

### **Court Clerk Juvenile Procedures (3 Hours)**

Primarily for Court Clerks and their employees, this course covers the procedures for District Court Clerks to follow when filing various categories of juvenile cases, preparation and timely distribution of forms for court hearings, for service of papers, and for transportation of juveniles. Entering information into the computer, preparation of dockets for juvenile hearings, entering statistical information, and maintaining confidentiality when necessary are also discussed.

*County Court Clerk Module II Certification*