-mail: mickeyz@burlingtonwa.gov

Committee Report: Education & Conference
Submitted By: Margaret Yetter
Date Submitted: May 3, 2024

ARLJ 14 became effective January 1, 2023 implementing Mandatory Continuing Court Administrator Education and a mandatory Academy for new court administrators. For 2023 only, it was determined to forgo the Spring Program and focus on the inaugural CLJ Court Administrator Academy. A Designee Appointment form was developed and deployed. Based on the responses, the Academy attendees were designated as:

Group 1. < 1 year as a court administrator. Mandated attendee for the 2023 Academy.
Group 2. 1-4 years as a court administrator. Mandated attendee for the 2023 or 2024 Academy.
Group 3. Veteran court administrator. Not mandated to attend the Academy.

As this was the first Academy, we expect there to be fine-tuning of the curriculum for future years. The inaugural academy provided 16.5 Continuing Administrator Education (CAE) credits approved for sessions covering topics of Court Finances & Budgeting; DOL & AOC roles and resources; Ethics for Court Managers; GR 29 and Executive Branch Collaboration; Succession Planning; Mentorship Opportunities; Transitioning to Management and Human Resources.

The inaugural Academy was comprised of 108 attendees including: 47 District Court Administrators; 60 Municipal Court Administrators and 1 Tribal Court Administrator.

There were 37 attendees who had less than one year as a court administrator; 28 attendees who had 1-4 years as a court administrator; and 43 veteran court administrators who acted as table captains and helped facilitate discussions.

The inaugural Academy graduated 65 new court administrators!