

course catalog

Advance Your Court Management Career

with Nationally
Recognized
Courses

Certified Court Manager (CCM)

Certified Court Executive (CCE)



Institute for Court Management
at the **National Center for State Courts**

NCSC is the most respected provider of continuing education for court professionals.

The Institute for Court Management (ICM) course catalog offers a comprehensive selection of courses designed to equip court professionals with the knowledge and skills needed for success.

These courses culminate in nationally recognized certifications, including the **Certified Court Manager (CCM)**, **Certified Court Executive (CCE)**, and, with admission to a competitive residency program, the **ICM Fellows** designation.

Take One Course or an Entire Program

Courses can be taken as part of a structured certification program for a well-rounded foundation in court management or individually to address specific professional development needs. Course curricula align with the NACM Core and reflect what court managers need to know and be able to do to address today's challenges in the courts.

All courses for certification can be taken in any order, and the full series for each certification program must be completed within seven years.

CCM Certification

This six-course program provides a solid base in court management principles.
All CCM courses are available in live virtual, in-person, or online self-study formats.

COURSE DESCRIPTIONS > [Pages 4-9](#)

CCE Certification

Build upon your CCM credential with this advanced program offering seven courses.
CCE courses are delivered in a live virtual format or in-person.

COURSE DESCRIPTIONS > [Pages 11-17](#)

ICM Fellows Program

This 16-month program features a week in residency at NCSC headquarters in Williamsburg, a court research project, and a graduation ceremony at the Supreme Court of the United States. This designation signifies the highest level of achievement in court management education.
Both CCM and CCE certifications are required in order to apply for this program.

PROGRAM DESCRIPTION > [Pages 19-20](#)

Flexible Learning for Your Needs

ICM understands the diverse learning styles and schedules of busy court professionals. We offer a variety of course delivery formats to suit your needs, including:

| Live Virtual | In-Person | Online Self-Study |
|--|--|--|
| Participate in interactive sessions from the comfort of your office. | Network with colleagues at an in-person course in your area. Contact ICM to schedule a course. | Progress through coursework at your own pace with our self-study options (CCM courses only). |

Bring ICM In-Person to Your State

Would you like to certify local faculty to offer ICM courses in your state to save on travel costs and build a community of practice? Contact us at icm@ncsc.org to learn more about becoming a Licensee Partner.

Find the Right Program for You

Explore our catalog for detailed course descriptions. All courses for certification can be taken in any order. The full series for each certification program must be completed within seven years.

| Certified Court Manager | Certified Court Executive |
|---|--|
| <ul style="list-style-type: none">• Accountability & Court Performance• Budget & Fiscal Management• Caseflow & Workflow Management• Project Management for Courts• Purposes & Responsibilities of Courts• Workforce Management | <ul style="list-style-type: none">• Educational Development• Executive Decision-Making• Leadership• Modern Court Governance• Operations Management• Public Relations• Visioning & Strategic Planning |

Cost and Registration

The cost for each course is \$495. Registration at least one month prior to the start of class is recommended. Scholarships may be available to state and local court employees through the State Justice Institute Education Scholarship Program. Information can be found on the course registration listing page.

VIEW THE COURSE SCHEDULE > ncsc.org/icmschedule

REGISTER FOR A COURSE OR PROGRAM > ncsc.courtims.org/catalog

Certified Court Manager (CCM)

| | |
|---|---|
| Accountability & Court Performance | 4 |
| Budget & Fiscal Management | 5 |
| Caseflow & Workflow Management | 6 |
| Project Management for Courts | 7 |
| Purposes & Responsibilities of Courts | 8 |
| Workforce Management | 9 |

Accountability & Court Performance

Virtual

In-Person (by request)

Online Self-Study

Learn how to use data to drive decision-making to achieve performance goals.

The **Accountability & Court Performance** course provides court managers with tools they can use to analyze court performance, implement improvements, and achieve performance goals. Court leaders and managers will learn how to collect, understand, and use data to guide decision making. Participants will also improve their skills to effectively communicate how data can be used to improve court performance.

About the course

This course can be taken as a standalone class or as part of the Certified Court Manager (CCM) credential.

