Taking the Bench:
An Interactive, Online Course for New Administrative Law Judges & Hearing Officers

January 4 - February 5, 2027

Tution: $600

THE NATIONAL JUDICIAL COLLEGE

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The NJC designed this online course to educate administrative adjudicators who have recently been appointed or hired.

As newly elected or appointed administrative adjudicators, the participants will likely have many questions about transitioning from their current jobs to their new roles. Week one focuses on what it means to be an administrative law judge or hearing officer. It also addresses the ethical requirements of transitioning from the bar to the administrative bench.

Week two focuses on what a new administrative adjudicator can expect to experience in their hearing rooms. Week three concentrates on what judges do in their offices that even trial lawyers wouldn't necessarily be aware of. Week four addresses what administrative adjudicators should (and should not) do ethically in both their professional and personal lives

The course is four weeks in length. Participants spend an average of six to eight hours per week on assignments, and to complete the course, they must attend a weekly one-hour web conference. Between weeks two and three, the NJC gives participants a week off to take a break or catch up on assignments.

More info:

www.judges.org

Objectives

- Address issues that ALJs face in transitioning from the bar to the ALJ bench;
- Describe what new ALJs can expect to experience in their hearings;
- Identify how ALJs can prepare for their hearings outside of the hearing room; and
- Recognize ethical issues that ALJs commonly face in their work.

"The written materials were voluminous, but excellent. I printed them out and built a "bench binder" to keep on hand."

- 2025 Course Participant

Established in 1963, the NJC is a nonprofit organization and the only educational institution in the U.S. that teaches judges of all types from across the 50 states, Indian Country and abroad.

Contact Us:
800.255.8343 info@judges.org
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