

ICJE ORIENTATION

Presented by:

Institute of Continuing Judicial Education of Georgia Staff

For ICJE Board Trustees

and

ICJE Constituent Groups



Institute of Continuing Judicial Education of Georgia • University of Georgia • School of Law

SUMMARY OF PRESENTATION

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ICJE HISTORY

ICJE Was Created as the Georgia Judicial College in 1976 and renamed the Institute of Continuing Judicial Education of Georgia in 1979.

The Entities Initially Involved In The Creation Of ICJE Include: (1) the University of Georgia School of Law; (2) the Supreme Court of Georgia; and, (3) the Judicial Council of Georgia.



ICJE SERVES 15 CONSTITUENT GROUPS

- SUPERIOR COURT JUDGES
- SUPERIOR COURT CLERKS
- STATE COURT JUDGES
- SUPERIOR / STATE COURT STAFF ATTORNEYS AND JUDICIAL LAW CLERKS
- PROBATE COURT JUDGES/NON-TRAFFIC
- PROBATE COURT JUDGES/TRAFFIC
- PROBATE COURT CLERKS
- MAGISTRATE COURT JUDGES
- MAGISTRATE COURT CLERKS
- JUVENILE COURT JUDGES
- JUVENILE COURT CLERKS
- MUNICIPAL COURT JUDGES
- MUNICIPAL COURT CLERKS
- COUNCIL OF ACCOUNTABILITY COURTS
- INTERNATIONAL GROUPS



HOW DOES ICJE SERVE CONSTITUENT GROUPS?

- EDUCATIONAL TRAINING EVENTS
- EDUCATIONAL TRAINING RECORDS
- EDUCATIONAL PUBLICATIONS
- EDUCATIONAL APPARATUS MEETINGS
- VENUE DECISIONS
- ADMINISTRATIVE SUPPORT
- FINANCIAL REPORTING
- MONTHLY EMAIL SUMMARY OF EVENTS



SUPERIOR COURT JUDGES – Part I

MANDATED TRAINING:

Active Judges: 12 CJE hrs/CY, Including 1 Ethics/Profess hr (*USCR 43.1 (A)*)

New Judges: New Judge Orientation (*USCR 43.1 (B)*)

Senior Judges: Same As Active Judges (*USCR 43.1 (A)*)

SERVICES PROVIDED BY ICJE:

- (1) Winter Conference; (2) Summer Conference; (3) NJO;
- and, (4) CJE Transcript Repository

FUNDING FOR SERVICES PROVIDED BY ICJE:

\$450.00 per/Judge paid by CSCJ from appropriated funds
Travel Reimbursement paid by CSCJ from appropriated funds



SUPERIOR COURT JUDGES – Part II

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and OCGA §15-6-32*)

EDUCATIONAL APPARATUS:

Mandatory Continuing Judicial Education “MCJE” Committee (*USCR 43.3*)

Hon. Katie Lumsden (Houston Circuit), Co-Chair

Hon. Greg Poole (Cobb Circuit), Co-Chair

REPRESENTATIVES ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 2*):

Hon. Katie Lumsden (Houston Circuit), Co-Chair

Hon. Greg Poole (Cobb Circuit), Co-Chair



SUPERIOR COURT CLERKS – Part I

MANDATED TRAINING*:

Active Clerks: 15 CE hours/CY (*OCGA §15-6-50(c)(3)*)

New Clerks: 40 CE hours/CY (*OCGA §15-6-50(c)(1)*)

** (All Training Is Facilitated By Carl Vinson Inst of Govt – UGA)*

SERVICES PROVIDED BY ICJE*:

Certificates Of Training (*OCGA §15-6-50*)

** (ICJE Does Not Facilitate Training, But It Has A Statutory Duty To Provide Certificates Of Training)*



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SUPERIOR COURT CLERKS – Part II

FUNDING FOR SERVICES PROVIDED BY ICJE:

None. ICJE Provides Certificates Of Training At No Cost To Superior Court Clerks

EDUCATIONAL APPARATUS:

Superior Court Clerks Training Council (*OCGA §15-6-50.1*)

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 2*):

Hon. Kyemeshia T. Gibson (Meriwether County)



STATE COURT JUDGES – Part I

MANDATED TRAINING:

Active Judges: 12 CJE hrs/CY, Including 1 Ethics/Profess hr (*USCR 43.1 (A)*)

New Judges: New Judge Orientation (*USCR 43.1 (B)*)

Senior Judges: Same as active Judges (*USCR 43.1 (A)*)

SERVICES PROVIDED BY ICJE:

- (1) Spring Conference; (2) Fall Conference; (3) NJO;
- (4) Online Seminars; and (5) CJE Transcript Repository



