

## CHAMBERS STAFF TRAINING FUND

Chambers Staff Training Fund (CSTF) is a centrally-held source of funding provided to the courts in the amount of \$400 per chambers staff member. (Example: Judge + Judicial Assistant + 2 Law Clerks = \$1,600.) Each court determines how it will utilize the funds. A court may choose to split the fund evenly among each chambers staff member or a court can use the entirety of their portion of the fund on just a few staff members. The CSTF may be used for any managerial, operational, or administrative training, but cannot be used on legal training. The training can be from a public or private sector provider (i.e. outside of the training provided by the AO, FJC, or other government source).

This fund is available for use by Judicial Assistants to pay for travel and training held in conjunction with the private association meetings like FJAA Annual Educational Conference or the Association of Bankruptcy Judicial Assistants (ABJA) Annual Educational Conference. Some districts “pool” the training funds and permit Judicial Assistants to apply for the funding to cover the cost of their travel, hotel and registration. Other districts allot an equal amount to each Judicial Assistant attending a conference.

The Chief Judge of your district has the authority to approve the use of the CSTF. The funds do not “roll over.” If the funds are not used in one year, those funds do not accumulate to the next year. Members of the clerk’s office are not eligible to use this funding for training.

Traditionally, the CSTF is underutilized by chambers staff. Please take time to educate yourself and your judges about CSTF. The funding is available for your use.