



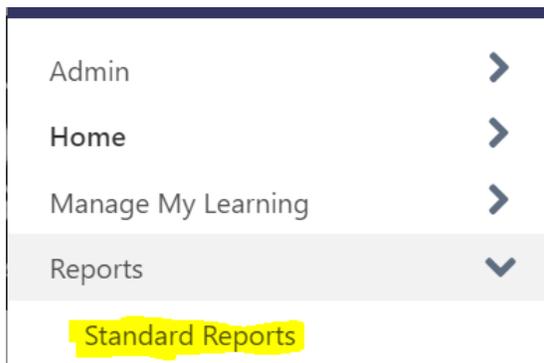
## How Leaders Can Approve or Deny Pending Requests in The HUB

An email notification will be sent alerting you that one of your staff has registered for a Courtroom Observation.

Go to The HUB and click on the three horizontal bars in the top-right hand corner in The HUB.



Click on Standard Reports.



Click on Pending Requests to approve or deny.

### Training Pending Approval

[Printable Version](#) [Export to Excel](#)

Requested By	Transcript	Training	Training Type	Type	Date	Purpose
<b>Harris, Ryan</b> Admin Svcs and Pub Affairs (Division) HR/Training Coordinator (Position) Zane Varnum (Manager)		AC500004COC - Courtroom	Observation with Judicial Officer(Starts 9/2/2024)	Session	Initial	8/16/2024 8:39 AM

[Approve](#) [Deny](#)

Please note: Courtroom Services leaders should be vigilant and only approve pending requests from Courtroom Clerks if the case type is different than their current case type.

Search for Courtroom Observation in The HUB to confirm the case type.\

## Global Search

[Refine search](#)

### Training results (2)



**ACS00004COC - Courtroom Observation with Judicial Officer**

Event | External Training | \$0.00 ★★★★★ (1)

**Courtroom Observation** with a Judicial Officer offered via a partnership with the Superior Court. Please note: the **Courtroom Observations** are COJET-eligible for staff that do NOT already work in Courtroom Services.

EVENT

# ACS00004COC - Courtroom Observation with Judicial Officer

Last Updated 08/20/2024 Duration 3 hours ★★★★★ 1

## Details

Courtroom Observation with a Judicial Officer offered via a partnership with the Superior Court.

Provider	External Training
Is Mobile	No
Subject(s)	<a href="#">ACS - Arizona Court System, COJET</a>
Training Contact	Organizational Development COCTraining@maricopa.gov
COJET ACS	3
FACILITATED	Yes
Non Facilitated	No

[Show Less](#)

## Upcoming Sessions

Session sorting options

Date (Descending) ▼

3 Sessions

**SEP** ACS00004COC  
2 Mon, Sep 2, 2024, 9:00 AM - 12:00 PM  
Register by Fri, Aug 30, 2024, 9:00 AM  
Live Webinar, Phoenix



Click on View Details to view the case type of the Courtroom Observation.

Session Details ✕

---

SESSION

# ACS00004COC

407

 Mon, Sep 2, 2024, 9:00 AM - 12:00 PM  
**Register by Fri, Aug 30, 2024, 9:00 AM**

 Phoenix > Live Webinar  
USA

 3 hours

 English (US)

 ACS - Arizona Court System COJET

 5 out of 5 seats available

 Organizational Development  
COCTraining@maricopa.gov

[Show More](#)

---

PARTS / SCHEDULE

**SEP** Mon, Sep 2, 2024, 9:00 AM - 12:00 PM

**2** Courtroom Observation with Judicial Offier  
Phoenix > Live Webinar

**Commissioner Smith - Mental Health and Probate** 9:00 a.m. -12:00 p.m. -  
Virtual

In this example, if your Courtroom Clerk's case type is not Mental Health and Probate, feel free to approve, however, if it is, be sure to deny.

This new process will be effective for any Courtroom Observations after September 2024.