STATE COURT JUDGES – Part II

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per (Amount reviewed each calendar year)

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11 provides, in part: “...the expense...should be paid out of the public funds of such county or municipality ...provided for the operation of the court involved...[.]”*)

EDUCATIONAL APPARATUSES:

(1) **Educational Programs Committee**

Hon. Leslie Abernathy-Maddox (Forsyth County), Co-Chair
Hon. Allison Barnes Salter (Cobb County), Co-Chair

(2) **NJO & Mentoring Committee**

Hon. John Edwards (Lowndes County) Chair
Hon. Susan Edlein (Fulton County), Vice-Chair



STATE COURT JUDGES – Part III

EDUCATIONAL APPARATUSES (Cont):

(3) Mandatory CJE Committee

Hon. Eric Brewton (Cobb County), Chair

Hon. Billy Mullinax (Walker County), Vice-Chair

REPRESENTATIVE ON ICJE BOARD (ICJE By-Laws Art. II; § 1; ¶ 3):

Hon. Allison Barnes Salter (Cobb County)



JUVENILE COURT JUDGES – Part I

MANDATED TRAINING:

Active Judges*: 12 CJE hrs/CY (OCGA §15-11-59(d))

New Judges: New Judge Orientation (UJCR 4.4)

Senior Judges: Same As Active Judges (*Educational Apparatus Policy*)

*(Mandate Includes All Judges Exercising Juvenile Court Jurisdiction, Including Associate Juvenile Court Judges and Senior Juvenile Court Judges. Pro Tempore Juvenile Court Judges, who sit for at least 30 days during a calendar year, in order to serve in the same capacity the following calendar year, must follow the same training mandate. Superior Court Judges Exercising Juvenile Court Jurisdiction May Satisfy Mandate By Participating In CSCJ Training – OCGA §15-11-59(d)).

SERVICES PROVIDED BY ICJE:

- (1) Spring Conference; (2) Fall Conference; (3) NJO (content included in Spring/Fall Conferences)

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Judge (Amount reviewed each calendar year)

CJE Fee/Travel Reimbursement Paid By Governing Authority



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JUVENILE COURT JUDGES – Part II

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and, OCGA §15-11-59(c)*)

EDUCATIONAL APPARATUS:

Education & Certification Committee

Hon. Warner Kennon (Chattahoochee Circuit), Co-Chair

Hon. Bill Bartles (Flint Circuit), Co-Chair

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 4*):

Hon. Bill Bartles (Flint Circuit)



JUVENILE COURT CLERKS – Part I

MANDATED TRAINING:

Active Chief Clerks: 12 CJE hrs/CY (*OCGA § 15-11-65(b) mandates 12 CJE hrs/CY; GAJCC Policy Mandate is that 12 CJE hrs/CY applies only to Chief Clerks and does not apply to Deputy Clerks*)

New Chief Clerks: 20 CJE hrs (*OCGA §15-11-65(a) mandates 20 CJE hrs; GAJCC Policy Mandate is that 20 CJE hrs requirement applies only to Chief Clerks and does not apply to Deputy Clerks*). Note: 20 hours usually obtained as: (1) 12 hours at ICJE facilitated annual conference; (2) 4 hours at Superior Court Clerk Cooperative Authority seminars; and (3) 4 hours “shadowing” an experienced Clerk (GAJCC Policy)

Exceptions: (1) Superior Court Clerks simultaneously serving as Juvenile Court Clerks are not subject to training requirements for Juvenile Court Clerks (OCGA §15-11-65(e)); and, (2) Juvenile Court Clerks Pro Tempore are not subject to training requirements for Juvenile Court Clerks (OCGA §15-11-65(d))

SERVICES PROVIDED BY ICJE:

Annual Conference (12 hours available)



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JUVENILE COURT CLERKS – Part II

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Clerk (Amount reviewed each calendar year)
CJE Fee/Travel Reimbursement Paid By Governing Authority

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures
Of Public Funds (*OCGA §15-1-11; and, OCGA §15-11-65(c)*)

EDUCATIONAL APPARATUS:

Georgia Association of Juvenile Court Clerks (GAJCC)

Hon. Samantha Cannon (Muscogee County), President



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PROBATE COURT JUDGES – Part I

MANDATED TRAINING:

