

ARIZONA JUDICIAL EDUCATION CENTER

User's Guide



Arizona Supreme Court
Administrative Office of the Courts
Education Services Division

May 2004



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AVAILABLE MEETING/TRAINING ROOMS

The meeting/training rooms available at the Judicial Education Center are the Copper, Gold, Silver and Turquoise rooms. The Judicial Education Center (JEC) is located at the ASU Downtown Center at 541 E. Van Buren, Suite B-4 in Phoenix, Arizona 85004. Only court-sponsored or hosted programs and meetings may be held at the Judicial Education Center.

The four training rooms are available for use individually or combined into any combination of larger space. This space has the versatility to accommodate large or small events. It is necessary to reserve one or more rooms depending on the amount of space needed. Instructions for making reservations are included in this booklet.

There are room dividers between each of the rooms that can be closed or opened manually. Items may not be hung on the room divider. Each training room has two entrances. In addition, the Silver and Turquoise rooms have exits to the patio.

Dimensions: The dimensions for the Copper, Gold and Silver Rooms are 30' x 26'. The dimensions for the Turquoise Room are 30' x 27'.

Features:

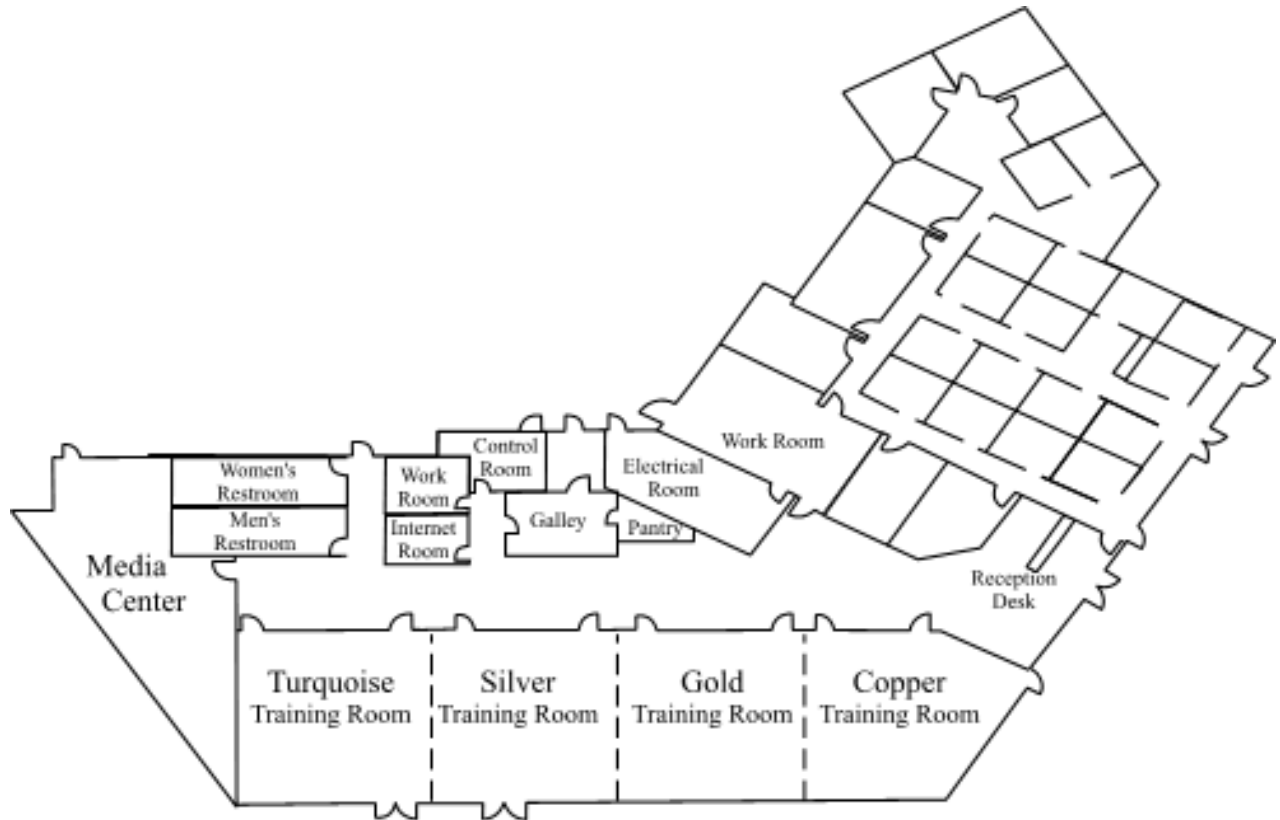
- Whiteboard
- Audio System (cassette, microphones, conference telephone)
- Dedicated Voice or Data lines
- Satellite Downlink Connection
- Signage

