

Tennessee Judicial Mentoring Program

EVALUATION

The Tennessee Judicial Family Institute and Retired Judges committees would appreciate your evaluation and feedback on the strengths and weaknesses of the new judge mentoring program so that it may continue to be improved in the future.

Both the mentor and the new judge are asked to provide candid comments on the mentoring program.

Please complete the following brief questionnaire and return it to the Human Resources Manager of the Administrative Office of the Courts after your participation in the program for at least six months.

a. **Your Name:**

b. **Your judicial district:**

c. **Mentor/New Judge (*circle one*):**

d. **Assess the overall effectiveness of the mentoring program (*circle one*):**

Totally Ineffective

1

2

3

4

5

6

7

8

9

10

Extremely Useful

e. **Identify the strengths of the program:**

f. **Identify the weaknesses of the program:**

g. **Suggest any improvements:**

THANK YOU!

Please Return to:

Cindy Saladin, Human Resources Manager

Administrative Office of the Courts

Permission to use for this program was granted by the JERITT Project, 05/25/05.
C:\Users\AOC\User\Documents\JudFamInstitu\Evaluation Form 2014.wpd

TENNESSEE JUDICIAL MENTORING PROGRAM

THE INVESTITURE CEREMONY

With few guidelines available concerning the new judge's investiture ceremony, the Tennessee Judicial Family Institute offers the following suggestions for planning the occasion:

- 1. For form, administration and filing of the oath of office, consult T.C.A. 17-1-104 and T.C.A. 8-18-101, *et seq.***
- 2. Provide a copy of the oath of office to the judge administering the oath.**
- 3. Have available a printed copy of the oath of office suitable for framing.**
- 4. Make necessary arrangements for a judge to preside over the proceedings well in advance of the ceremony.**
- 5. Make all appropriate arrangements for complete media coverage.**
- 6. Prepare a written program outlining the order of the ceremony.**
- 7. Recognize all elected officials and other dignitaries in attendance.**
- 8. Ascertain times and locations of other investiture ceremonies so as to minimize schedule conflicts.**
- 9. Secure a courtroom or other location appropriately suited to accommodate family, friends and other invitees.**
- 10. The new judge may wish to prepare brief remarks in**

advance.

- 11. Determine whether a gavel will be presented during the ceremony.**
- 12. Order the judicial robe in advance to ensure its arrival before the ceremony.**
- 13. Have available a family Bible and make arrangements for the judge's spouse or another significant person to hold the Bible during the investiture.**
- 14. Make arrangements for a reception following the investiture ceremony at a suitable location of your choice.**
- 15. Include directions to the location of the ceremony with invitations mailed to out-of-town guests.**
- 16. Consult campaign finance laws and regulations concerning any expenses of the investiture.**
- 17. Consult the Judicial Code of Conduct (Tenn. Sup. Court Rule 10) regarding permissible gifts and tributes.**
- 18. Provide for necessary security personnel and measures.**
- 19. Provide for a sound amplification system.**
- 20. Retain the services of a professional photographer, to include video taping.**
- 21. Enjoy this significant occasion.**

Judicial Family Institute and New Judge Mentoring Program



Thomas R. Frierson, II, Judge
Tennessee Court of Appeals, E.S.
New Judge Academy
August 20, 2014

- *“The network provides an excellent opportunity for every member of a judge’s family to learn first-hand the responsibilities, duties, and ethical limitations that are placed upon each member of the family.”*

*Former Chief Justice William M. Barker
Tennessee Supreme Court, 2006*

- **National Judicial Family Institute**

Judicial Family
INSTITUTE

- A. General Purpose

- 1. The Judicial Family Institute (JFI) is a national organization dedicated to providing information and educational topics of concern and importance to judicial households and their extended family members.



