

Appendix B

JUDICIAL BRANCH EDUCATION COMPLIANCE STANDARDS

PURPOSE

The Nebraska Judicial Branch is committed to the continuing education of all court and probation staff in accordance with Judicial Branch Education (JBE) Standards.

The purpose of continuing education for Judicial Branch employees/staff is intended to ensure compliance with the law, statutes, and court rules; communicate updated information pertaining to court and probation processes and procedures; provide instructions for each staff's specific role and responsibilities within court and probation; and provide skill training for case management systems.

SCOPE

This Appendix does not apply to Nebraska trial or appellate judges or judges of the Nebraska Workers' Compensation Court, but applies to those individuals listed below who are subject to Chapter 1, Article 5, and Appendix A, Judicial Branch Education Standards:

- Administrative Office of the Courts and Probation staff
- Law Clerks, Research Attorneys, and Staff Attorneys working in the Appellate and Trial Courts
- Appellate Court Administrative Assistants
- Staff in the Office of the Reporter of Decisions
- Staff in the Office of the Supreme Court Clerk and State Library
- Clerks of the District Court, District Court Bailiffs, and District Court staff
- Clerk Magistrates, Dual Clerk Magistrates, County Court Administrators, and County Court staff
- Separate Juvenile Court Bailiffs and staff
- Workers' Compensation Court staff
- Court Reporting personnel
- Probation staff

ROLES AND CONTACT

Judicial Branch Education is under the purview of the Nebraska Supreme Court. For questions about compliance with Judicial Branch Education Standards, this Appendix, or discipline, staff or supervisors may contact any of the Directors of Education:

- Deputy Administrator, Judicial Branch Education
- Director of Mandatory Continuing Legal Education
- Director of Court Education
- Director of Probation Education

NON-COMPLIANCE

Staff are expected to complete their continuing education hours each calendar year, as set forth in Appendix A, Judicial Branch Education (JBE) Standards, with a completion date of December 31. See Neb. Ct. R. § 1-508. Annual Reporting.

In response to any employee/staff who has not satisfied this annual requirement, the following timeline will be implemented:

On the **first working day after January 1**, the Directors of Education, on behalf of the JBE Committee, will send a letter by email to each staff and the staff's direct supervisor regarding the staff's current status with continuing education hours for the calendar year ending on December 31. Staff will be provided with an **extension to January 31** to complete their required hours.

By **February 1**, if the staff has not completed their required hours for the prior calendar year, the State Court Administrator will send a letter by email to both the staff and the staff's direct supervisor advising that the staff is in non-compliance with this policy, with a date of intended discipline if not completed (March 1).

By **March 1**, if the staff has not completed their required hours for the prior calendar year, the staff's **log in and access to Judicial Branch IT systems and case management systems, excluding access to the JBE Education site, will be suspended** until such time as their required education hours are completed and confirmed with the Directors of Education. In addition, the staff's direct supervisor will impose the appropriate form of discipline as outlined in the Nebraska Supreme Court Personnel Policy and Procedures Manual, if the staff is subject to the Nebraska Supreme Court Personnel Policy and Procedures Manual.

The Directors of Education will submit a memo to the Nebraska Supreme Court through the State Court Administrator and JBE Advisory Committee chair outlining those staff that are in non-compliance with JBE Standards each year, on or around March 1.

The staff's access to the IT systems and case management systems may be immediately restored upon confirmation of their compliance with required Judicial Branch Education.

All non-compliance notifications sent from the Directors of Education and the State Court Administrator shall be placed in the staff's personnel file.

Exception: FMLA

An exception may be granted for staff currently on leave under the Family Medical Leave Act (FMLA) or Military Leave. Upon returning to work, these individuals will have **thirty (30) days** to complete the required continuing education hours for the previous calendar year. Depending on the duration and timing of FMLA leave or Military Leave, the required hours may be adjusted in consultation with the Directors of Education, the State Court Administrator, and the staff's direct supervisor.

REVIEW AND OVERSIGHT

The Deputy Administrator of Judicial Branch Education and the Directors of Education, in collaboration with the Judicial Branch Education Advisory Committee, will review the standards annually, considering alignment and compliance with Judicial Branch Education, and other applicable rules or policies of the Nebraska Judicial Branch.

Ch. 1, Art. 5, App. B adopted September 9, 2026.