Seating Capacity: There are a number of possible seating arrangements that can be used in the Judicial Education Center training rooms. When choosing one, check the capacity listed below to be sure you can accommodate the number of participants you anticipate. You can request that on-site staff set up the room by completing the necessary request form on Outlook at least five days prior to your program.

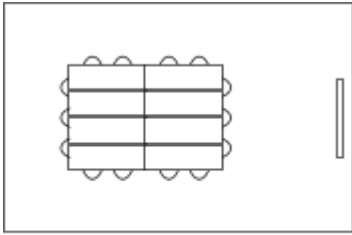
SEATING ARRANGEMENT	ONE ROOM	TWO ROOMS	THREE ROOMS	ALL ROOMS
Theater	45	90	135	180
Union Style	36	72	108	144
U-Shaped	24	36	52	68
Conference OR Hollow Square	28	44	60	76
Classroom	32	64	96	128
Chevron Classroom	21	36	52	68
Modified Classroom	24	48	62	84

Note: These figures are approximates and based on allowing enough room for comfort.

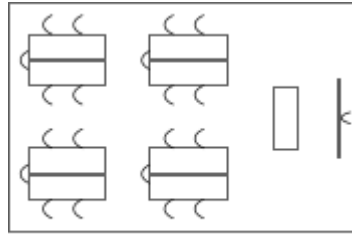
Judicial Education Center Building Layout



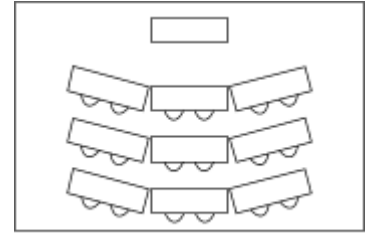
Seating Arrangement Diagrams



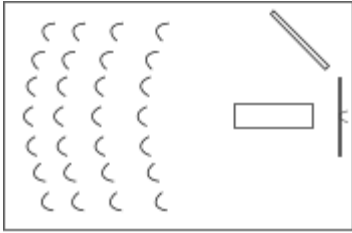
Conference Style



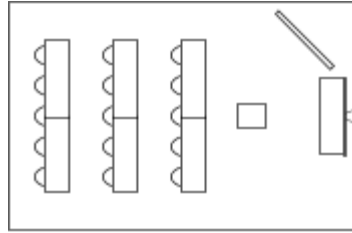
Union Style



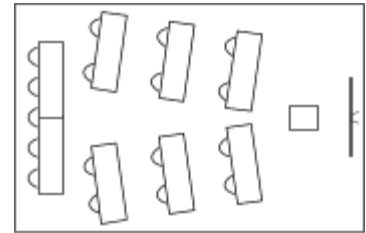
Modified Classroom



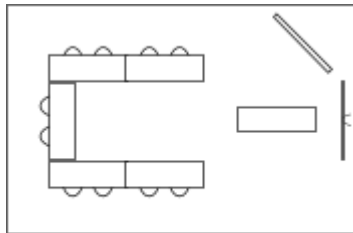
Theater Style



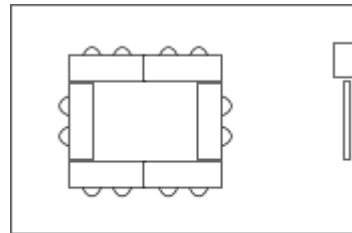
Classroom Style



Classroom Chevron



Open "U" Style



Hollow Square Style

NOTE: These diagrams are not drawn to scale and do not reflect the actual number of individuals who can be seated. These diagrams are to provide an idea of what styles of seating arrangements are possible.

RESERVING TRAINING SPACE

Meeting room space at the Judicial Education Center must be reserved through the Education Services Division. All staff may view the Outlook calendars for these meeting rooms to determine availability. Staff should reserve the room, reserve audio/visual equipment, and complete the room set-up form to ensure meeting space is set to specifications at the time of the program. To reserve training/meeting space you must do three things: 1) Determine if space is available and reserve the space, 2) Fill out a room set request, and 3) Reserve audio visual equipment.