- 2. *“We set aside personal differences in politics, geography and positions on controversial issues to attend to JFI matters.”*

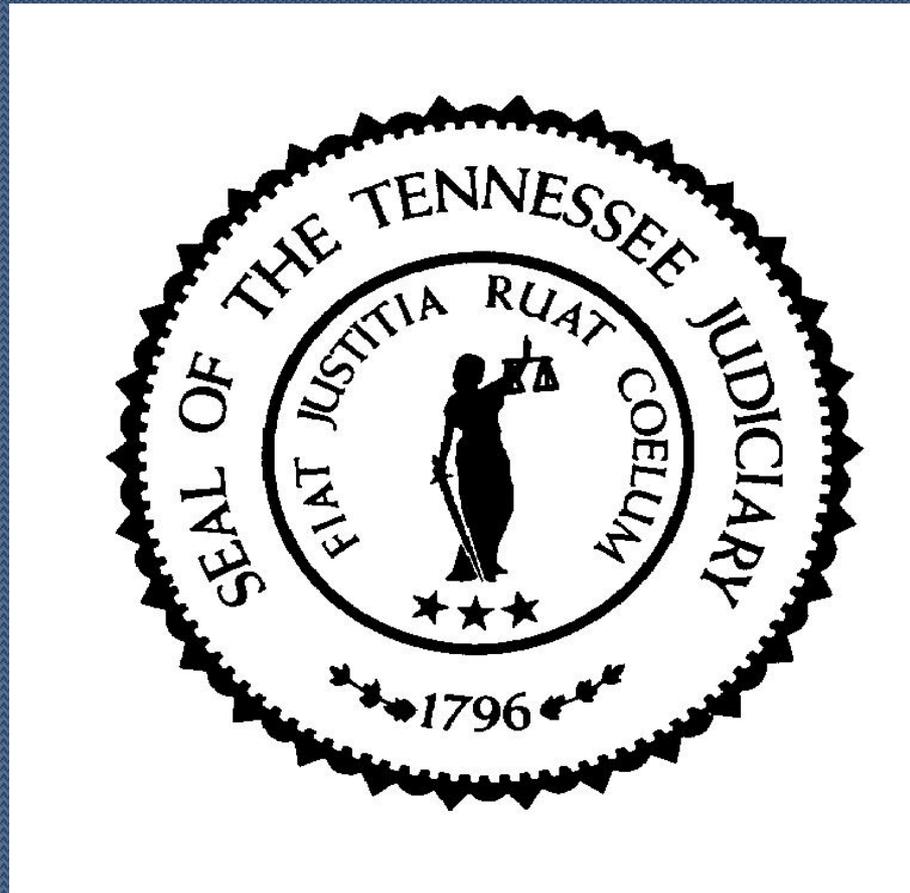


- B. Personal Observations

- 1. *“Being part of a judicial family, going through campaigns, reading newspaper articles about my father’s judicial decisions, and living a public life has bonded us as a family. It has also given me a sense of process, a subtle understanding of how our political system works, and a deep respect for those who choose to make it a career.”* - Ruth Ann Newcomer, Court Relations Program Manager for the Supreme Court of Ohio

- C. Online Resources (Articles)
 - 1. Ethics
 - 2. Family Members
 - 3. Health and Quality of life
 - 4. High-Profile Cases/Media
 - 5. Personal Security
 - 6. Mentoring
 - 7. Retirement

- Tennessee Judicial Family Institute



- A. Mission statement

- 1. The Tennessee Judicial Family network is an initiative of the Judicial Family Institute (TJFI) Committee of the Tennessee Judicial Conference. The primary focus of TJFI is to identify the needs of and challenges confronting judicial families today while responding appropriately by making available useful information relevant to such issues.

- 2. The Tennessee Judicial Family Institute supports judges and their families through a broad range of programs which include an association of judicial spouses and families, annual conference plenary sessions, a judicial mentoring program, and online resources.



- 3. The TJFI strives to convey a positive message that the judicial conference cares about the families of judges and is available to support their needs.



- B. Historical perspective

- 1. The Tennessee Judicial Family Institute was established as an *ad hoc* committee in 2003.

Its purpose is

“to encourage an exchange of positive information regarding the responsibilities and challenges of judicial families.” . . .



- C. TJFI Judicial Conference
Registration/Welcome Table



- D. Association of Judicial Spouses and Families



- 1. As the Association endeavors to identify the needs and concerns of judicial families, this network of judicial spouses and families has supported educational and recreational opportunities designed to address pertinent issues challenging judicial families today.



