**Appellate Judges Education Institute**

**2018 SCHOLARSHIP APPLICATION**

**GENERAL POLICY**

The Appellate Judges Education Institute (AJEI) is a 501(c)(3) non-profit corporation affiliated with the American Bar Association (ABA) Appellate Judges Conference of the ABA’s Judicial Division. AJEI’s mission is to provide high-quality education programs designed and produced by appellate judges, lawyers, and staff attorneys.

AJEI recognizes that some states do not provide financial support for judges and some attorneys do not have resources to attend such programs; therefore, AJEI endeavors to provide partial scholarships for registration, travel, and lodging to a small number of attendees.

**Scholarship:** The registration fee is waived for all judges and practitioners who are awarded a full scholarship.  If requested, up to $400 of travel expenses and one night of lodging expenses may be reimbursed if the recipient is staying at the Atlanta Marriott Marquis, November 8, 9, and 10, 2018. Receipts are required. Lodging may not be awarded to scholarship recipients who live within 30 miles of the Atlanta Marriott Marquis.

**Attendance Requirement:**  AJEI’s use of the Atlanta Marriott Marquis is based on a minimum number of guest rooms being used each night; therefore, to be eligible for scholarship reimbursement for both travel and lodging, scholarship recipients must stay at the Atlanta Marriott Marquis on November 8, 9, and 10, 2018, unless a recipient lives within 30 miles of the Atlanta Marriott Marquis.

**Registration Fee and Deposit:** **Scholarship applicants must submit a $100.00 check deposit with the** **registration form**, which is part of this scholarship application. The deposit will not be cashed and will be returned to the recipient at the Summit registration desk, unless the recipient does not attend the Summit and fails to notify AJEI by October 26, 2018, that he/she will not attend the Summit.

**SCHOLARSHIP APPLICATION PROCESS:**

An applicant must submit:

* A completed scholarship application form (attached),
* A completed scholarship registration form (attached) (**strong preference is given to ABA members; applicants must include their ABA member number on the scholarship application form),** and
* A $100 check deposit. A check payable to the Appellate Judges Education Institute for the deposit must be mailed with the completed forms to the following address:

Appellate Judges Education Institute

c/o Ann Yandian

Duke Law School

210 Science Drive Box 90362

Durham, NC 27708

PLEASE NOTE: If you are paying for other optional items, such as a tour or the CASA dinner, please send a separate check for these items so your $100 check can be returned at the Summit.

**NOTIFICATION OF SCHOLARSHIP AWARD:**

Applicants will be notified about whether or not they have received a scholarship. If a scholarship award is offered, a scholarship reimbursement form will accompany the offer.

**REIMBURSEMENT PROCESS:**

Scholarship recipients should send the completed scholarship reimbursement form by mail to the address above, or by electronic scan/email to: ajei@law.duke.edu after the Summit.

**Receipts must accompany the reimbursement form.**

***AJEI does not reimburse for expenses requested AFTER DECEMBER 15, 2018.***

**Appellate Judges Education Institute**

**2018 SCHOLARSHIP APPLICATION**

***An AJEI registration form must accompany this application.
Registration is subject to the granting of a scholarship.***

Please complete the entire application. If completing by hand, please print legibly.

Name:

Court/Firm:

Mailing Address:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**All Summit announcements will be by email and on the website)**

1. Have you attended a prior AJEI conference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. If yes, did you receive a Scholarship to attend? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Does your court/firm provide funding for you to attend educational conferences? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. If you answered yes to the previous question, how much will your court/firm provide for you to attend the 2018 Summit for each of the following expenses?