Accountability & Court Performance is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

The equivalent online self-study course titled *Court Performance Standards with CourTools* includes video lessons, activities to be completed individually, and 3-4 exercises to be written and submitted.

As a result of participating in this course, participants will be able to:

- Identify tools that can be used to measure and manage performance, including CourTools.
- Discuss how to collect, evaluate, and analyze court data.
- Demonstrate how measures can be used to assess performance as related to performance targets, such as time standards.
- Discuss how performance measures can be used to guide management, planning, and leadership decisions.
- Develop an action plan for court improvement that incorporates the purposes and responsibilities of courts, performance measurement, the principles of caseload management, and elements of the High-Performance Court Framework.

This course is specifically tailored for professionals involved in evaluating, measuring, and improving court performance. This may include court administrators and managers, performance measurement specialists, policy and decision-makers, court improvement teams, and others.

Budget & Fiscal Management

Virtual

In-Person (by request)

Online Self-Study

Equip yourself to effectively plan, present, and monitor budgets.

The **Budget & Fiscal Management** course is designed for court professionals with varying levels of involvement with the court’s budget. This course defines the building blocks of finance and explains how to plan, prepare, review, present, execute, and monitor a budget. Participants will learn practical steps courts can take during difficult fiscal times, including maintaining open communication both within the court and with justice partners. In addition, the course explores the relationship between a court’s strategic plan and budgeting.

About the course

This course can be taken as a standalone class or as part of the Certified Court Manager (CCM) credential.

Budget & Fiscal Management is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

The equivalent online self-study course titled *Managing Court Financial Resources* includes video lessons, activities to be completed individually, and 3-4 exercises to be written and submitted.

As a result of participating in this course, participants will be able to:

- Discuss the building blocks of budgeting and fiscal management, including Generally Accepted Accounting Principles (GAAP), assets, liabilities, revenues, and expenses.
- Explain the basics of financial reporting.
- Discuss the perspective of the funding authority and how to compete for budget resources.
- Discuss the financial implications of facilities management.
- Identify the steps involved in planning, preparing, reviewing, presenting, and monitoring a budget.

This course is specifically tailored for professionals involved in financial planning, budgeting, and resource management within the court system, as well as those interested in advancing their knowledge of fiscal responsibility principles. This may include judicial officers, court administrators and managers, finance officers, budget analysts and planners, policy and decision-makers, court clerks, and others.

Caseflow & Workflow Management

Virtual

In-Person (by request)

Online Self-Study

Enhance your court's efficiency and productivity.

The **Caseflow & Workflow Management** course examines elements of caseflow management (case processing protocols and actions) and workflow management (management of the people, procedures, and resources supporting caseflow management activities). Participants will analyze the effectiveness of their court's current caseflow management system and practices and learn how to apply best practices to their court. The course helps court professionals understand what is affecting caseflow, positively or negatively, and provides tools for performance improvements.

About the course

This course can be taken as a standalone class or as part of the Certified Court Manager (CCM) credential.

Caseflow & Workflow Management is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for "table group" discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

The equivalent online self-study course titled *Fundamentals of Caseflow Management* includes video lessons, activities to be completed individually, and 3-4 exercises to be written and submitted.

As a result of participating in this course, participants will be able to:

- Assess the effectiveness of your court's caseflow management system.
- Identify steps to reduce the size and age of pending case inventory and streamline caseflow processes.
- Identify variations in caseload type and complexity and assess implications for caseflow and workflow processes.
- Discuss challenges that influence the ability to change caseflow management processes.
- Develop a system that ensures timely disposition of all cases in collaboration with stakeholders.

This course is designed for professionals involved in case processing, docket management, and court operations within the judiciary, as well as those interested in enhancing court efficiency and optimizing workflow processes. This may include judicial officers, court administrators and managers, case managers, case coordinators, court technology specialists, policy and decision-makers, court clerks, and others.

Project Management for Courts

Virtual

In-Person (by request)

Online Self-Study

Improve your court's operations with stronger project management skills.

Project Management for Courts is an essential skill set for the courts, especially when managing the integration of technology into all aspects of court operations. This course takes participants through the steps of project management, from initial planning to the closing of projects. Participants will learn how to work on all phases of projects, with technology-related projects providing the context for most of the course. Managers at all levels, as well as judges, will gain knowledge to effectively manage projects of all sizes. Court technology professionals will obtain a better understanding of court functions and operations.