- 2. Specific Initiatives

- ● Family member activities during Conferences
- ● Educational sessions
- ● Judicial Family Member Surveys and Networking
- ● Door prizes



- E. Judicial Conference Plenary Sessions



- 1. In June 2004, during the Tennessee Judicial Conference's annual meeting in Nashville, Tennessee, judges, spouses and other judicial family members convened in plenary session to consider judicial family topics including personality profiles, ethics and avoiding conflicts of interest, managing the judge's own family challenges and stress management. . . .



- F. Tennessee Judicial Mentoring Program



- 1. . . . Through the program, a mentor judge is assigned to assist and counsel each new judge of the conference. The primary aim of the mentoring program is to provide an appropriate, comprehensive approach to the responsibilities and challenges immediately experienced by new judges. . . .



- All new judges are encouraged to engage actively in the mentoring process for at least one year following election or appointment to the bench.



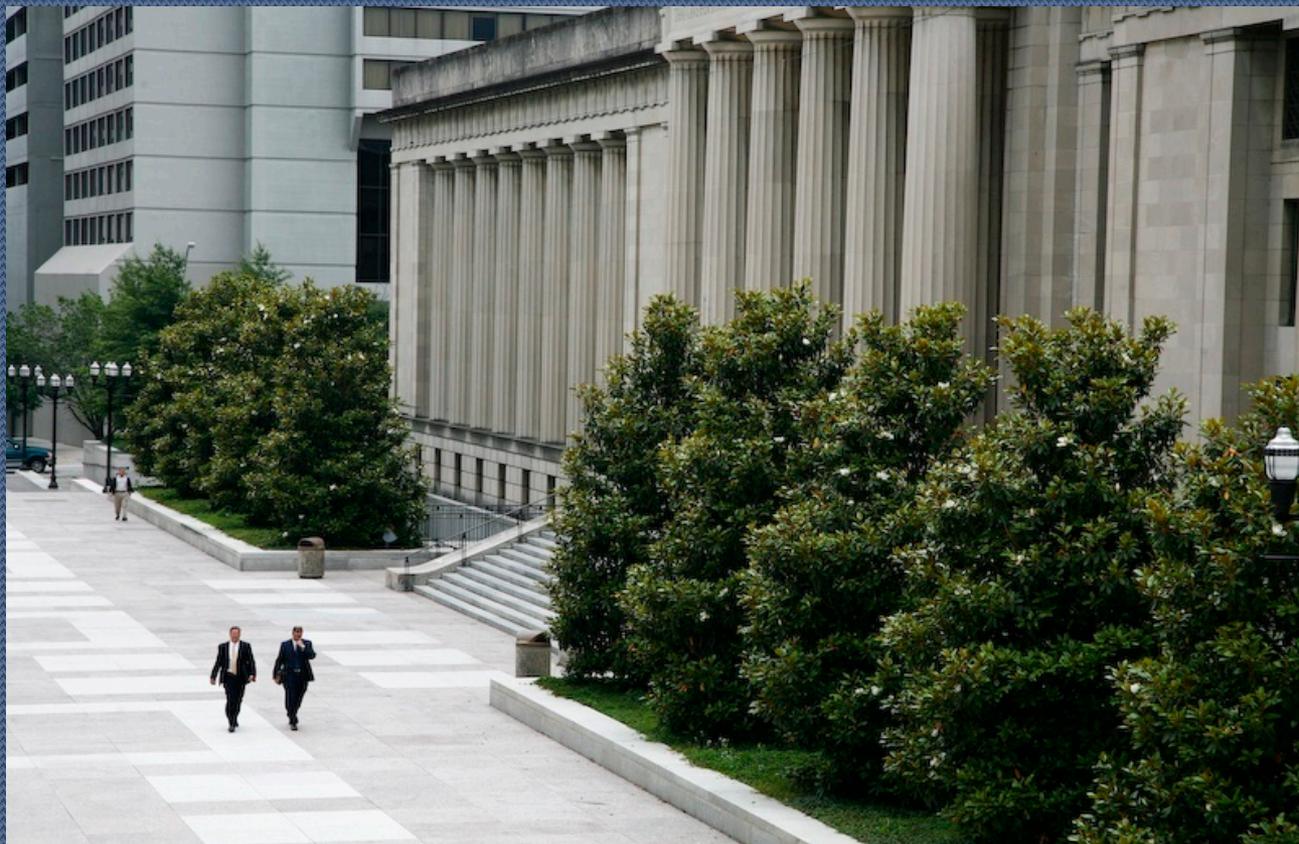
- Administrative Structure

- The Tennessee Judicial Mentoring Program shall be further developed, implemented, and maintained under the joint direction of the Tennessee Judicial Family Institute Committee and Retired Judges Committee.

