

# Attorney Training for Service as Pro Tem Judge in District and Municipal Court



## ORIGINAL PROGRAM DATE

March 28-29, 2025

## AVAILABLE MEDIA TYPES

Video & Audio MP3

*Presented in collaboration with The District and Municipal Court Judges' Association Diversity Committee*

## REPORTING YOUR CREDIT

This on-demand seminar was originally presented as a live webcast on March 28-29, 2025, in Seattle, WA. If you attended the live webcast and reported CLE credits, you cannot also report credits from watching or listening to this recording if repeated within your three year reporting period.

## DESCRIPTION

The District and Municipal Court Judges Association (DMCJA), and the Washington State Bar Association (WSBA) are delighted to offer on-demand training for attorneys interested in being judges pro tempore or simply for those interested in knowing more about being a judge and the challenges of presiding in the courtroom.

The program will focus on the skills necessary to become an effective judge, and includes topics on courtroom management, handling pro se litigants, diversity, working with court personnel, practice bias, and ethical conflicts for judges. The faculty is made up of judges, attorneys and court personnel.

A diverse judiciary that reflects the community is paramount in a just legal system. With this training, we aim to develop a bank of accomplished and experienced pro tem judges, composed of individuals increasingly reflective of the state's population at large.

## AGENDA

### 1 Pro Tem Basics

During this session you will learn simple tips and strategies to get on and STAY on a Court's pro tem list. This presentation will include a broad overview of calendars, case management, recognition of the importance of court staff, and the identification of other strategies and procedures to improve your ability to serve as an effective Judge Pro Tem. As a result of this segment, you will be able to:

- Recognize and utilize effective time management and case management skills
- Learn best practices to stay on a Pro Tem list

Judge Pam Nogueira - Olympia Municipal Court, Olympia, WA

Judge Mindy Walker - Jefferson County District Court, Port Townsend, WA

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### 2 Transitions to the Bench

Now that you're on a different side of the bench, how do you transition from being an advocate to being a neutral and detached judicial officer? In this segment, you will learn about your new role and the required changes you will need to make to be a well-qualified and honest judicial officer, to ensure people's rights are protected; to project yourself in a way that treats people with dignity and respect; to be prepared for the day; and above all, conduct yourself in a way that fosters trust in the court. As a result of this segment, you will be able to:

- Recognize difference between old role vs. new role as pro tem
- Communicate your role and actions to all parties in the courtroom
- Identify specific Canons in the Code of Judicial Conduct that apply
- Familiarize yourself with court forms & instructions; statutes; case law; and other resources
- Distinguish how to be patient and professional from the bench

Judge Marcus Naylor - King County District Court, Issaquah, WA

### 3 Court Staff Can Make You or Break You

Working with court personnel is essential to your continued success as a pro tem. In this section you will learn the best ways to interact with court personnel and the importance of fostering these professional relationships. As a result of this segment, you will be able to:

- Recognize the role and importance of court staff
- Learn when to ask for assistance
- Learn how to stay on time and on track

Judge Karama Hawkins Calloway - King County District Court West Division, Seattle, WA

### 4 Technology in the Court

The Judicial Access Browser System (JABS) uses a web browser to display information stored in the Judicial Information System (JIS). JABS reduces the complexity of accessing JIS and displays information such as statewide individual case histories; statewide domestic violence information; case summary descriptions; charge or violation summary descriptions; case participants; protection order history for an individual; protection order history associated with a specific case, etc.

As a result of this segment, you will be able to:

- Gain an understanding of the JABS: What is it and why do I need it?
- Search JABS by name or case
- Find information under JABS tabs
- Find and maneuver your court calendar in JABS
- View the DOL Abstract

Judge Andrew Biviano - Spokane County District Court, Spokane, WA

Sara McNish - Administrative Office of the Courts, Olympia, WA

### 5 Pro Se Litigants

Using examples and hypotheticals, faculty will discuss best practices concerning pro se civil and criminal litigants at critical stages of the proceedings. As a result of this segment, you will be able to:

- Recognize and honor the Right to Counsel, and types of cases likely to include self-represented litigants;
- Develop skills to manage challenging litigants in the civil and criminal courtrooms;
- Understand barriers to communication with self-represented litigants;
- Discuss best practice materials and forms.

Judge Jessica Giner - Renton Municipal Court, Renton, WA

Judge N. Scott Stewart - Issaquah Municipal Court, Issaquah, WA

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### 6 Working with Court Interpreters

Participants will learn the difference between translation and interpreting; the role of the interpreter during a court setting; how to work with court interpreters; and the uses/misuses of court interpreters.

As a result of this segment, you will be able to:

- Recognize the need for court interpreters when addressing access to justice issues for non-English speaking or deaf/hard of hearing individuals in the court room.
- Gain an understanding of the interpreter's role and responsibilities
- Spot and address incorrect use of court interpreters

Judge Abigail Bartlett - Clark County District Court, Vancouver, WA

Maria Luisa Gracia Camon - Court Certified Interpreter and Manager of Interpreter Services, Seattle, WA

### 7 Judicial Independence

Judge Rebecca Robertson - King County District Court West Division, Seattle, WA

### 8 Judicial Demeanor and Procedural Justice

During this segment, participants will recognize how their judicial demeanor plays an important role in protecting the dignity of the court and the judicial process while ensuring the litigants are at ease enough to tell their stories. As a result of this segment, you will be able to:

- Explore how to avoid practice bias
- Recognize why perception matters
- Assess your role and demeanor
- Set and maintain courtroom decorum

Judge Anthony Gipe - City of Kent Municipal Court, Kent, WA

### 9 Criminal Procedures Resources

Judge Pam Nogueira - Olympia Municipal Court, Olympia, WA

### 10 Civil Protection Orders

Judge Jeffrey Goodwin - Snohomish County District Southern Division, Lynnwood, WA

### 11 Ethics and Conflicts

During this session and using scenarios and ethics opinions, faculty will discuss the application of the Code of Judicial Conduct, Canons and rules as they pertain to pro tempore judicial officers. As a result of this segment, you will be able to:

- Apply an analytical framework to solve ethical problems, particularly in cases with potential conflict
- Distinguish between mandatory and discretionary disqualification
- Locate and read Ethics Advisory Opinions

Ms. J. Reiko Callner - Washington Commission on Judicial Conduct, Olympia, WA

Judge Kevin Peck - King County District Court, Redmond, WA