

## Running an Efficient Court: Working with Your Judge

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Palestine Municipal Court



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### After this Class You will be able to:

- Handle Challenges with Diplomacy
- Revive the Lost Art of Conversation
- Take your Emotions Out of the Equation
- Take away Tips to Work more Efficiently

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### An Efficient Court Starts with:



"I speak to everyone in the same way, whether he is the garbage man or the president of the university."  
— Albert Einstein

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### Clerk Duties vs Judicial Duties:

Make sure you have an understanding of your role AND your Judge's role.

Clerical Duties- Seek direction from the Judge in matters pertaining to overall court policy and judicial procedures. Administers daily operations & maintain court records.

Judicial Duties- Responsible for presiding over trials and other court proceedings, perform certain magistrate functions, and for the general administration of the court.

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### Clerk Duties vs Judicial Duties Cont.:

- Determine what your Judge needs & expects from you.
- Do not overstep, but do not be afraid to inquire or take initiative.
- Trust your gut feeling.
- Use the resources you have.

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- To prevent conflict, approach each situation with an open mind.
- Do not be judgmental.
- We all have something to learn.

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## The Lost Art of Conversation



Which do you use?

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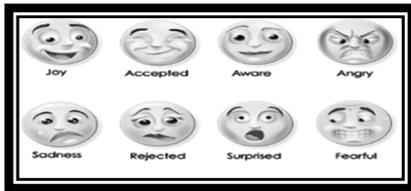
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- During discussions, always remember:  
It is Business; It is NOT personal.
- Do not be afraid to ask for clarification & do not be afraid to ask for help.
- Listen to understand.
- Give yourself credit.

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## Seek Support



Create a support system for yourself, whether it is formal support group or just a friend. Sharing stress, talking to someone about concerns and worries may help you see your challenges in a different light.

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- Approach challenges together from a problem solving perspective.
- Establish regularly scheduled meetings for continuous improvement of the court.
- Gather information, identify the issue or problem, generate several options, evaluate each option, choose a course of action; plan it out, implement the plan, evaluate the results, modify and try again.

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### A Quote to Remember...

“People fail to get along because they fear each other; they fear each other because they don't know each other; they don't know each other because they have not communicated with each other.”  
-Martin Luther King Jr.

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### Judge + Clerk = Efficiency!

Although the Judge is responsible for guiding the court, it is the clerk who manages the day-to-day operations of the court, ensuring that the ministerial and administrative duties are properly performed.

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***THANK YOU!!!***

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