- The Role of the Mentoring Program

- Mentor judges shall include any current, senior, former, or retired judges/justices expressing a desire and willingness to serve in such capacity.

- A mentor shall be assigned to assist and counsel each new judge who agrees to voluntarily participate in the program.



- Mentors maintain a primary responsibility for assisting new judges by familiarizing them with pertinent topics, including the parameters of the judicial mentoring program, details of closing a law practice, employment procedures/policies, ethical considerations, and tips for living in a judicial family.

- Description of Mentoring

- The approach of the mentors must be crafted to accommodate different personality types as well as learning styles of the new judges.

- Mentor judges are encouraged to make a commitment to accept interruptions for emergencies, even during trials or hearings.



- The mentoring program relationship shall continue for at least twelve months.



- All participating judges shall be instructed to participate in an evaluation survey at the end of the twelve-month mentoring process.

- The Legacy of Mentoring

- Judicial mentoring has personal, organizational, and professional rewards, exceeding what may be the original intent of a mentor and a new judge participating in the mentoring program.

- For the new judge, being mentored is an affirming experience, which facilitates the judge's ability to become an involved member of the conference and the judiciary.



- A successful mentoring program promotes public confidence in the integrity and impartiality of the judiciary.



- Mentoring leaves a lasting legacy.



- *“Mentors can act as important confidants and help newer judges recognize and address their stress. Mentors can also help new judges conduct their duties in ways that minimize stress.”¹*

- ¹ Monica K. Miller, David M. Flores, and Ashley N. Dolezilek, *Addressing the Problem of Courtroom Stress*, 91:2 JUDICATURE (2007).

- G. Community Outreach Initiatives

- 1. During the February 2007 Conference of Chief Justices held in New Orleans, Louisiana, the Judicial Family Institute sponsored a volunteer project visit for judicial spouses to the Albert Wicker Elementary School.



- 1. During the visit, spouses had an opportunity to make book donations to the school library which had been devastated by hurricane Katrina.



- 2. During the June 2011 Tennessee Judicial Conference in Chattanooga, Tennessee, the Judicial Family Institute sponsored a visit by judicial spouses to the Children's Hospital at Erlanger.



- 3. During the visit, spouses had an opportunity to read to young patients and leave as gifts copies of the book, *Count On Us, A Tennessee Number Book* by *Michael Shoulders*, which had been signed by appellate and trial court judges.



- H. Judicial Family Institute Logo



• I. Out of State Presentations

- 1. *Judicial Family Institute Programs*, Conference of Chief Justices, Williamsburg, Va., January, 2008.
- 2. *Stress Resilience for the Judicial Family*, Nevada Judicial Leadership Summit, 2012.

- **Tennessee Lawyer's Assistance Program (TLAP)**

- TJFI supports the work and services of TLAP



- TLAP helps with a variety of health and personal issues, including:

- ● Stress and burnout
- ● Anxiety
- ● Depression
- ● Anger Management
- ● Career concerns
- ● Balancing Practice and Family
- ● Substance Abuse

● Final Analysis

- A. *“... JFI encourages judges’ families to be supportive and judges to persevere. ...”*



Judicial Family Institute, Inc.
(JFI) History and Mission, July 12, 2001

- B. *“The family is a harbor of safety in an ocean of change. In this kinship, we find the strength to swim together and eventually the courage to swim apart.”* - Anonymous

- Special thanks to Adam Brimer Photography

**Judicial Family Institute
and
New Judge Mentoring Program
General Outline
August 20, 2014**

“The network provides an excellent opportunity for every member of a judge’s family to learn first-hand the responsibilities, duties, and ethical limitations that are placed upon each member of the family.”