About the course

This course can be taken as a standalone class or as part of the Certified Court Manager (CCM) credential.

Project Management for Courts is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for "table group" discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

The online self-study course includes video lessons, activities to be completed individually, and 3-4 exercises to be written and submitted.

As a result of participating in this course, participants will be able to:

- List the component parts of project management.
- Identify the planning steps necessary for a successful project.
- Discuss general requirements for monitoring and controlling a project during its execution.
- Examine project management tools, such as Work Breakdown Structures, GANTT charts, and Critical Path Analysis, that help keep a project within budget and on schedule.
- Identify the elements of a project closing and explain why each element is essential to the process.

This course is designed for professionals tasked with overseeing, implementing, or participating in court operations improvement projects; implementing new technologies; or addressing specific challenges within the court system. This may include judges, court administrators and managers, case managers, case coordinators, court technology specialists, court facilities managers, policy and decision-makers, and others.

Purposes & Responsibilities of Courts

Virtual

In-Person (by request)

Online Self-Study

Start your court career with this foundational course.

In the **Purposes & Responsibilities of Courts** course, participants explore the foundations of the third branch of government with an overview of colonial history, the rule of law, and other important historical and current-day events and practices. Participants will consider how and why courts often conduct their business differently from each other, despite sharing the same principles. Throughout the course, participants will reflect on whether the performance, structure, operations, and processes of their courts align with the purposes and responsibilities of courts.

About the course

This course can be taken as a standalone class or as part of the Certified Court Manager (CCM) credential.

Purposes & Responsibilities of Courts is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

The online self-study course includes video lessons, activities to be completed individually, and 3-4 exercises to be written and submitted.

As a result of participating in this course, participants will be able to:

- Discuss the purposes and responsibilities of courts and how they have changed over time.
- Discuss key legal concepts, such as due process of law, and their relationship to the purposes and responsibilities of courts.
- Explain the role of the courts as a third branch of government.
- Identify various ways courts are managed and structured as a response to societal expectations and challenges.
- Analyze court governance structures, court organization, and essential functions of courts as they relate to court administration and management.

This course is designed for ALL court professionals within the court system, as well as those who interact with the courts in various capacities.

Workforce Management

Virtual

In-Person (by request)

Online Self-Study

Optimize and maintain a productive workforce.

The **Workforce Management** course helps organizations maintain a productive workforce by teaching workforce management practices, policies, and procedures. Participants will learn about employment laws, recruitment, selection, retention, performance management, employee relations, and more. Further, participants will learn the importance of organizational development in a diverse world and the importance of career development, mentoring, and succession planning.

About the course

This course can be taken as a standalone class or as part of the Certified Court Manager (CCM) credential.

Workforce Management is available as a 2.5-day in-person class, virtual course, or online self-study course.

The virtual course includes live video lectures, discussions, and group exercises. Zoom breakout rooms will be used for “table group” discussions and exercises. This delivery method consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

The online self-study format includes video lessons, activities to be completed individually, and 3-4 exercises to be written and submitted.

As a result of participating in this course, participants will be able to:

- Identify sound workforce management policies, procedures, and practices for the courthouse work environment.
- Discuss key federal employment laws that impact the courthouse work environment.
- Implement effective recruitment, selection and orientation practices.
- Articulate effective workforce performance management techniques, including workforce development, mentoring, and succession planning.
- Apply employee relations principles, including discipline.

This course is designed for court professionals who are responsible for supervising, leading, or managing court staff, as well as those who are interested in improving human resources practices. A broad range of positions may be involved, including judges, court administrators and managers, human resource professionals, supervisors or team leaders, training and development coordinators, court clerks, and others.

Certified Court Executive (CCE)

| | |
|--------------------------------------|----|
| Educational Development | 11 |
| Executive Decision-Making | 12 |
| Leadership | 13 |
| Modern Court Governance | 14 |
| Operations Management | 15 |
| Public Relations | 16 |
| Visioning & Strategic Planning | 17 |

Certified Court Executive (CCE) Course

Educational Development

Virtual

In-Person (by request)

Foster a culture of lifelong learning and improve learning outcomes for court staff.