Determine if Training/Meeting Space is Available:

1. Go to INBOX. Click on the INBOX drop down arrow.
2. Go to Public Folders and click the + sign.
3. Go to All Public Folders and click on the + sign.
4. Go to Conference Room Calendars and click on the + sign.
5. Go to Judicial Education Center and click on the + sign.
6. Check availability for each of the rooms. The rooms are in alphabetical order, the same order they are in the building. If you need two rooms for your event you will want the Copper and Gold rooms, or the Silver and Turquoise room.

Reserve Training/Meeting Space:

1. If the room(s) you want is available contact the Education Services Division at (602) 354-1030 to reserve a room(s).
2. Provide the date(s), time, name of room(s) desired, and name of meeting coordinator.
3. The room(s) will be reserved by setting up a meeting on the calendar for the reserved space and the meeting coordinator. (NOTE: Depending on other events scheduled you may be able to set up your materials the afternoon before your event. When you book your room, ask if the room is available earlier. Setup will be available **after** 3:00 p.m. the day before the event depending on availability and other scheduled events. If your plans change please notify Education Services immediately so the room can be made available to others.
4. Two days prior to the meeting, a reminder will be sent to the meeting coordinator about the room reservation. If you no longer need the room(s), please notify Education Services immediately to cancel the reservation, as others may be on a waiting list for the room.

Request Training/Meeting Space Setup:

1. Go to INBOX. Click on the INBOX drop down arrow.
2. Go to Public Folders and click the + sign.
3. Go to All Public Folders and click on the + sign.
4. Double click on Facilities-JEC.
5. Click on Actions on the tool bar and select New Room Set Up JEC.
6. Fill out all 3 tabs: Meeting, Set Up Information, Beverages. Any special instructions go in the comment field.
7. Click on the Post button.
8. Four days before the meeting, a reminder will be sent to the contact person about the room set-up request. If your requirements have changed, or you no longer need the set-up, update or delete your request. You can use the Send Change Notice button on your set up request to update the request. Please contact the AV/Maintenance Technician at 602-354-1022 if you are making changes later than 48 hours before the event.

AVAILABLE EQUIPMENT

Equipment needed must be reserved separately. AOC staff may reserve equipment in Outlook as outlined below. All equipment for use in the Judicial Education Center and for off-site locations is to be checked out through the Media Center at the Judicial Education Center. Equipment located in the State Courts Building is for use in that building only.

Equipment List

Overhead projectors
Slide projectors
Video/LCD projectors
Option Finder System
Screens Flipcharts & markers
TV & VCR monitors
PA System
Video cameras
Lectern

The individual reserving and checking out equipment should contact on-site staff for assistance with set up and operation.

RESERVING AUDIO/VISUAL EQUIPMENT

Some equipment requires training prior to use. This is noted on the equipment reservation listing. Schedule training time with the Audio Visual/Maintenance Technician (602-354-1022) in advance of the date of your event. **YOU SHOULD RECEIVE TRAINING AT LEAST THREE WORKING DAYS PRIOR TO YOUR INTENDED USE OF EQUIPMENT.**

To Reserve Equipment

1. Go to Public Folders and click the + sign.
2. Go to All Public Folders and click the + sign.
3. Double click on Media Center-JEC (use Media Center-SCB for meetings in State Courts Building).
4. The default view is "A list of equipment name with new highlighted" where all the inventory is grouped in alphabetically by equipment name. This view lists equipment reservation records by checkout date to make it easier to be sure you don't reserve a piece of equipment over someone else's reservation.
5. If you did not default to this view, go to View on the tool bar and select Current View. Select "A list of equipment name with new highlighted".

To Create a Reservation

1. Find the equipment you wish to reserve.
2. For each item, click the plus (+) sign to see the equipment item record (shown in blue) and prior item reservations. Ignore the bold and read/unread information. It's bolded if you haven't read it. New reservations are shown in red so staff can verify that double booking has not occurred.