Former Chief Justice William M. Barker
Tennessee Supreme Court, 2006

I. National Judicial Family Institute (JFI)¹

A. General Purpose

1. JFI is a national organization dedicated to providing information and educational topics of concern and importance to judicial households and their extended family members.
2. *“We set aside personal differences in politics, geography and positions on controversial issues to attend to JFI matters.”*
3. Relevant information is offered to judicial families in all fifty states as well as in Guam, American Samoa, Commonwealth of the Northern Mariana Islands, Puerto Rico and the U. S. Virgin Islands.²

B. Personal Observations

1. *“Being part of a judicial family, going through campaigns, reading newspaper articles about my father’s judicial decisions, and living a public life has bonded us as a family. It has also given me a sense of process, a subtle understanding of how our political system works, and a deep respect for those who choose to make it a career.”* Ruth Ann Newcomer, Court Relations Program Manager for the Supreme Court of Ohio.

¹ JFI is a subcommittee of the Past President’s Committee of the Conference of Chief Justices and enjoys an affiliation with the National Center for State Courts.

² The National JFI website can be found at JFI.ncsconline.org and by using the link to JFI found at www.tncourts.gov.

2. *The highly respected elderly judge was surprised and pleased to learn of the Judicial Family Institute when I was introduced to him as serving in our organization's effort to provide helpful information to judicial families. I explained we share ideas on ethics, conflicts of interests, home and travel security, parenting in a high visibility situation, and other topics. He said he appreciated our work. Then as others moved on, with tears in his eyes, he grasped my forearm and privately and quietly said, "Tell them to spend more time with their children."* Jan Aikman Dickson, Founder of National Judicial Family Institute.

C. Online Resources (Articles)

1. Ethics
2. Family Members
3. Health and Quality of life
4. High-Profile Cases/Media
5. Personal Security
6. Mentoring
7. Retirement

II. Tennessee Judicial Family Institute

A. Mission Statement

1. The Tennessee Judicial Family Network is an initiative of the Judicial Family Institute Committee of the Tennessee Judicial Conference. The primary focus is to identify the needs of and challenges confronting judicial families today while responding appropriately by making available useful information relevant to such issues.
2. The Tennessee Judicial Family Institute (TJFI) supports judges and their families through a broad range of programs, which include an association of judicial spouses and families, annual conference plenary sessions, a judicial mentoring program, and online resources. The TJFI strives to convey a positive message that the judicial conference cares about the families of judges and is available to support their needs.

B. Historical Perspective

1. The TJFI was established as an *ad hoc* committee in 2003. Its purpose is “to encourage an exchange of positive information regarding the responsibilities and challenges of judicial families.” The institute serves as a valuable resource for judges and their family members with respect to a full range of pertinent topics.
2. In June 2005, the Tennessee Judicial Conference approved the transition of the TJFI from an *ad hoc* committee to a full standing committee of the Conference.

C. TJFI Judicial Conference Registration/Welcome Table

During each of the three annual Tennessee Judicial Conferences, the TJFI Committee hosts a registration and welcome table placing special emphasis with regard to judicial spouses and family members during the June annual conference. The table provides beneficial information and copies of relevant articles, as well as “hot topic” materials addressing the needs of and challenges confronting judicial families today.

D. Association of Judicial Spouses and Families

1. Creation

- The Association of Judicial Spouses and Families marked its inception during the Annual Conference of the Tennessee Judicial Conference in June 2006. Under the leadership of Ms. Catherine Barker, wife of Chief Justice Mickey Barker, the Association hosted an organizational meeting with an emphasis upon developing and implementing a support network for the corporate judicial family of the Tennessee Judicial Conference, similar to one offered by the State of Ohio.
- As the Association endeavors to identify the needs and concerns of judicial families, this network of judicial spouses and families has supported educational and recreational opportunities designed to address pertinent issues challenging judicial families today.