- For Elected Probate Judges (With or Without Traffic Jurisdiction); Full-Time Associate Probate Judges; Part-Time Associate Probate Judges; and, Senior Probate Judges: 12 CJE hrs/CY (*OCGA § 15-9-1.1 (b) mandates training, but does not specify amount of hours; UPCR 14.2 (B) mandates training but does specify amount of hours; PJTC Policy mandates 12 hours per year*)
- For Full-Time Associate Probate Judges With Traffic Jurisdiction (*OCGA §15-9-30*); and, Part-Time Associate Probate Judges With Traffic Jurisdiction (*OCGA §15-9-30*); 9 CJE hrs/CY* as prescribed by PJTC & PJTC Traffic Certificate Program Committee
- For New Elected Probate Judges; and, New Full-Time Associate Probate Judges: (1) NJO; (2) Mentoring; and, (3) Probate Court Judge Certificate Program (*OCGA § 15-9-1.1 (a) mandates NJO; UPCR 14.2 (A) mandates NJO; PJTC Policy mandates completion of mentoring; and, completion of Probate Court Judge Certificate Program*)
- For New Elected Probate Judges With Traffic Jurisdiction; New Full-Time Associate Probate Judges With Traffic Jurisdiction: (1) Probate Traffic NJO; and, (2) Probate Court Judge Traffic Certificate Program (*PJTC and PJTC Traffic Certificate Committee Policy mandates completion of Probate Court Judge Traffic Certificate Program*)



PROBATE COURT JUDGES – Part II

NOTE ON PROBATE/MAGISTRATE STATUS:

Judges Serving As Probate/Magistrates Are Subject To All Pertinent Mandates For Both Probate Court Judges And Also For Magistrate Court Judges

SERVICES PROVIDED BY ICJE:

(1) Spring Probate Conference; (2) Traffic Conference; (3) Fall Conference (in conjunction with COAG); (4) Probate NJO (scheduled based upon election cycles); (5) Probate Traffic NJO (scheduled based upon election cycles); (6) Online Seminars; (7) Administration of Probate Judge Certificate Program; (8) Administration of Probate Judge Traffic Certificate Program; (9) Logistical Assistance with Mentoring Program; and, (10) Update Of Benchbook

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Judge (both Non-Traffic and Traffic Judges) Amounts reviewed each calendar year



PROBATE COURT JUDGES – Part III

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and, OCGA §15-9-1.1 (e)*)

EDUCATIONAL APPARATUSES:

(1) Probate Judges Training Council “PJTC” (*OCGA §15-9-100*)

Hon. Patty Walters Laine (Hall County), Chair

(2) PJTC Traffic Certificate Program Committee (*created by PJTC Policy*)

Hon. Danielle McRae (Upson County), Chair

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 5*):

Hon. Patty Walters Laine (Hall County)



PROBATE COURT CLERKS – Part I

NO MANDATORY TRAINING:

ICJE Facilitates Training For Probate Clerks* As An Accommodation –
There Is No Statutory Mandate; No Uniform Rule; And, No PJTC Policy Mandate
Requiring Annual Training For Probate Court Clerks

*(The Term “Clerks” In This Instance Means Service As A Probate Clerk Only. Note That Georgia Law Provides That Judges Of Probate Courts, By Virtue Of The Office, Are Also Clerks Of Probate Court (*OCGA §15-9-36(a)*)

SERVICES PROVIDED BY ICJE

(1) Trainings: A Two-day Training Is Repeated Three Times, In North, Middle And South Georgia For Travel Convenience. Day One = Licenses, Wills, Estates & Guardianships; Day Two = Traffic; And, (2) Certificates Of Training: ICJE Provides Certificates Evidencing The Completion Of 30 Hours, 60 Hours And 90 Hours Of Cumulative Training



PROBATE COURT CLERKS – Part II

Funding For Services Provided By Icje:

Registration Fee Per Clerk Per Training Event
(Not An Annual CJE Support Fee – Amount Reviewed Each Calendar Year)
Fee/Travel Reimbursement Paid By Governing Authority

Educational Apparatus:

Probate Judges Training Council “PJTC” (OCGA §15-9-100)

Hon. Patty Walters Laine (Hall County), Chair



MAGISTRATE COURT JUDGES – Part I

MANDATED TRAINING:

Certified Magistrates: Minimum 12 hrs/CY, Maximum 20 hrs/CY
(OCGA §15-10-136(2); (OCGA §15-10-137(1))

New Magistrates: Required To Become A Certified Magistrate
(OCGA §15-10-131)

Senior Magistrates: Same As Certified Magistrates
(OCGA §15-10-25; OCGA §15-10-223)

NOTE ON PROBATE/MAGISTRATE STATUS:

Judges Serving As Probate/Magistrates Are Subject To All Pertinent Mandates For Both Probate Court Judges And Also For Magistrate Court Judges



MAGISTRATE COURT JUDGES – Part II

TO BECOME A CERTIFIED MAGISTRATE:

Non-Lawyer Magistrate: (1) Training - 80 hrs specified by MCTC (*OCGA §15-10-137(a)*); and, (2) Mentoring (*OCGA §15-10-137 (b)*)