3. Look at any checkout records that may be listed beneath the item. Check to be sure the item isn't already reserved for the time you want it. **Look at both pickup and return dates.**
4. Double-click on the equipment item record you want to reserve (shown in blue).
5. Review the information displayed about the item to be sure it's what you want. Note any ALERT information.
6. Click on the button labeled CHECK OUT in the upper left hand corner and the Equipment Checkout Form will display. (Note the defaults that are displayed: Your name, today's date for the checkout date and on-site use.)
7. To change the CHECKED OUT BY, click on the CHECKED OUT BY button/label on the form and the Outlook email user list will display (like clicking "To..." on an email). Select (highlight) the person from the list and click OK. If you click the CHECKED OUT BY button and nothing happens, look in your Windows 95 task bar (the one usually on the bottom of your screen) for a button labeled "Checked..." and highlight it to get the screen.
8. Please include your division and phone extension.
9. Enter the DATE and the TIME you will check out the equipment.
10. Enter the DATE and the TIME you will return the equipment. (This field will default to 8:00 a.m.)
11. Indicate whether it will be used off site (outside of the Judicial Education Center) by clicking that button.
12. Indicate the PLACE the item will be by selecting a conference room or typing in a location (e.g. Arizona Courts Building, Mesa Hilton, a person's office, etc.)
13. Click "Post" (in the tool bar on the far left side) to save your reservation.
14. Equipment checked out from the JEC must be picked up and returned there. There is a loading zone at the back door of the Media Center. The loading zone is located on the north side of the building facing Van Buren. If the Media Center door is not open and no one answers, please come around to the main entrance on the south side and staff will assist you. You can also park temporarily in the parking spot on the east side of the building, or park on the street at a meter. Staff can assist you in getting equipment to your car. There is an additional loading zone on the northeast corner of Monroe and 5th Street. Use only loading zones marked Passenger, to avoid receiving a ticket.
15. Reserved equipment is not to be left unattended in the meeting/training rooms after normal working hours or over the weekend. If equipment is to be used during these times, arrangements should be made to have it in a secure, locked location until the time of use and time of return to the Media Center.

MAKING CATERING ARRANGEMENTS

If you choose to have an outside vendor provide meals, the arrangements need to be made ahead of the planned event and any required set up should be requested through the meeting set up form. Please remember to follow AOC Policy 3.03 for ordering and contracting meals for meetings and training sessions.

The galley at the Judicial Education Center contains a refrigerator, ice maker and microwave oven for use by meeting planners preparing their own meals. When using the ice maker you must follow the directions posted on the machine in order to maintain sanitary conditions. Always use the ice scoop and never put cups or glassware into the ice. Food left in the refrigerator overnight should be labeled with your name and/or event. The refrigerator will be cleaned out at the end of the day each Friday - all food and unmarked containers will be discarded at that time. Please make arrangements with staff in advance if you have a weekend event that requires use of the refrigerator. A garbage disposal is located in the galley for discarding leftover or unwanted food items. Meeting coordinators should notify the AV/Maintenance Technician if custodial service is needed over the weekend to remove trash with food in it.

For Supreme Court sponsored functions, ice, coffee, bottled water, canned soda, juice and paper products are available. Please indicate your refreshment needs on your room set up request form.

If participants are to have lunch on their own, a list of restaurants in the area is available from Education Services for you to duplicate in appropriate numbers for distribution to participants, along with a copy of the DASH (Downtown Area Shuttle) and Copper Bus map and schedule.

ON-SITE SERVICES

Duplication: A light-duty copy machine is available in the Judicial Education Center small workroom for duplication of smaller documents. This workroom is located across from the galley.

Storage: The small workroom is also available to meeting planners to store materials or use for program preparation. If more than one program is taking place, meeting planners need to work together to allocate space.

Fax: A fax machine is located in the small workroom for use by program planners. The fax number is (602) 354-0101.

Phones: Phones are available in the lobby for local calls. The workroom also has a phone for use by meeting coordinators.

Reception: Meeting coordinators are responsible for providing a staff member to be present at the reception desk during a function. The desk has both phone and data lines, a computer with basic software on it (WordPerfect, Powerpoint, Excel) and Outlook. This area can also serve as registration/sign-in for your participants. The phone number at the reception station is (602) 354-1030.

PARKING

Parking at the Judicial Education Center is limited to paid parking at one of the many City of Phoenix parking garages, or on the street at meters. Participants staying overnight at the Springhill Suites are within walking distance of the training center, so they may leave their cars at the hotel and walk the 1 ½ blocks west on Van Buren to the center. A map of area parking garages is located in this booklet.