2. Specific Initiatives

- Family Member Activities during Conferences

- Educational Sessions
- Judicial Family Member Surveys and Networking
- Door Prizes

E. Judicial Conference Plenary Sessions

1. In June 2004, during the Tennessee Judicial Conference’s annual meeting in Nashville, judges, spouses and other judicial family members convened in plenary session to consider judicial family topics, including personality profiles, ethics and avoiding conflicts of interest, managing the judge’s own family challenges, and managing stress. These joint sessions benefitted both judges and their families by addressing appropriate means of functioning effectively while dealing with the challenges associated with public family life. A panel discussion of participants, which included judges, judicial spouses and judicial children, focused upon judicial family issues. Moderator Jan Aikman Dickson of the National JFI Committee facilitated the plenary session discussion.

2. Additional Tennessee Judicial Conference plenary session presentations have been offered during the annual June conferences as follows:

2005 Judicial Family Security

2006 Judicial Family Ethics

2007 Protecting Your Personal Privacy

2008 (1) Stress and the Judicial Family
 (2) Investing in Judicial Retirement and Deferred Compensation Benefits Review

2009 Stress Resilience

2010 (1) Online Social Networking and the Ethical Implications for Judicial Family Members
 (2) Benefits & Retirement Programs for Judicial Family Members

2011 The Emotional and Spiritual Journey to Recovery

2012 Thriving in Times of Change: Mastering Resilience

- F. Tennessee Judicial Mentoring Program (as adopted and approved by the Tennessee Judicial Conference, June 2014)

Mission Statement

Tennessee's Judicial Mentoring Program was established in 2005 as a means of orienting new judges to the bench. The initiative was designed to formalize individual mentoring relationships among participating members of the Tennessee judiciary. Through the program, a mentor judge is assigned to assist and counsel each new judge of the conference. The primary aim of the mentoring program is to provide an appropriate, comprehensive approach to the responsibilities and challenges immediately experienced by new judges. As mentoring is only one component of socializing and inducting new judges into the judiciary, additional resources, such as pre-bench orientation and post-induction education, are contemplated. All new judges are encouraged to engage actively in the mentoring process for at least one year following election or appointment to the bench.

Administrative Structure

The Tennessee Judicial Mentoring Program shall be further developed, implemented, and maintained under the joint direction of the Tennessee Judicial Family Institute Committee and Retired Judges Committee. A mentoring program coordinator, selected by the joint committees, shall be responsible for organizing and administering the program as well as disseminating appropriate information to all participants. The program shall be further facilitated by Ms. Cindy Saladin, Human Resources Manager, for the Administrative Office of the Courts (AOC).

The Role of the Mentoring Program

Mentor judges shall include any current, senior, former, or retired judges/justices expressing a desire and willingness to serve in such capacity. A mentor shall be assigned to assist and counsel each new judge who agrees to voluntarily participate in the program. Mentor Assignment Guidelines shall be established and incorporated by the joint committees regarding all assignments. This ensures that each new judge receives appropriate guidance and support as a new member of the judiciary. Immediately after a judge's election or appointment to the bench, the mentor shall be available to assist in the transition.

Mentors maintain a primary responsibility for assisting new judges by familiarizing them with pertinent topics, including the parameters of the judicial mentoring program, details of closing a law practice, employment procedures/policies, ethical considerations, and tips for living in a judicial family. The mentoring relationship shall commence upon the new judge's election/appointment and shall continue for a period of at least twelve months.

Description of Mentoring

The approach of the mentors must be crafted to accommodate different personality types as well as learning styles of the new judges. Each mentor shall be instructed to initiate the first meeting immediately upon the new judge's election/appointment.

Mentors are encouraged to convey the need to strike an appropriate balance between the relaxed informality needed to establish rapport through free-flowing dialogue and the requisite amount of formality needed to ensure that meetings take place and every important topic is discussed. Mentors are instructed to establish ground rules with new judges about monthly or more frequently scheduled conferences. The mentor shall also establish guidelines for impromptu consultation as needed. Mentor judges are encouraged to make a commitment to accept interruptions for emergencies, even during trials or hearings. A judge unwilling to take an occasional five-minute recess to receive a call from a new judge is discouraged from volunteering to serve as a mentor.

The mentoring program relationship shall continue for at least twelve months. The mentor and new judge shall establish convenient and appropriate parameters of the judicial mentoring relationship. All participating judges shall be instructed to participate in an evaluation survey at the end of the twelve-month mentoring process.

