



**TO:** MEMBERSHIP OF THE NEW MEXICO MUNICIPAL COURT CLERKS ASSOCIATION

**FROM:** Margarita Smith, President-Elect – NM Municipal Court Clerks Association;  
Senior Court Clerk – City of Clovis

**SUBJECT:** SCHOLARSHIPS

**DATE:** May 10, 2019

**Scholarships are available**  
**From the**  
**NM Municipal Court Clerks Association**  
**!ACT NOW!**

**REVIEW THE ATTACHED CRITERIA**  
**FILL OUT THE ATTACHED APPLICATION**

**DEADLINE: FRIDAY, JUNE 21<sup>ST</sup>**

**DON'T LOSE OUT ON THIS GREAT OPPORTUNITY!!!**

# NEW MEXICO MUNICIPAL COURT CLERKS ASSOCIATION SCHOLARSHIP PROGRAM

## CRITERIA FOR SCHOLARSHIP FUNDING

### PURPOSE

To encourage professionalism of Municipal Court Clerks (or related titles) by establishment of a scholarship program.

Scholarships may be used toward the following programs:

- I. To attend the annual New Mexico Municipal Court Professional Development Conference and assist in the expenses of lodging, and meals not covered in the program. (July 17-19, 2019 – Albuquerque)
- II. Continuing Education Workshops/Seminars that pertain to your position in the Court.

### CRITERIA

Candidate must be a court clerk (or related title) of a Municipal Court.

Candidate must be a member in good standing of the New Mexico Municipal Court Clerks Association.

Candidate must write a narrative demonstrating their willingness to pursue additional training.

Candidate must submit a letter from their immediate supervisor permitting the clerk to participate in the Judicial Studies Certificate Program, or attend the annual New Mexico Municipal Court Clerks Association Conference, or attend a Continuing Education Course, including time off from the job, if necessary.

The applications will be reviewed by the Scholarship Committee:

Carol Jarrell, Milan Municipal Court & Theresa Archuleta, Aztec Municipal Court

### SCHOLARSHIP AMOUNT

Scholarships will be awarded up to \$300.00 per Scholarship for Association members per fiscal year.

### COURSE/SEMINAR COMPLETION

Candidate must submit official proof from the Institution that the course/seminar was completed in a satisfactory manner, i.e. certificate of completion, or with some type of completion notice.

Candidate must reimburse the Municipal Court Clerks Association if he/she fails to complete a course in a satisfactory manner.

### SPECIAL NOTE

Scholarships will be awarded based on need. Priority will be given to those who have not received a scholarship in the past.

**APPLICATION FOR SCHOLARSHIP  
NEW MEXICO MUNICIPAL COURT CLERKS ASSOCIATION**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Please answer the following questions and sign below:

1. Are you a paid member of the New Mexico Municipal Court Clerks Association? \_\_\_\_\_  
For how many years? \_\_\_\_\_
2. How long have you held your present position? \_\_\_\_\_
3. Have you received any prior training while serving in your office? \_\_\_\_\_  
If so, what type have you received? \_\_\_\_\_  
\_\_\_\_\_
4. How much is budgeted for annual training for your position? \_\_\_\_\_
5. Additional comments (anything that is pertinent to your selection for a scholarship).  
\_\_\_\_\_

**BE SURE TO ATTACH NARRATIVE AND OTHER WRITTEN DOCUMENTS.**

I understand that if a scholarship is awarded to me, it must be used between \_\_\_\_\_  
and \_\_\_\_\_. (Dates depend upon what the Scholarship will be used for.)

I do hereby attest that the information submitted in and with this application is true and correct to the best of my knowledge.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Return this completed application to:      NM Municipal Court Clerks Association  
Scholarship Committee -- c/o Carol Jarrell, Court Clerk  
Milan Municipal Court  
P.O. Box 2727, Milan, NM 87021-2727  
Telephone: 505-285-9841 - Fax: 505-285-4094  
Email: [municourt@villageofmilan.com](mailto:municourt@villageofmilan.com)

**DEADLINE: Return this completed application before or no later than: FRIDAY, JUNE 21<sup>st</sup>**

(Please complete all sections of the Application. Failure to do so may result in disqualification.)