Discount rates are available at the Civic Plaza East Garage (CPEG), located on the southeast corner of Washington and 5th Street, one block south of the center, between the Arizona Science Center and Bank One Ballpark. Participants should enter from Washington and use the lane for Level 2. Please remind visitors to get their parking ticket validated by the meeting coordinator prior to leaving the training center. The parking validation stamp is available from the AV/Maintenance Technician.

0 to 5 Hours \$3

5 to 9 Hours \$4

Visitors to Judicial Education Center who want to park at the Heritage Garage, located on the southeast corner of Monroe and 5th Street, directly across the street from the ASU Downtown Center, must pay the market rate (currently \$1 per hour up to a maximum of \$5 per day). Handicapped parking is available in the Heritage Parking Garage at discount rates. Please notify the AV/Maintenance Technician or other Education Services staff of the number of participants using this handicapped parking. You should use the CPEG validation stamp to validate the Heritage tickets. For this validation to be accepted, the garage must be notified before your event ends. Additional parking at the current market rate is available in the Arizona Center parking garage, located ½ block north of Van Buren on 5th street.

OVERNIGHT LODGING

The Administrative Office of the Courts has contracted with the Springhill Suites, located at 802 E. Van Buren for special lodging rates for Judicial Education Center visitors. This rate is 10% below the government rate. Meeting coordinators must contact the Springhill Suites Sales Manager at (602) 307-9929 to reserve a block of rooms for your event. Reservations may be made by master bill through the meeting coordinator, or by individual reservations by participants. The Springhill Suites offers 2-room suites with refrigerator, microwave, data and phone lines. A map to this hotel is located in this booklet.

RESPONSIBILITIES OF THE MEETING COORDINATOR

PROVIDING PARTICIPANTS WITH NEEDED INFORMATION

Prior to the event, participants need to be informed about parking, building security and meeting room location.

Parking: A map showing parking locations and rate information is located in this booklet. Print a copy and have it duplicated and distributed to participants prior to their arrival. Participants using the Civic Plaza East Garage (CPEG) should enter from Washington and use the lane for Level 2.

Building Security: Doors to various areas of the Judicial Education Center may have limited access. Inform participants that access to the training rooms will be easy, but access to other parts of the center may involve security measures.

Center Location: Inform participants that the training center is located in Building B of the ASU Downtown Center - located on the southeast corner of 5th street and Van Buren. (See enclosed map).

SERVING AS MEETING COORDINATOR

Arrive at least 30 - 45 minutes prior to the scheduled start time of the event in order to complete the following. Education Services staff will be available from 7:00 am on. If you need access earlier please call the AV/Maintenance Technician at (602) 354-1022 to make arrangements.

- T Meet with on-site staff to assure room set up is appropriate, any ordered drinks are prepared, and reserved AV equipment is set up.
- T Check out CPEG parking validation stamp from AV/Maintenance Technician if you need it.
- T Make coffee.
- T Insert 8/12 x 11 landscape signs with meeting name in sign holders outside room(s).
- T Test all AV equipment and ensure proper operation
- T Distribute materials. Handouts should be duplicated and ready for distribution prior to the event. Pads, pencils and name tags should be purchased or otherwise obtained prior to the scheduled event.
- T Assist faculty or chair of the meeting with final preparations.
- T Welcome guests and direct them to the appropriate room(s). Most participants will arrive 10 to 15 minutes prior to your scheduled start time. Plan to have set up complete before they arrive.

- T Provide an announcement at beginning of the event that includes the following:
- Bathrooms are located outside of training rooms in lobby and across the courtyard in ASU building on 1st and 2nd floors.
 - Phones for the use of participants are located in the main lobby. These phones are for local calls only and will not accept incoming calls.
 - Message board is located by reception desk. All messages, except urgent messages, received for participants will be posted there.
 - A vending machine is located outside the training rooms by the galley. Additional vending machines are located in the ASU building on the second floor in the student lounge.
 - Times designated for breaks and lunch.
 - This is a no smoking building. Individuals are asked to step outside and away from the entrance doors to smoke.
 - Trash should be deposited in trash cans and aluminum cans deposited in recycle cans.
- T The planner of the event is responsible for answering participants' questions, ordering lunch (if appropriate), duplicating materials and assisting participants with problems. Contact the AV/Maintenance Technician or other Education Services staff if you need information. If you need assistance while in the training rooms, contact the AV/Maintenance Technician or Judicial Education Center Assistant at front desk. A list of contact numbers is posted by each training room phone.
- T Depending on other events scheduled, you may be able to set up your meeting the afternoon before your event. When you book your room, ask if the room is available earlier. Set up will be available after 3:00 p.m. the day before the event depending on room availability.
- T When planning your meeting agenda allow time to open or close the air walls between rooms if you are doing break out sessions. Approximately 15 minutes is need to open or close the air walls, with an additional 10 minutes needed to do any set up changes or to set up audiovisual equipment.
- T If faculty need copies of handouts, use the small workroom. If faculty need to work on presentations using Powerpoint, ask the Judicial Education Center Assistant at the front desk.

