

Graduate Certificate in Judicial Administration



SACRAMENTO STATE
COLLEGE OF CONTINUING EDUCATION

Spring 2027 Cohort Information Session

September 14, 2026

Redefine the Possible™

Meet Us

Public Policy & Administration (PPA) Dept.

Administrator

- Dr. Lynn Hanna, *Dept. Interim Chair*

Faculty

- Sharif Elmallah, *CEO, Butte County Superior Court*

College of Continuing Education (CCE)

Administrator

- Dr. Paulo Pinto, *Manager*

Coordinator

- Jacqueline "Jackie" Jang, *Sr. Program Coordinator*



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Information Session Agenda

- ☐ Program History
- ☐ Program Design
- ☐ Program Schedule
- ☐ Courses Overview
- ☐ Admission Qualifications
- ☐ How to Apply
- ☐ Program Cost & Financial Aid
- ☐ Alumni Perspective
- ☐ Q & A

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Program History

Origins & University/Judicial Branch Partnership

In the mid-2000s, a need was identified to educate current court employees in the policy, management, and leadership competencies of court administration.

In 2006, Jody Patel, Chief of Staff for the Judicial Council, convened and organized a steering committee of court executives, researchers, and educators.

This program was developed to provide such education and to support succession planning in California courts by preparing students for leadership roles.

The first cohort began in September 2007.

The program is offered in partnership with the College of Continuing Education (CCE) and Department of Public Policy and Administration (PPA) at Sacramento State.



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Program History, cont.

Student Profile

- Past students have come from a variety of roles within the courts and Judicial Council, including operations, finance, administration, etc.

Measure of Success

- Many alumni have gone on to higher-level roles than when they started the program, including as CEOs, Assistant or Deputy CEOs, and other executive, management, and supervisory roles within the Judicial Branch.



Program Design



1 synchronous weekly night session online
2 in person Friday Saturday seminars per course
1 in Northern California
1 in Southern California



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Program Schedule

Year 1

Spring Semester 2027

Activity	Attendance	Date	Time
Program Orientation	All	TBD	TBD
Course # & Title	Faculty & Title	Start	End
PPA 291 – Court Governance & Operations	<i>Sharif Elmallah</i> , CEO, Butte County Superior Court	Jan. 4	Apr. 23
Course # & Title	Faculty & Title		
- Online Synchronous Classes	- Weekly on Wednesdays – 7 to 8:30 pm*		
In-person Seminars			
- 1 st seminar, Southern California [†]	- Fri., Feb. 5 – 9:30 am to 5:30 pm (lunch break 1 hr) [‡]		
- 2 nd seminar, Northern California**	- Sat., Feb. 6 – 8:00 am to 5:00 pm (lunch break 1 hr) [‡]		
In-person Seminars			
- 1 st seminar, Southern California [†]	- Fri., Mar. 12 – 9:30 am to 5:30 pm (lunch break 1 hr) [‡]		
- 2 nd seminar, Northern California**	- Sat., Mar. 13 – 8:00 am to 5:00 pm (lunch break 1 hr) [‡]		

Summer 2027

Course # & Title	Faculty & Title	Start	End
PPA 292 – Court Management	<i>Tim Newman</i> , CEO, San Benito County Superior Court	Apr. 26	Aug. 13
Course # & Title	Faculty & Title		
- Online Synchronous Classes	- Weekly on Wednesdays – 7 to 8:30 pm*		
In-person Seminars			
- 1 st seminar, Southern California [†]	- Fri., May 21 – 9:30 am to 5:30 pm (lunch break 1 hr) [‡]		
- 2 nd seminar, Northern California**	- Sat., May 22 – 8:00 am to 5:00 pm (lunch break 1 hr) [‡]		
In-person Seminars			
- 1 st seminar, Southern California [†]	- Fri., Jun. 25 – 9:30 am to 5:30 pm (lunch break 1 hr) [‡]		
- 2 nd seminar, Northern California**	- Sat., Jun. 26 – 8:00 am to 5:00 pm (lunch break 1 hr) [‡]		

