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MINOR JUDICIARY EDUCATION BOARD

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To: Prospective Magisterial District Judge or Philadelphia Arraignment Court Magistrate Student

From: Andrew Simpson, Executive Director 

Date: July 29, 2022

RE: Registration for the MJEB Fall 2022 Certification Course

The next certifying course of instruction and exam for prospective Magisterial District Judges (MDJ) and Philadelphia Arraignment Court Magistrates (ACM) will be conducted between the dates of November 14 - December 16, 2022. Individuals will be registered on a first come, first served basis. To register:

1. Complete the [online registration](#) to attend the virtual Certification Course Orientation on **Monday, October 3, at 12:00 p.m.** The session will last approximately an hour.
2. Send a photocopy of your photo ID by email or mail to the MJEB.
3. Deadline to register is Monday, September 26, 2022.

Minor Judiciary Education Board
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MJEB CERTIFICATION COURSE INFORMATION SHEET

July 29, 2022

- “Magisterial District Judges and Arraignment Court Magistrates who are not members of the bar of this Commonwealth shall complete a course of training and instruction in the duties of their respective offices and pass an examination prior to assuming office.” [42 Pa C.S.A. §3112](#)
- Classes will be **in-person** at the Pennsylvania Judicial Center (PJC), 601 Commonwealth Avenue, Harrisburg, PA from 8:30 a.m. to 4:30 p.m. Monday-Friday (November 14-December 16, 2022). To register, follow the instructions provided on the memo dated July 29, 2022.
- Students must attend the **online Certification Orientation session on Monday, October 3 at 12:00 p.m.** The session will help students prepare for the course and the opportunity ask questions. The session is only open to registered students and will last about an hour.
- The course agenda, schedule, and other resources will be provided during the online orientation.
- Instruction will be provided in civil and criminal law, including evidence and procedure, summary proceedings, motor vehicles and judicial ethics.
- Prospective Magisterial District Judge (MDJ) students will attend all classes during the month-long course. Prospective Arraignment Court Magistrates (ACM) will attend the classes specific to the role of ACM. Stay tuned for the schedule of class dates.
- There is a strict attendance policy. Only one absence is permitted for new certification course students. If you are not able to commit to the course, the next course will be held in June 2023.
- Course instruction and materials will be provided to students at no cost; however, students will be responsible for their own personal expenses (i.e., parking, meals, transportation, lodging, etc.).
- Students can contact the Residence Inn by Marriott, 717-671-9300, 2250 Kohn Road, Harrisburg, PA 17110, and kindly mention “PA Courts - Certification Training” to request a special discounted rate, if still available. This should be done at least four weeks prior to the start of the course. Students are not required to use this hotel.
- For information on the Board’s Nonstandard Testing Accommodations, consult the Board’s Administrative Office. Forms can be obtained by emailing mjeb@pacourts.us or calling 717-231-9515. You may also review the Americans with Disabilities Act (ADA) www.ada.gov for more information. Requests for nonstandard classroom accommodations (NCA) must be made with this office by October 15. Requests for nonstandard testing accommodations (NTA) must be made in writing by November 17.
- For more information about the Pennsylvania Court System, please visit: <https://www.pacourts.us/learn>

[Minor Judiciary Education Board \(MJEB\)](#)

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