

# COURT EMPLOYEE APPRECIATION TOOLKIT



Courts throughout the nation rely on the dedication, professionalism, and service of court employees to ensure the effective administration of justice. To recognize their invaluable contributions, we encourage courts to implement Court Employee Appreciation Week to celebrate and honor court personnel.

By implementing Court Employee Appreciation Week, we aim to:

- Emphasize the value of court employees and their essential role in the justice system.
- Foster a culture of appreciation and recognition within the court system.
- Strengthen public awareness of the dedication and hard work of court employees.

This toolkit provides a variety of appreciation activities and recognition ideas for courts to implement and customize based on their workforce.



**National Association  
for Court Management**

# RECOGNITION ACTIVITIES & THANK-YOU GESTURES

## Tokens of Appreciation

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- Provide appreciation certificates to employees.
- Offer refreshments such as coffee, pastries, or healthy snacks.
- Give small gifts like mugs, pens, or notebooks with an appreciation message.
- Distribute “Proud Court Employee” buttons or badges.
- Provide public transit vouchers or parking privileges for a day.
- Offer a casual dress day as a reward.

## Special Presentations & Events

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- Invite judges or court leadership to personally thank employees.
- Recognize employees who have gone above and beyond their duties.
- Present awards or certificates to employees celebrating work anniversaries.
- Arrange for a proclamation or resolution from local government recognizing Court Employee Appreciation Week.
- Showcase student artwork or letters of appreciation to employees.
- Organize informational booths highlighting court programs and employee achievements.
- Schedule a lunch-hour recognition event or entertainment at the courthouse.
- Coordinate wellness activities, such as mindfulness sessions.

## Public Recognition & Outreach

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- Publish employee spotlights on the court’s website or newsletter.
- Issue a press release acknowledging the contributions of court employees.
- Post social media shoutouts featuring employee testimonials or thank-you messages.
- Encourage judges and attorneys to express appreciation through written messages or in-person acknowledgments.
- Display thank-you banners or posters throughout the courthouse.
- Invite local media to cover employee appreciation events.

## Employee Engagement & Morale-Boosting Activities

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- Organize a team-building event or trivia contest about court history and roles.
- Host a court employee appreciation breakfast or luncheon.
- Offer peer-recognition opportunities where employees can publicly acknowledge colleagues.
- Create a “Wall of Appreciation” where employees can post thank-you notes for each other.
- Arrange for guest speakers or career development workshops.
- Implement a “day in the life” program, where employees shadow different court roles to build cross-department appreciation.



# SAMPLE CERTIFICATE OF APPRECIATION

[Court Name]

## Certificate of Appreciation

LOGO

*Presented to:*

[Employee Name]

In recognition of your dedication, professionalism, and service  
in upholding the mission of the court and ensuring the fair  
administration of justice.

Your contributions are invaluable to our court system and deeply  
appreciated.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Date]

# SAMPLE RESOLUTION

**T**he County/City of *[Insert Name]* is proud to join the *[Court Name]* in honoring the dedicated individuals who serve as court employees in *[Insert County]*.

We extend our sincere appreciation to all court employees for their unwavering commitment to upholding the justice system and ensuring its accessibility to the public. Their dedication, professionalism, and integrity are integral to the fair and effective administration of justice.

In recognizing the outstanding service of court employees, we strive to reinforce public confidence in the justice system, foster a culture of appreciation, and acknowledge the critical role these individuals play in maintaining the rule of law.

*Date:* \_\_\_\_\_ *By:* \_\_\_\_\_

# SAMPLE PRESS RELEASE

FOR IMMEDIATE RELEASE

*[Date]*

Contact: *[Name & Phone Number]*

## **[Court Name] Honors Employees During Court Employee Appreciation Week**

*[City, State]* – The *[Court Name]* is proud to recognize its dedicated employees during Court Employee Appreciation Week, a time to honor those who play an essential role in upholding justice and serving the public.

Throughout the week, the court will host a series of appreciation activities, including *[list activities such as awards, special luncheons, public recognitions]*, to celebrate the contributions of court personnel.

“Court employees are the backbone of the justice system, ensuring our courts run smoothly and efficiently,” said *[Court Leader’s Name]*. “We are grateful for their hard work, professionalism, and dedication to public service.”

The *[Court Name]* encourages the community to join in recognizing and thanking court employees for their invaluable contributions.

For more information, please contact *[Contact Person]* at *[Phone/Email]*.