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State of New Jersey Municipal Court Administrator Certification Board

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Appointed By The Supreme Court Of New Jersey

Memorandum to: Certification Candidates

From: Robert S. Helik, Board Secretary 

Re: Use of CMCA designation by a Deputy Municipal Court Administrator and Question regarding Tenure

Date: August 14, 2006

From time to time we receive questions regarding the use of the CMCA designation by DMCA's and whether tenure provisions apply to titles other than those who hold the title of Municipal Court Administrator.

Proper use of CMCA designation for Deputy Municipal Court Administrators:

There is NO such designation: "Certified Deputy Court Administrator". MCA, DMCA, MCD, VC...no matter what your current title is, if you successfully complete the certification process, the NJ Supreme Court, with a ORDER signed by the Chief Justice will designate you as a Certified Municipal Court Administrator. No modification is made per se to this designation if you are a deputy or municipal court director. The difference comes into play when you officially use this status. The proper use as a deputy municipal court administrator who is certified is: Joanie J. Joans, DMCA, CMCA.

Tenure Eligibility:

Tenure is solely applicable to those individuals that hold the title of Municipal Court Administrator and have obtained certification status. No one else in our system is eligible for tenure except a Municipal Court Administrator who is going through the certification process and has successfully obtained certification. Further, tenure is not transferable from municipality to municipality.



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