

Statute Reference and Legislative Process (9 hours)

Participants learn how the statutes are organized and how to “find things” , as well as, how the legislative session works at the capitol. A quick study of the court case reference system is given and participants are taught how to find and read court cases and judges' decisions. Laptops are also provided to go on- line to review the Oklahoma Supreme Court (OSCN) statutory legal research link. The Legislative Process provides a thorough discussion of how a law is enacted in the Oklahoma legislature. An area Representative or Senator will present the “real world” legislative process. The class utilizes computers to maneuver through the Legislative website to track bills through the legislative process.

Credit Hours count toward:

County Assessor Basic

County Clerk Basic Certification

County Court Clerk Module II Certification

County Treasurer Advanced I

Testimonials from Participants

- *“all was good, great manual to take home for reference”*
- *“I thought I'd hate this class & didn't think it would be helpful, but I found it to be very interesting & helpful. The books can be intimidating until you learn how to use them”*
- *“This should be the Very first class for a new officer or Deputy in my opinion. Thanks”*
- *“Learning how to look things up on websites and use of the laptops was very helpful*
- *“Learned a lot & cleared up some misconceptions”*

Course Outline

Statutory Reference

- I. Overview of Oklahoma Statutes
- II. History of Oklahoma Laws
- III. Review of Statutes on-line
- IV. Class Exercise

Legislative Process

- I. Overview of the Organization of the Legislature
 - i. Course of Bill becoming a Law
 - ii. Guest Speaker
- II. Tracking Legislation On-line
- III. Class Exercise