MEETING THE NEEDS OF PARTICIPANTS

About 15 minutes before scheduled breaks, check break supplies. If necessary, consult with site staff to arrange for more ice or beverages. Make coffee if necessary.

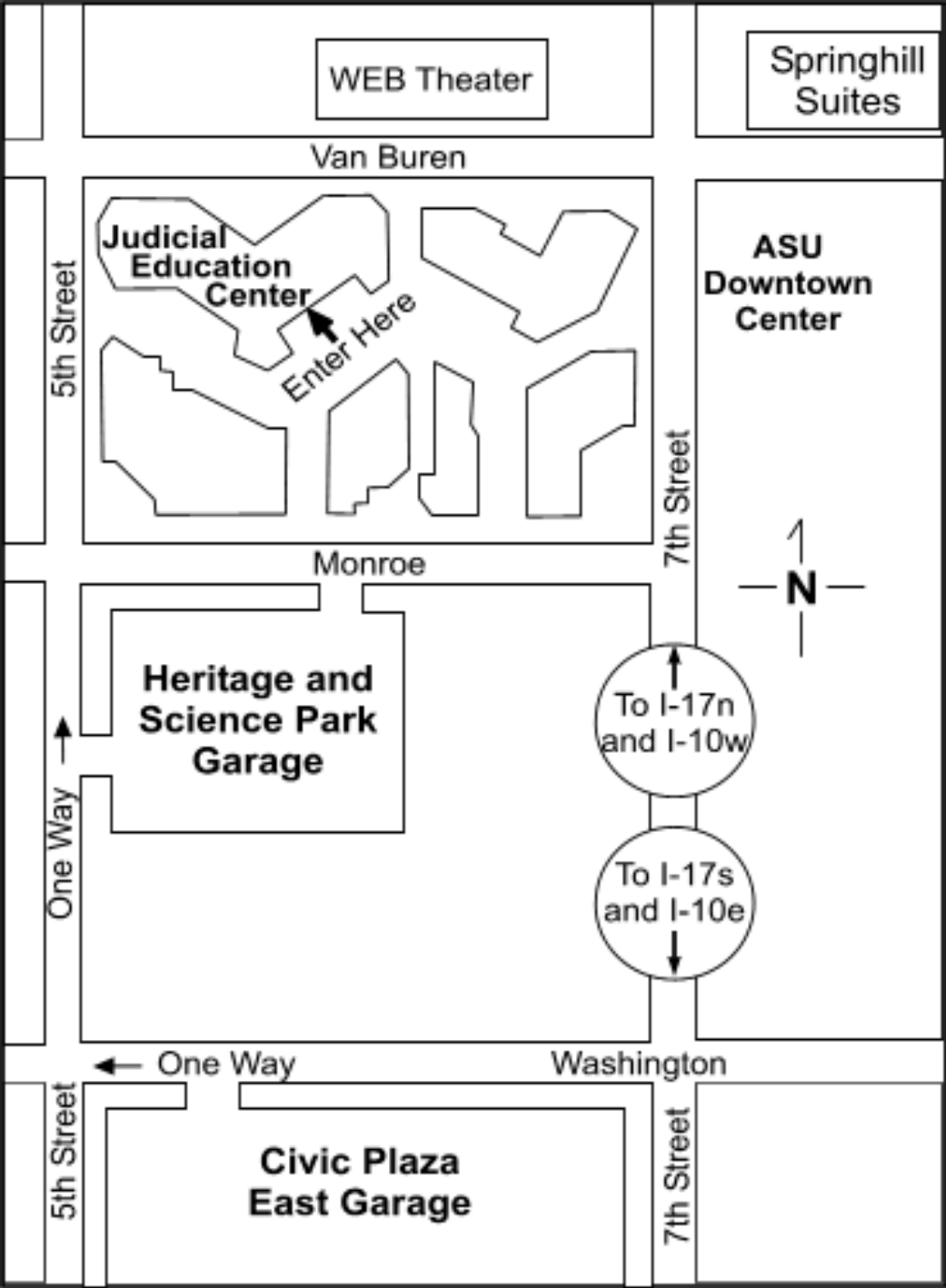
Check the message board and deliver messages that have not been picked up.