Mentor-Judge Orientation

Mentors shall receive written orientation and program materials before serving. A notebook of written materials shall be provided to all mentors for use in connection with the mentoring process. A checklist of topics for discussion, as well as a protocol for mentor contact with the new judge, shall be included in the materials. Mentor judges shall be required to familiarize themselves with the

key attributes of the Judicial Mentoring Program, as well as all applicable guidelines.

The Legacy of Mentoring

Judicial mentoring has personal, organizational, and professional rewards, exceeding what may be the original intent of a mentor and a new judge participating in the mentoring program. The act of mentoring enriches the mentor. Serving as a mentor is an affirmation of the mentor's knowledge and experience as well as his or her significance to the judicial conference.

For the new judge, being mentored is an affirming experience, which facilitates the judge's ability to become an involved member of the conference and the judiciary. For the judicial conference, mentoring serves as a vehicle by which a new judge can more easily learn both the formal and informal structures of the organization and be an early contributor to the conference's success. The judiciary is further shaped and advanced by the new judge's contribution to its endeavors. A successful mentoring program promotes public confidence in the integrity and impartiality of the judiciary. Whether mentoring is individually spontaneous or formalized through the establishment of a mentoring program, it creates and provides opportunities far beyond those originally contemplated. Mentoring leaves a lasting legacy.

*"Mentors can act as important confidants and help newer judges recognize and address their stress. Mentors can also help new judges conduct their duties in ways that minimize stress."*³

G. Community Outreach Initiatives

1. During the February 2007 Conference of Chief Justices held in New Orleans, Louisiana, the Judicial Family Institute sponsored a volunteer project visit for judicial spouses to the Albert Wicker Elementary School. During the visit, spouses had an opportunity to make book donations to the school library, which had been devastated by Hurricane Katrina.
2. During the June 2011 Tennessee Judicial Conference in Chattanooga, the JFI sponsored a visit by judicial spouses to the Children's Hospital at Erlanger.

³ Monica K. Miller, David M. Flores, and Ashley N. Dolezilek, *Addressing the Problem of Courtroom Stress*, 91:2 JUDICATURE (2007).

During the visit, spouses had an opportunity to read to young patients and leave as gifts copies of the book, *Count On Us, A Tennessee Number Book* by Michael Shoulders, which had been signed by appellate and trial court judges.

H. JFI Logo

1. The Judicial Family Institute Committee has developed a JFI logo, which facilitates the dissemination of pertinent information and heightens awareness of JFI initiatives during judicial conferences.



I. Out of State Presentations

1. *Judicial Family Institute Programs*, Conference of Chief Justices, Williamsburg, Va., January, 2008.
2. *Stress Resilience for the Judicial Family*, Nevada Judicial Leadership Summit, 2012.

III. Tennessee Lawyer Assistance Program (TLAP)

- A. TJFI supports the work and services of TLAP.
- B. TLAP offers help to law students, judges, and attorneys troubled by substance abuse, psychological disorders, and similar impairments that may affect an individual's ability to practice law in a competent and professional manner.
- C. TLAP helps with a variety of health and personal issues, including:
 - Stress and Burnout
 - Anxiety
 - Depression
 - Anger Management
 - Career concerns

- Balancing Practice and Family
- Substance Abuse

IV. Final Analysis

- A. *“The Judicial Family Institute, Inc. applauds lawyers who are willing to serve as judges. Their work makes a very big difference to individuals, communities, and the rule of law in a democratic society. JFI encourages judges’ families to be supportive and judges to persevere. Being a member of a judge’s family holds some special opportunities and challenges. Balancing good attitude with concrete steps to manage the unique features of judicial family life results in maximum enjoyment of being in a judge’s family. Judicial educators and judiciary-related organizations invite families to access materials and participate in educational programs that will increase their awareness of solutions to judicial family life challenges.”*⁴
- B. *“The family is a harbor of safety in an ocean of change. In this kinship, we find the strength to swim together and eventually the courage to swim apart.”*⁵

⁴ Judicial Family Institute, Inc. (JFI) History and Mission, July 12, 2001.

⁵ Anonymous.