

HOTEL ACCOMMODATIONS

The Administrative Office of the Courts will provide hotel accommodations and meal reimbursement to attendees whose residence or duty post (whichever is closer to the Academy training facility) is in excess of 45 miles. If you believe you are eligible, provide the information requested below

Duty Post: _____
If different from office address on previous page

Due to the limited availability of space, participants will be expected to share a room
If you request a private room, you will be responsible for the FULL PRICE of the room and any applicable taxes.

A roommate will be assigned to you based on the following information:

Check one: Gender: Male Female

Check one: Smoker: Yes No

Please indicate any roommate preference:

Please indicate any special needs or accommodations that you require:

The AOC will arrange for all hotel accommodations and reservations

Comments/Questions:

RETURN THIS FORM TO:

*Arizona Supreme Court
Education Services Division, Kensley Whitler
1501 W Washington
Phoenix, AZ 85007*

Ph# (602) 452-3007

FAXED FORMS ARE NOT ACCEPTED WITHOUT PRIOR APPROVAL

Training program registration CLOSES 30 (thirty) days prior to the start date of each program-see the published list of programs and deadlines for more information. Confirmation letters will be mailed to registrants within three weeks of the start date of the specific training program in which they are enrolled.

Forms sent in by email MUST BE FOLLOWED UP WITH THE ORIGINAL HARD COPY SENT IN BY MAIL.