FINISHING UP

Assure that the room(s), workroom, reception and break areas are left neat and orderly. Someone else may be using the room immediately after your event.

- T Remove any extra materials from the room(s). Remove and throw away any cups, napkins, leftover handouts, and used and unwanted flip chart pages.
- T Return any reserved equipment to the Media Center and check in with site staff what you are returning - this includes extension cords, power cords, and cable connectors.
- T Return any other equipment or supplies you borrowed for the event.
- T Remove food from refrigerator, cabinets and counter. Do not leave any food at JEC when your program is complete. Take or discard all leftovers.
- T Clean out coffee pots.
- T Return CPEG parking validation stamp to AV/Maintenance Technician or to any Education Services staff member.
- T Custodial Services are provided Sunday morning and Monday-Thursday evenings. If you have a program Friday or Sunday please coordinate with site staff to arrange for disposal of garbage with food in it and cleaning of the galley.

Map to Site
(Including Parking and Lodging Options)



MEETING COORDINATOR CHECKLIST

BEFORE THE MEETING

- _____ Contact the Education Services Division (602) 354-1060 to reserve space.
- _____ Complete room set up request
- _____ Reserve audiovisual equipment
- _____ Make catering arrangements for lunch if needed
- _____ Send participants map to building and parking
- _____ Make hotel arrangements if necessary
- _____ Make 8 ½ x 11 landscape signs for sign holders with meeting name
- _____ Gather pens, pads and other materials needed for the meeting

DAY OF THE MEETING

- _____ Arrive 30-45 minutes early
- _____ Check out CPEG validation stamp from AV/Maintenance Technician if needed.
- _____ Check room and AV equipment set up and beverage services if requested
- _____ Make coffee
- _____ Test AV equipment
- _____ Insert meeting signs in holders outside room(s)
- _____ Set up name tags, sign in sheets and other materials at reception station or in room

AFTER THE MEETING

IN ROOM:

- _____ Take or discard leftover materials, handouts and flip chart pages
- _____ Discard used napkins, plates, cups and other trash
- _____ Return AV equipment to Media Center or another Education Services staff member

_____ Return any other borrowed supplies or equipment

_____ Return parking validation stamp to AV/Maintenance Technician or another Education Services staff member

IN GALLEY:

_____ Take or discard all leftover food in refrigerator, cabinets or on counter

_____ Clean out coffee pot

_____ Wash any dishes or utensils used.

IN WORKROOM:

_____ Take or discard any leftover materials

AT RECEPTIONIST STATION:

_____ Take or discard any leftover materials

OTHER:

_____ Notify AV/Maintenance Technician or another Education Services staff member of any problems you experiences and any special cleaning needs, such as carpet or furniture stains

JUDICIAL EDUCATION CENTER “Frequently Asked Questions”

Where is the Judicial Education Center located?

The JEC is located at the ASU Downtown Center 541 E. Van Buren, Suite B-4

What type of meeting space is available?

Four meeting rooms are available that can be used in any combination of space (see attached floor space plan). The dimensions for the Turquoise Room are 30' x 27'. The dimensions for the Copper, Gold and Silver Rooms are 30' x 26.

What are the room setup options for each room and procedures for getting it set up?

Setup options and procedures are the same as are currently available at the State Courts Building. See Table of Contents for location of detailed information on arranging for room set-up.

Does Education Services have priority use of the training center space or is it “first come, first serve”?

Meeting room space at the Judicial Education Center must be reserved through the Education Services Division. Education Services programs will be booked first, up to 3 years out, and then the calendar will be available for other programs up to 12 months out.

Will Education Services be able to “bump” reservations made by other Divisions?

