



TO: MEMBERSHIP OF THE NEW MEXICO MUNICIPAL COURT CLERKS ASSOCIATION

**FROM: Tabettha Salazar, President – NM Municipal Court Clerks Association;
Court Administrator – City of Artesia**

SUBJECT: SCHOLARSHIPS

DATE: May 11, 2017

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

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

DEADLINE: FRIDAY, JUNE 16TH

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 19-21, 2017 – 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 & Vivian Lueras, Tularosa Municipal Court

SCHOLARSHIP AMOUNT

Scholarships will be awarded up to \$250.00 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

DEADLINE: Return this completed application before or no later than: FRIDAY, JUNE 16th

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