The **Educational Development** course is designed to equip participants with the information necessary to develop, implement, sustain, evaluate, and improve education for and development of court staff. Participants will learn the fundamentals of adult education and instructional design and will explore the unique educational environment of the courts. Throughout the course, participants will assess current educational efforts at their own courts and learn how to employ education to enhance daily operations as well as to achieve their court’s mission or strategic plan.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Educational Development is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of three four-hour sessions, held on three consecutive days.

As a result of this course, participants will be able to:

- Describe the unique educational environment of the courts and determine how education can promote improvements in court operations.
- Locate resources that can support education and describe effective approaches to obtaining those resources.
- Identify ways to evaluate the short and long-term outcomes of education.
- Determine how court administrators can use education to support new and promoted employees, enhance staff performance at different career points, and serve as an effective intervention to address gaps in knowledge, skills, and abilities.
- Create an action plan for implementing education in their own court.

This course is specifically tailored for professionals who are actively engaged in training, professional development, or educational initiatives within the court system. This may include court administrators and managers, human resource specialists, training and development coordinators, professional development coordinators and teams, court trainers and instructors, court clerks, judicial officers, and others involved in similar roles.

Executive Decision-Making

Virtual

In-Person (by request)

Improve your decision-making skills and leadership effectiveness.

The **Executive Decision-Making** course provides court leaders with tools they can use to enhance a court's effectiveness, efficiency, fairness, and accessibility. The course teaches court leaders to: evaluate data; be a knowledgeable consumer of research studies; diagnose court operations challenges; and create and communicate proposed solutions.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Executive Decision-Making is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for "table group" discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

As a result of this course, participants will be able to:

- Describe how leadership styles, court culture, and governance structures impact executive decision-making.
- Apply leadership frameworks such as loosely coupled systems, productive pairs, and servant leadership, to enhance executive decision-making in their own court.
- Create strategies to apply data-driven principles, evidence-based practices, national standards, and best practices to address local court challenges and strategic priorities.
- Implement strategies to adapt to the changing environment, including leveraging "big data," using artificial intelligence, incorporating visual data displays, and using business intelligence and analytic tools.
- Examine the ethical considerations inherent in the challenges of executive decision-making.

This course is designed for court professionals who hold leadership roles or aspire to leadership positions. The program is designed for those involved in strategic planning, policy development, and resource allocation. This may include judicial officers, court administrators and managers, court technology professionals, policy and decision-makers, court improvement teams, and others.

Leadership

Virtual

In-Person (by request)

Enhance your leadership skills and advance your career.

Leaders in the 21st century must inspire, communicate a vision, and master the workforce and work environment. In this **Leadership** course, participants will become familiar with the major theories and practices of leadership, including what it takes to exercise leadership as an individual, as the leader of teams, and as the leader of an organization that must work effectively with other branches of government and stakeholders.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Leadership is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for "table group" discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

As a result of this course, participants will be able to:

- Identify traits, activities, and models of leadership.
- Explore the differences between leadership and management and the value each brings to an organization.
- Demonstrate personal and organizational legitimacy through transparency and accountability in leadership.
- Discuss the relationships and connections needed for leaders to be effective in an interdependent judicial system.
- Advocate for a governance structure that promotes effective communication, collaborative decision-making, and teamwork.

This course is designed for court professionals at all levels within the court system who aspire to lead effectively, drive positive change, and advance their careers. This may include judicial officers, court administrators and managers, human resource specialists, supervisors or team leaders, training and development coordinators, court improvement teams, and others.

Modern Court Governance

Virtual

In-Person (by request)

Improve your understanding of modern court governance methods.

The **Modern Court Governance** course provides court leaders with tools they can use to preserve and enhance governance mechanisms used by the court. Court governance refers to the policies, procedures, and traditions that determine how courts are administered, how court administration decisions are made, and who has decision-making authority. Effective court governance is the foundation for ensuring that courts function in a predictable and consistent manner that supports fundamental principles, such as access to justice and due process of law. A court governance structure should provide guidance to court managers and supervisors about how policies and practices are decided and implemented.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Modern Court Governance is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

As a result of this course, participants will be able to:

- Identify key court governance principles.
- Examine federal, state, and local court governance models.
- Assess benefits and challenges associated with court governance models and identify potential areas for change in their own court.
- Explore the use of court governance principles to guide management, planning, and leadership decisions.
- Discuss the role of court managers and judicial officers in fostering a system of responsive and effective modern court governance.