 Tuition/Registration: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Travel: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lodging: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Please specify the amount of scholarship award you would need in order to attend. \_\_\_\_\_\_\_\_\_

6. If applicable, how many hours per year do you spend on pro bono appeals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By submitting this application and the $100 check registration deposit, I request funding of expenses to attend the Summit. I understand that the deposit will be refunded if I do not receive a scholarship. I understand that I will forfeit the deposit if I receive a scholarship, do not attend the Summit, and fail to notify the AJEI by October 26, 2018 that I will not attend the Summit. If I do not live within 30 miles of the Atlanta Marriott Marquis, I also understand that receiving a scholarship depends upon my staying at the Atlanta Marriott Marquis on Thursday, November 8, 2018, Friday, November 9, 2018, and Saturday,
November 10, 2018, in accordance with the attached AJEI scholarship policy.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appellate Judges Education Institute**

**2018 SCHOLARSHIP REGISTRATION FORM**

**(Subject to scholarship receipt)**

Please complete all information.

Last Name First Name MI Name Tag

Title/Position Court/Firm

Mailing Address City State Zip

Business Telephone Number Email Address **(All Summit announcements will be by email and on the website)**

I am an ABA Member. My ABA Member # is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration fees include admission to the Summit; the Friday reception at the Center for Civil and Human Rights Museum; Saturday lunch; Saturday night reception, dinner, entertainment, and just desserts; and three breakfasts.**

I plan to attend the Friday night reception

I plan to attend the Saturday night dinner

**REGISTRATION FEES:**

|  |  |  |
| --- | --- | --- |
| **Judges**(Spencer Grimes)**□ ABA Member-$595****□ Non-Member-$645** | **Lawyers**(Including CAL)□ **ABA Private Sector-$695****□ Non-ABA Private Sector-$745****□ ABA Gov. Sector-$595****□ Non-ABA Gov. Sector-$645** | **Staff Attorneys** (Including CASA)□ **ABA Member-$495** □ **Non-Member-$545** |

**TOURS – Friday, November 9 (See website for detailed information). LIMITED NUMBERS FOR EACH TOUR – GUESTS ATTENDING TOURS MUST PURCHASE A TICKET**

|  |  |  |
| --- | --- | --- |
| **College Football Hall of Fame Tour**(0.6 Mile Walk)**□ 2:30-4:30 p.m. - $20.00** | **High Museum of Art Tour (Docent Led)**(MARTA Train)□ **2:30-3:30 p.m. - $20.00** | **Tom Houck Civil Rights Tour**(Pick up at Marriott Marquis; requires some walking; time may run over due to traffic)□ **2:00 to 5:00 p.m. - $55.00** |

 **Thursday night CASA T-Shirt Exchange/Dinner - $55.00**

***Note: Guests requesting CLE credit must register separately for the Summit***

**GUEST INFORMATION – GUESTS ATTENDING TOURS, FRIDAY RECEPTION, SATURDAY DINNER, OR CASA
T-SHIRT EXCHANGE AND DINNER MUST PURCHASE A TICKET FOR THE EVENT**

□ Yes, I am bringing a guest. Guest name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ My guest will be joining me on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tour (include payment in the total).

□ No, I am not bringing a guest.

**GUEST TICKETS TO SUMMIT EVENTS (Friday reception and Saturday dinner are included in the registration fees for the registrant.)**

|  |  |  |
| --- | --- | --- |
| **Friday Reception**(Civil Rights Museum)**□ Friday, 11/9** **6:30-8:30 p.m. - $60.00** | **Saturday Dinner and Entertainment**(Includes Reception and Just Desserts)□ **Saturday, 11/10** **6:15-10:00 p.m.- $135.00** | **CASA T-Shirt Exchange and Dinner**□ **Thursday, 11/8** **7:30-9:30 p.m. - $55.00** |

|  |
| --- |
| **Please list special needs or dietary restrictions:** |

□ Total payment of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is enclosed.

□ Check is enclosed, made payable to:

 **Appellate Judges Education Institute**

 Duke University School of Law

 Attention: Ann Yandian

 210 Science Drive, Box 90362

 Durham, NC 27708

For more information about the Summit, including hotel, please see the website: <https://judicialstudies.duke.edu/ajei/2018-summit/>

**Refund Policy**: Fees will be refunded less a $50 processing charge provided that AJEI receives written notice of cancellation on or before October 26, 2018. **No refunds will be made for cancellations received after October 26, 2018.**

For registration questions, please contact AJEI (AJEI@law.duke.edu).