



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

## SEMINAR ANNOUNCEMENT

October 15, 2009

### ***District Court Probation Officers: New Employee Orientation***

**December 15-16, 2009  
Michigan Hall of Justice  
Lansing, Michigan**

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#### ***Seminar Description***

The Michigan Judicial Institute (MJI) is pleased to offer a two-day seminar targeting the needs of district court probation officers hired within the last two years. The goal of the seminar is to provide participants with a foundation for understanding their role and function within the district court. The seminar will consist of presentations on the following topics:

Tuesday, December 15, 2009: 9:00 a.m. to 4:00 p.m.

- ▶ Overview of the District Court
- ▶ How to Read Driving Records
- ▶ An Overview of the Law Enforcement Information Network (LEIN)
- ▶ An Introduction to the Judicial Data Warehouse
- ▶ Understanding the Nature and Dynamics of Domestic Violence

Wednesday, December 16, 2009: 9:00 a.m. to 4:00 p.m.

- ▶ Characteristics of Operating While Intoxicated (OWI) Offenders
- ▶ Drug Testing, Technology, and Monitoring
- ▶ Case Management Principles and Practices

Other district court probation staff will be accepted on a space-available basis.

#### ***Registration Procedure***

The Michigan Judicial Institute is utilizing online registration. Please go to the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: 2E23CA

To enable the Michigan Judicial Institute to finalize planning, you must register for this seminar **on or before Friday, November 13, 2009.**

If you do not have internet access, or are otherwise unable to register electronically, please contact Anne DeMarco at (517) 373-7349 for a paper registration form.

### ***Lodging***

Double-occupancy lodging, assigned by the Michigan Judicial Institute, will be provided for all eligible participants. To qualify for lodging on the evenings of Monday, December 14, and Tuesday, December 15, your office must be located more than **65 miles** from the Michigan Hall of Justice.

If a single room is requested, the participant is responsible for the additional lodging room cost (approximately \$38.00 per night, plus applicable taxes). Please make the appropriate lodging request when you e-register. Facility space constraints do not allow the Michigan Judicial Institute to make any arrangements for lodging of spouses, family, or friends of seminar participants.

If you do not qualify for MJI paid lodging and you are willing to pay your own costs, you may contact the Lexington Lansing (formerly the Sheraton Lansing) Hotel directly at (517) 323-7100. Let them know you are attending an MJI seminar. They may allow you to lodge at the MJI rate of \$76.00 per night, plus applicable taxes.

### ***Meals and Incidental Expenses***

All seminar participants will be provided beverage service and a complimentary group luncheon each seminar day. All other meals and incidental expenditures, including mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental funding unit.

### ***Special Accommodations***

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations due to a disability, please indicate your needs when you e-register.

### ***Confirmation***

Registrants selected for attendance will be e-mailed a confirmation letter and other pertinent information immediately following the close of registration. If you register for this seminar and do not receive confirmation at least 10 days prior to the seminar date(s), please contact MJI.

### ***Questions***

Questions concerning the seminar or registration process should be directed to Peter Stathakis, Program Manager, at (517) 373-7607, stathakisp@courts.mi.gov, or Anne DeMarco, Program Assistant, at (517) 373-7349, demarcoa@courts.mi.gov.

**REGISTRATION DEADLINE  
FRIDAY, NOVEMBER 13, 2009**