[†]Tentative location at Riverside County Superior Court's Riverside Self-Help Center, 3535 Tenth St., Riverside, CA 92501

*Subject to change depending on discussion with instructor about what works best for the cohort

[‡]Lunch break time to be discussed with instructor

**Located at Sacramento State's College of Continuing Education, 3000 State University Drive, Sacramento, CA 95819



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Program Schedule

Year 1

Fall Semester 2027

Course # & Title	Faculty & Title	Start	End
PPA 293 – Court Leadership	<i>Teresa Risi, Retired CEO, Monterey County Superior Court</i>	Aug. 16	Dec. 10
Course # & Title	Faculty & Title		
- Online Synchronous Classes	- Weekly on Wednesdays – 7 to 8:30 pm*		
In-person Seminars	- Fri., Sep. 24 – 9:30 am to 5:30 pm (lunch break 1 hr)†		
- 1 st seminar, Southern California†	- Sat., Sep. 25 – 8:00 am to 5:00 pm (lunch break 1 hr)†		
- 2 nd seminar, Northern California**			
In-person Seminars	- Fri., Nov. 5 – 9:30 am to 5:30 pm (lunch break 1 hr)†		
- 1 st seminar, Southern California†	- Sat., Nov. 6 – 8:00 am to 5:00 pm (lunch break 1 hr)†		
- 2 nd seminar, Northern California**			

Year 1 1/2

Spring Semester 2027

Course # & Title	Faculty & Title	Start	End
PPA 294 – Emerging Issues in Judicial Administration	<i>Jason Galkin, CEO, Riverside County Superior Court</i>	Jan. 3	Apr. 21
Course # & Title	Faculty & Title		
- Online Synchronous Classes	- Weekly on Wednesdays – 7 to 8:30 pm*		
In-person Seminars	- Fri., Feb. 4 – 9:30 am to 5:30 pm (lunch break 1 hr)†		
- 1 st seminar, Southern California†	- Sat., Feb. 5 – 8:00 am to 5:00 pm (lunch break 1 hr)†		
- 2 nd seminar, Northern California**			
In-person Seminars	- Fri., Mar. 10 – 9:30 am to 5:30 pm (lunch break 1 hr)†		
- 1 st seminar, Southern California†	- Sat., Mar. 11 – 8:00 am to 5:00 pm (lunch break 1 hr)†		
- 2 nd seminar, Northern California**			
Graduation (in person)			
-Venue: California Court of Appeal, Third Appellate District		-Address: 914 Capitol Mall, Sacramento, CA 95814	

†Tentative location at Riverside County Superior Court's Riverside Self-Help Center, 3535 Tenth St., Riverside, CA 92501

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Courses Overview

PPA 291: Court Governance & Operations

Sharif Elmallah, CEO, Butte County Superior Court

This course examines the integrity of the Judicial Branch as a separate and distinct branch of government. It examines the direction and goals of the court system at the trial and appellate levels, and the tensions and challenges inherent in the combination of local and statewide management.

Students will learn that, to be both a fully functioning branch of government and to meet its adjudicative responsibilities, the court system must be ready to respond and adapt to change. Effective court operations require adaptability and proactive management while understanding the governance structures within which the court system and individual courts operate.

Students will study assigned concepts using case studies in specific areas of court operations.



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Courses Overview, cont.

PPA 292: Court Management

Tim Newman, CEO, San Benito County Superior Court

Drawing from the field of public administration, this class explores how management and organizational theory apply to and inform court administration today.

This course draws from business, non-profit, and public sector management theories and practices and examines ways in which they can contribute to improved court administration.

Students will learn the core competency areas of court management, such as human resources, finance, information technology, and case flow management. Students will also learn about general management competencies, such as change management and performance management.



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Courses Overview, cont.

PPA 293: Court Leadership

Teresa Risi, Retired CEO, Monterey County Superior Court

This course analyzes how courts and other judicial branch entities strive to be leadership organizations in a rapidly changing administrative, policy, political and fiscal environment.

