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MINOR JUDICIARY EDUCATION BOARD
JUDICIAL EDUCATION DEPARTMENT, AOPC
PENNSYLVANIA JUDICIAL CENTER
601 COMMONWEALTH AVENUE, SUITE 1500
P.O. BOX 61260
HARRISBURG, PA 17106-1260
TEL. 717-231-9515 FAX 717-231-9516
MJEB@PACOURTS.US

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

From: Andrew Simpson, Executive Director 

Date: February 3, 2023 *Update February 22, 2023*

RE: Registration for the MJEB Spring 2023 Certification Course

The next certifying course of instruction and exam for prospective Magisterial District Judges (MDJ) and Philadelphia Arraignment Court Magistrates (ACM) will begin with a virtual orientation session at 12:00 pm on April 24, 2023, followed by in-person classes May 31 - June 30, 2023. Individuals will be registered on a first come, first served basis.

Update February 22, 2023: Due to a high volume of registrants, students who register on or after this date (2/22/23) are not guaranteed a seat in class. Students registering on or after 2/22/23 should still follow the steps below and attend the virtual orientation on April 24. Additional information as to available seats will be relayed to registrants after the virtual orientation and through the month of May. The fall certification course is scheduled for November 13 - December 14, 2023. If any individual elected or appointed needs to be certified by the MJEB, they will be guaranteed a seat in class to ensure they qualify to assume office as soon as possible.

To register:

1. Complete the [online registration](#) to attend the virtual Certification Course Orientation on **Monday, April 24, at 12:00 p.m.** The session will last approximately an hour. You will receive an email notification from AOPC WebEx with your link to join the session.
2. Send a photocopy of your photo ID via email or mail. Include "Certification Spring 2023" in your subject line or on your photocopy.
3. Deadline to register is Friday, March 31, 2023. [See update above.](#)

Minor Judiciary Education Board
Judicial Education Department, AOPC
Pennsylvania Judicial Center
601 Commonwealth Avenue, Suite 1500
P.O. Box 61260
Harrisburg, PA 17106-1260
MJEB@pacourts.us
717-231-9515

MJEB CERTIFICATION COURSE INFORMATION SHEET

- “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](#)
- Students must attend the **online Certification Orientation session on Monday, April 24 at 12:00 p.m.** The session will help students prepare for the upcoming course. The session is only open to registered students and will last about an hour. Thereafter, classes will be **in-person** at the Pennsylvania Judicial Center (PJC), 601 Commonwealth Avenue, Harrisburg, Pennsylvania from May 31 - June 30, 2023. Sessions will be conducted Monday-Friday, typically 8:30 a.m. to 4:30 pm.
- Instruction will be provided in civil and criminal law, including evidence and procedure, summary proceedings, vehicle code, judicial ethics, criminal procedure, search and seizure, arrest and bail practices and procedures. The course agenda, schedule and other resources will be provided during the online orientation.
- 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.
- Only one absence is permitted for new certification course students. If you are not able to commit to the course, the next course will begin the week of November 13, 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 a month prior to the start of instruction. Requests for nonstandard testing accommodations (NTA) must be made in writing by June 1, 2023.
- For more information about the Pennsylvania Court System, please visit: <https://www.pacourts.us/learn>

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

Phone: 717-231-9515 Email: MJEB@pacourts.us