



ICM FELLOWS PROGRAM
Application for Admission
Institute for Court Management

I have completed CCM

I have completed both CCM and CCE

NAME _____

POSITION _____

COURT/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

To whom do you directly report?

Name _____

Position _____

In what type of court/organization do you work?

- State Administrative Office of the Courts
- Appellate Court
- General Jurisdiction Trial Court
- Limited Jurisdiction Trial Court (please specify) _____
- Other (please specify) _____

To which ICM Fellows Program Option are you seeking admission?

- Residential Option (I wish to obtain CCE certification and attend the Residential Program)
- Non-Residential Option (I have already obtained CCE certification and do not wish to attend the Residential Program)

Please submit the following materials in support of the Application for Admission:

- a) A typed cover letter explaining why the applicant wishes to pursue certification as a Fellow of the Institute for Court Management. Major duties, responsibilities, and career goals should be summarized. This statement helps assess the applicant's interest and motivation for fellowship study and helps gauge the fit between what the program offers and what the applicant hopes to receive from it.
- b) A résumé that provides evidence of work experience and academic achievement.
- c) One letter of recommendation from a direct supervisor or presiding judge that clearly indicates the applicant's ability to commit to the time and expense of the ICM Fellows Program.
- d) A writing sample of no more than 2,000 words that responds to the question posed below. The essay may follow any style format but should be typed and double-spaced.

In a recent article, Janet G. Cornell (ICM Fellow '91) observes that: The coronavirus pandemic presents challenges for courts to manage operations and ensure ongoing access to justice while providing a profound opportunity for change. After the urgency settles, courts will be faced with taking the lessons learned and implementing lasting new ways of doing business in a way that measures successes and outcomes."
COVID-19 and the Courts: A Case Study of Contrasts, Reengineering and Observations, Trends 2020 Issue 3.

Essay Question: Based on your experience as a court professional, what are some of the most important changes that you have observed and are hopeful will become lasting new ways of doing business in the courts?

Signature _____

Date _____

Please return all application materials to:
Institute for Court Management
300 Newport Avenue,
Williamsburg, Virginia 23185
Attn: Amy McDowell, Dean, ICM Fellows Program
Phone: 757-259-1552
Email: icmfellows@ncsc.org