Judicial Branch leadership today requires managing significant organizational change, as courts have become increasingly complex institutions requiring greater professionalism. Students will learn what effective leadership looks like in that context.

Students will also have the opportunity to reflect on their own leadership skills and how they can further develop them.



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Courses Overview, cont.

PPA 294: Emerging Issues in Judicial Administration

Jason Galkin, CEO, Riverside County Superior Court

This course examines an array of emerging issues confronting California courts and shaping the Judicial Branch in the 21st century.

Courts are facing ever-increasing pressure, from within the system and outside – for example, from communities, constituents, changing demographics, immigration, the rise of private judging, science, technology, and more attention and visibility – all of which are redefining the way courts do business.

Students will study the key emerging issues today and those that may come in the future, with a focus on how to manage and respond to them.



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Admission Qualifications

Applicants must hold a bachelor's degree (must be awarded before beginning the first course of the program).



A GPA of 3.0 or above for all undergraduate coursework and in the last 60 units is strongly preferred.



Applicants must demonstrate relevant work experience within the Judicial Branch. Employment at an analyst level or above is strongly recommended.



How To Apply

A full application packet must be received by **Thursday, October 22**. In addition to the items below, submit the:
[Judicial Administration Online Application Form](#)

1-page, single-spaced statement of purpose addressing why you are pursuing a Graduate Certificate in Judicial Administration.[†]

1-page, single-spaced response to the following prompt: “What do you think the biggest challenge facing the California Judicial Branch today is, why, and how should it be responded to?”[†]

Unofficial transcripts of all colleges & universities attended
Official transcripts must be submitted after acceptance into the program

2 letters of recommendation (1 from a supervisor or manager & 1 from an individual in a professional or academic position familiar w/ applicant’s work) accompanied by the program’s recommendation form.

Curriculum vitae or résumé demonstrating relevant professional work experience

[†]Use of AI is strictly prohibited

Program Cost & Financial Aid

Tuition & Fees

- \$535 per unit; \$1,605 per course (does not include textbooks or travel)
- \$30 departmental fee (due at registration)
- **\$6,450** Total Cost for 12 units + Application Fee

Financial Aid

- The University does not offer financial aid for this program
- You may wish to check with your employer to see if they offer tuition assistance or reimbursement for this program.
 - *If your employer or another entity is paying the university on your behalf, please contact us to ensure billing is processed correctly.*



Alumni Perspective

What did the JA Program do for me?

Enhanced my knowledge, enthusiasm and esteem for the court system by covering every aspect a court leader will need to be familiar with, from the history and evolution of the court system to new and innovative ways to develop and lead staff.

Taught me how to look at the court from new perspectives and how to use the past, present and future to make educated decisions.

Introduced successful court administrators and other leaders of the Judicial, Legislative and Executive Branches to class sessions; many of whom I am still in contact with today.

Created a collaborative mindset regarding learning, teaching and leading others by having group projects and/or presentations each session.



Alumni Perspective, cont.

What did the JA Program do for me?

Used relevant articles and studies from the past and the present to demonstrate the multiple theories and strategies others use to lead organizations.

Focused on the uniqueness of the Court System and the unusual circumstances that surround the organization because of ever-changing legislation, economies, demographics, etc.

This class is like anything else in life—you get out of it what you put into it!