This course is designed for court professionals involved in strategic planning, policy development, and decision-making processes within the court system, as well as those interested in advancing their knowledge of contemporary approaches to court governance. This may include judicial officers, court administrators and managers, policy and decision makers, court improvement teams, court technology specialists, court researchers and analysts, and others.

Operations Management

Virtual

In-Person (by request)

Learn how to effectively manage court-related programs and services.

In the **Operations Management** course, participants will examine programs and services that support the adjudication of cases. Because some of these activities fall outside of the court’s direct control, court leaders must understand the needs, nature, and impact of these programs to help ensure they contribute to effective court administration and the overall quality of justice. Examples of operations discussed in the course include continuity of operations planning, records management, specialty dockets and the administration of problem-solving courts.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Operations Management is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

As a result of this course, participants will be able to:

- Identify operations that are court-related, but not under the complete control of court administration.
- Discuss how each of these operations fits into the court organization.
- Discuss how various operations support the role and values of the court as an institution.
- Identify ways to collaborate with stakeholders to improve the management and effectiveness of operations using technology and appropriate service delivery methods.
- Develop performance and evaluation criteria for services and programs to promote efficient and effective court administration.

This course is designed for court professionals involved in optimizing and streamlining court operations, as well as those interested in advancing their knowledge of operations management principles within the justice system. This may include judicial officers, court administrators and managers, case managers, case coordinators, technology specialists, court clerks, quality assurance officers, and others.

Public Relations

Virtual

In-Person (by request)

Learn how effective communication can increase public trust.

The **Public Relations** course provides participants with tools they can use to promote community engagement and increase public trust and confidence, while providing administrative and case-related information to the media and the public. The course teaches court leaders and managers how to craft and deliver messages about court activities and performance and educates staff about the differences between legal advice and legal information. Participants will also learn how to effectively communicate with the media and special considerations for crisis communications.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Public Relations is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of three four-hour sessions, held on three consecutive days.

As a result of this course, participants will be able to:

- Discuss how personal experiences and unofficial sources of information about the courts influence public perceptions.
- Identify how public relations can have a positive impact on public trust and confidence in the courts.
- Identify best practices for how the courts should manage media relations.
- Examine the roles of customer service, community engagement programs, communication strategies, and public information programs in promoting public trust and confidence.
- Demonstrate skills and techniques that can be used to help the public understand and support the courts.

This course is designed for court professionals interested in enhancing their skills in public communication, media relations, and stakeholder engagement within the court system, as well as those responsible for managing the court’s public image and reputation. This may include public information officers, communication specialists, community outreach coordinators, judicial officers, court administrators and managers, court clerks, court security personnel, and others.

Visioning & Strategic Planning

Virtual

In-Person (by request)

Shape the long-term direction and priorities of your court.

The **Visioning & Strategic Planning** course gives court leaders and managers the tools they need to develop a vision and achieve goals using strategic planning. Court leaders often assume that the vision and mission of a court is self-evident and that the process of achieving consensus for a vision is a waste of time. This course demonstrates that having a vision and a strategic plan is an effective way to define priorities and allocate limited court resources.

About the course

This course can be taken as a standalone class or as part of the Certified Court Executive (CCE) credential.

Visioning and Strategic Planning is offered in a virtual format, which will consist of live video lectures, discussions, and group activities. Zoom breakout rooms will be used for “table group” discussions and activities. The course consists of four 4-hour sessions offered on the same two days of the week for two consecutive weeks (i.e., Tuesday-Wednesday for two weeks in a row).

As a result of this course, participants will be able to:

- Examine court performance issues from a strategic perspective.
- Discuss the importance of encouraging strategic thinking and decision making at every level of the organization.
- Apply the techniques involved in strategic planning, including developing mission and vision statements, and goals and action plans.
- Identify the leadership, teamwork, and organizational foundations that are required to create and implement a strategic plan.
- Draft a plan for implementing a visioning and strategic planning process in their own court.