No. As with the State Courts Building rooms, if a program needs to be scheduled and the rooms have already been reserved by someone else, contact will be made to verify the continued need for the reservation and to see if one of the programs can be moved to a different date or location. Education Services will reserve space 2-3 years in advance before opening up the calendar to others in order to reduce potential conflicts.

Is there a cost to Supreme Court or AOC users of the Judicial Education Center?

No. The only expenses incurred by AOC and Supreme Court users will be catering and beverage service, and parking if being reimbursed by the program planner. There is no charge to court users for the use of the training rooms.

How do we reserve space?

All staff may view the Outlook calendars for these meeting rooms to determine availability. Only Education Services staff may reserve training/meeting space. Space may be reserved no more than 12 months in advance. See Table of Contents for location of detailed information on reserving the training rooms.

What needs to be considered with parking?

The Judicial Education Center has one short-term parking space for pickup/deliveries on the east side of the building. Additional short-term parking is also available in the loading zone off Van Buren and the loading zone on the northeast corner of Monroe and 5th Street. Limited handicapped parking is also available on site (recommended for faculty who need handicapped parking). Other parking for all visitors to the Judicial Education Center or the Education Services Division is limited to paid parking at one of the many City of Phoenix parking garages, or on the street at meters. The City of Phoenix Civic Plaza East parking garage (CPEG) is offering discounted parking rates to Judicial Education Center visitors who present a validated parking ticket upon exit. Parking at all other locations is at the current market rate. See Table of Contents for location of detailed information about parking options and costs.

Is there signage available?

Yes, the Judicial Education Center name is posted on the doors of the building and in the ASU Downtown Center directory. Sign holders are mounted next to each meeting room. Meeting coordinators are encouraged to provide pre-printed signs noting the name and time of their meeting to post in these 8 ½ x 11" landscape sign holders.

Do JEC users need to provide a staff person for front desk?

No, the Judicial Education Center Assistant provides this service. Users should have staff for the event who can assist participants with needs and questions.

Where is the Media Center located?

The media center is located at the Judicial Education Center. All equipment is checked out in Outlook. Users go to the JEC to pick up and return equipment. Some equipment will remain at the Courts Building for **internal use only**. There is a folder in Public Folders to arrange for this equipment to be used at the State Courts Building. See Table of Contents for location of detailed information about equipment reservation and check out.

How are things transported to and from the JEC?

A member of the facilities division transports mail and other deliveries to the JEC at approximately 2:30 p.m. daily. A van is leased through motor pool for transport, and is also available for use by AOC employees to drive to the JEC for business related matters (equipment pickup, maintenance and service by ITD, etc.) subject to availability. There is no other regular pick up or delivery service to and from the JEC. Contact Facilities to use the van.

Does the JEC have a kitchen to use for breaks and meal service?

The JEC has a fully equipped galley, including refrigerator, microwave, sink, disposal and ice maker. Storage is also available in the galley for food. Soft drinks, bottled water, juice and coffee are available for set up.

Is there a copier available for use by meeting coordinators?

Yes, a copier is available in the JEC small workroom for use by meeting coordinators. The workroom also provides a place for staff to store program and meeting materials during scheduled use of the Judicial Education Center. The workroom is located across from the galley.

Are phones available for participants?

Wall phones are available in the lobby for local calls. Staff who need to make long distance calls should see an Education Services Division staff member.

Is there on-site assistance for set up, audio/visual assistance, break service?

A member of the Education Services Division is assigned to staff the Center to assist with room and AV set up, AV needs and problems, and break service.

Will I be able to cater breaks and/or meals?

Yes. Catering of breaks and/or meals is the responsibility of the meeting coordinator. The meeting coordinator is responsible for contracting, ordering and delivery/receipt of all food. **Leftover food should be removed from the Judicial Education Center at the conclusion of each day's event.** If your program is held over several days, clearly label any food left in the galley or refrigerator.

Will I get reimbursed for parking and/or mileage to go back and forth to the Judicial Education Center in my personal vehicle?

Mileage and parking are reimbursable expenses for Court-related business only. Court employees are encouraged to use the DASH and Copper Bus to keep expenses at a minimum. Employees are encouraged to file monthly or quarterly reimbursement requests to keep processing costs at a minimum.

Will I be able to take the DASH from the Courts Building to the Judicial Education Center?

The DASH and/or Copper Bus run from the capitol mall to downtown from 6:30 a.m. to 5:30 p.m. each day.