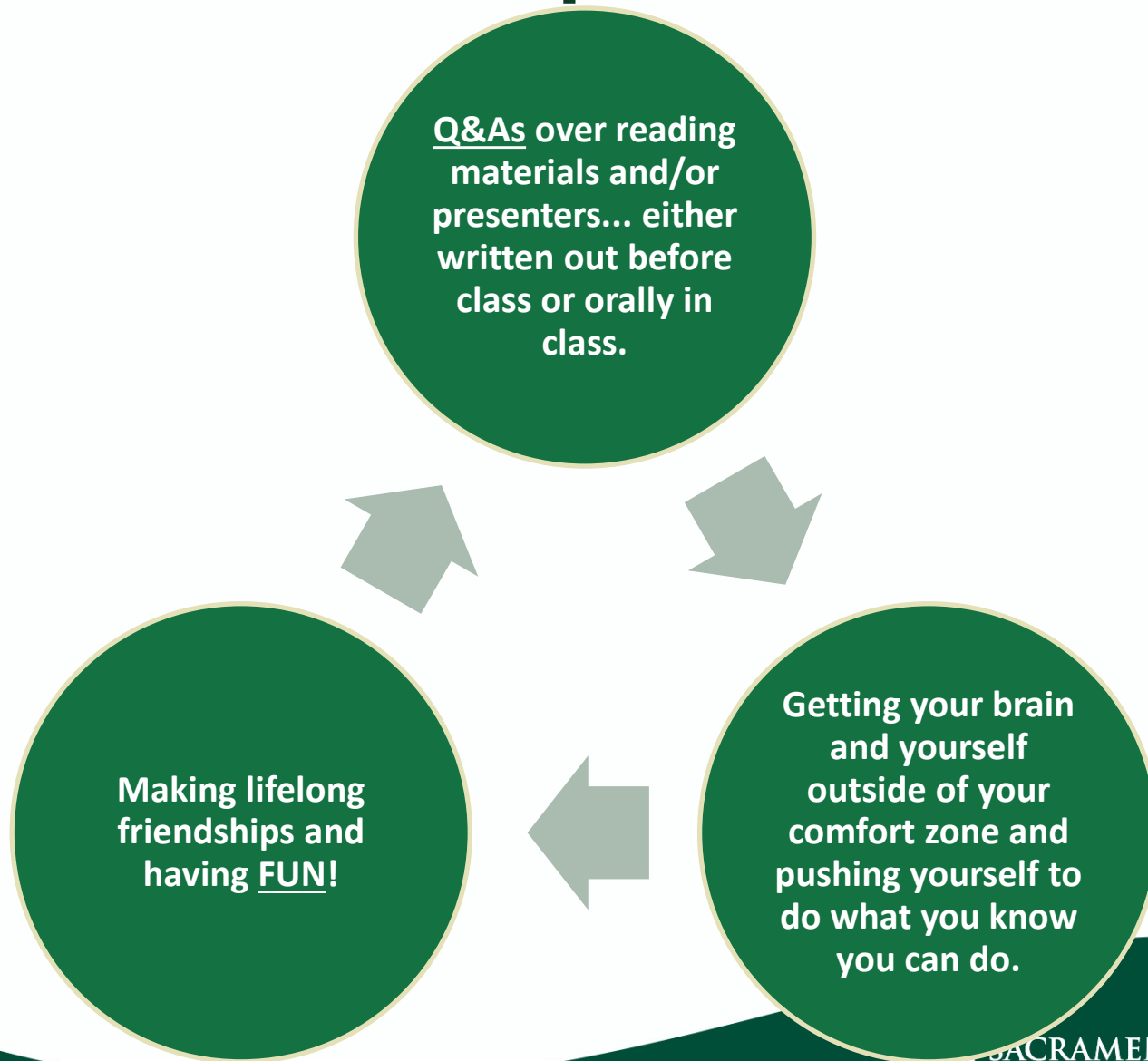
Alumni Perspective, cont.

What took place?

- A LOT of reading... articles, books, journals, periodicals... You name it, we read it.
- Critical thinking... no idea was a bad idea, as long as a valid reason could be given for it.
- Presentations... individual and group, those we prepared for and those that were impromptu.
- Writing papers... no regurgitation of ideas here—linking what you write to ideas, theories, etc.... from the latest reading materials.
- Brainstorming... working together with others to find the best way to solve a problem and following it up with valid reasoning.



Alumni Perspective, cont.



Alumni Perspective, cont.

Personal Rewards

- A successful career in a trial court as a Court Executive Officer.
- Knowing I am doing what I love to do and what I am equipped to do.
- Being in a position to help others to achieve what I have been able to achieve.



Q & A



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Thank you for attending this information session!

<http://cce.csus.edu/ja>

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