This course is designed for court professionals involved in shaping the long-term direction and priorities of the court system, as well as those interested in advancing their skills in strategic planning and leadership. This may include judicial officers, court administrators and managers, policy and decision makers, court improvement teams, court technology specialists, court researchers and analysts, and others interested in this field.

ICM Fellows

Learn Today.
Apply Tomorrow.

ICM Fellows Program

Court Leadership Certification

Today's court professional needs a broad set of skills and knowledge to successfully set a course to effectively improve the administration of justice.

The Institute for Court Management (ICM) Fellows Program at the National Center for State Courts (NCSC) offers a capstone experience to build on the 13 prerequisite courses taken in the Certified Court Manager and Certified Court Executive programs. Through the ICM Fellows program, participants enhance leadership skills, boost problem-solving capabilities, and develop innovative and agile thinking strategies.

Classes are held in a convenient and flexible virtual platform, with the addition of a one-week required residency at NCSC Headquarters. Participants complete an independent research-based court improvement project with the assistance of a project advisor.

The ICM Fellows program offers the only intensive educational program for court professionals in the U.S.

ICM Credential

The Fellows program is the highest level of ICM certification and demonstrates a court professional's advanced knowledge of a broad range of court administration and leadership topics and skills. An ICM Fellows credential also shows an individual's commitment to excellence in court administration.

Endorsed by CCJ and COSCA

For those looking to advance their career, becoming an ICM Fellow is a vital step. The Conference of Chief Justices (CCJ) and Conference of State Court Administrators (COSCA) have recognized the importance of the ICM Fellows credential in the recruitment and promotion of court professionals in their states.

Graduates include:

- State court administrators
- Program managers
- Trial court executives
- ICM faculty
- Presidents of national court organizations
- Recipients of national court awards

15
MONTHS

ICM Fellows is a 15-month program in a convenient hybrid format for working professionals.

1300+
GRADUATES

Since it began in 1970, the ICM Fellows program has graduated more than 1,300 court leaders.

Published works resulting from ICM Fellows projects cover a broad range of topics and have been a catalyst for court improvements and reform at the local, state and national level.

Program curriculum

The ICM Fellows program is open to those who have completed both the Court Manager (CCM) and Court Executive (CCE) Certifications.

The ICM Fellows program features a 15-month hybrid curriculum that starts in May and concludes with a graduation ceremony at the U.S. Supreme Court in July the following year. The program consists of three phases and includes a required one-week residency at NCSC headquarters.



Coursework phase

During the coursework phase, ICM Fellows take virtual classes, complete readings, participate in small group work, and attend the in-person residency in Williamsburg, VA. They are also provided opportunities to meet and hear from the leaders of CCJ, COSCA, and NACM and the executive leadership team of the NCSC.

Topics include:

- Advanced personal leadership skills
- History and legacy of court reform
- Responding to the decline in public confidence
- Presentation skills
- Evidence-based decision-making
- Social science research methods

Project phase

ICM Fellows conduct an independent research court improvement project with the assistance of a project advisor. This includes data collection, analysis, and synthesis resulting in a written report submitted to the ICM Fellows Dean for approval. Participants are encouraged to choose a project that can produce an immediate impact on the court community upon graduation. Research topics have included a broad array of issues that touch upon every aspect of the roles and responsibilities of court administrators and judicial branch leaders. Approved reports are equivalent in quality to a master's degree thesis.

Presentation phase

Participants present their findings and research recommendations to a panel of court executives for review and response. Approved papers add to the growing court administration literature and are published in the NCSC Library eCollection.

For more information about the ICM Fellows program

Visit ncsc.org/icmfellows for details about admission materials, deadlines, costs, and scholarships.

We Value Your Feedback

ICM and NCSC are constantly improving our programs and methods to better support the work of the state courts. We thank you for your partnership and hope you will join us in building the next generation of court leaders.

Please contact Margaret Allen Hoyt at mhoyt@ncsc.org or 757-259-1581 to submit suggestions about how we can improve our programs.

Thank you for supporting ICM.

Start advancing your court management career today!



Scan the QR code
or go to ncsc.org/icm
to get started.



Institute for Court Management
at the **National Center for State Courts**

icm@ncsc.org | 800-616-6160 | ncsc.org/icm