Lawyer Magistrate: (1) Mentoring (*OCGA §15-10-137 (d)*)

SERVICES PROVIDED BY ICJE:

(1) 40 Hr Crim Basic Cert; (2) 40 Hr Civil Basic Cert; (3) Chief Magistrate Conf; (4) Spring Recert; (5) Fall Recert; (6) Online Seminars; (7) Logistical Assistance with Mentoring Program; and, (8) CJE Transcript Repository

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee/Judge (Amount reviewed each calendar year);

Fee Is Waived For Senior Judges

CJE Fee/Travel Reimbursement Paid By Governing Authority



MAGISTRATE COURT JUDGES – Part III

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11*). Further, *OCGA §15-10-25 (d)* provides, in part: “The reasonable expenses...shall be paid by the county governing authority from county funds.”

EDUCATIONAL APPARATUSES:

(1) Magistrate Court Training Council “MCTC” (*OCGA §15-10-132*)

Hon. Jennifer Lewis (Camden County), Chair

(2) MCTC Curriculum Committee

Hon. Betsey Kidwell (Heard County), Chair

(3) MCTC Mentoring Committee

Hon. Caroline Evans (Barrow County), Chair

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 9*):

Hon. Jennifer Lewis (Camden County)



MAGISTRATE COURT CLERKS – Part I

NO MANDATORY TRAINING:

ICJE Facilitates An Annual Training For Magistrate Court Clerks As An Accommodation
- There Is No Statutory Mandate; No Uniform Rule; And, No Educational Apparatus
Policy Mandate Requiring Annual Training For Magistrate Court Clerks

SERVICES PROVIDED BY ICJE

An Annual Training Conference (12 CJE Hours Available)

FUNDING FOR SERVICES PROVIDED BY ICJE

Annual CJE Support Fee Paid Per Clerk (Amount reviewed each calendar year)
Fee/Travel Reimbursement Paid By Governing Authority



MAGISTRATE COURT CLERKS – Part II

EDUCATIONAL APPARATUS:

Executive Council of the
Council of Magistrate Court Clerks Incorporated
(A Georgia Domestic Nonprofit Corporation)

Hon. Carla Brown (Lee County), President



MUNICIPAL COURT JUDGES – Part I

MANDATED TRAINING:

Certified Municipal Judges: 12 hrs/CY

(OCGA §36-32-27(c))

New Municipal Judges:

Required To Become A Certified Municipal Judge

(OCGA §36-32-27(b))

Senior Judges:

N/A; “Senior Municipal Court Judge” Is Not A Status Recognized By Statutory; Uniform Rule; or Educational Apparatus Policy

TO BECOME A CERTIFIED MUNICIPAL JUDGE:

Training: Complete 20 hrs *(OCGA §36-32-27(b))*



MUNICIPAL COURT JUDGES – Part II

EXEMPTIONS:

THE FOLLOWING ARE EXEMPT FROM TRAINING REQUIREMENTS: (1) Probate Judges; (2) Magistrate Judges; (3) Judges Of Courts Of Record Presiding In Municipal Court (OCGA §36-32-27(d))

SERVICES PROVIDED BY ICJE:

(1) Summer Recert; (2) 20 Hr Certif (in conjunction with Summer Conf); (3) Fall Recert; (4) Online Seminars; (5) Logistical Assistance With Update Of Benchbook

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Judge (Amount reviewed each calendar year)
CJE Fee/Travel Reimbursement Paid By Governing Authority



MUNICIPAL COURT JUDGES – Part III

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §36-32-11(d) provides, in part: “The reasonable costs and expenses of such training shall be paid by the governing authority of the jurisdiction where the judge presides.”*)

EDUCATIONAL APPARATUS:

Municipal Court Training Council “MuCTC” (OCGA §36-32-22)

Hon. Matthew McCord, Chair

Hon. Norman Cuadra, Vice-Chair

REPRESENTATIVE ON ICJE BOARD (ICJE By-Laws Art. II; § 1; ¶ 10):

Hon. Rashida Oliver



MUNICIPAL COURT CLERKS – Part I

MANDATED TRAINING – CHIEF CLERKS:

Active Chief Municipal Clerks: 8 Hrs Recertification Course/CY (*OCGA §36-32-13 (b)(2)*); *Policy Statement Of The Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks Of Municipal Court (6/2010)*)

New Chief Municipal Clerks: 16 Hrs Basic Certification Course (*OCGA §36-32-13 (b)(1)*); *Policy Statement Of The Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks Of Municipal Court (6/2010)*)

NO MANDATED TRAINING – OTHER CLERKS:

ICJE's Annual Training For Chief Municipal Court Clerks Is Also Open To Those Not Serving As Chief Clerks As An Accommodation - There Is No Statutory Mandate; No Uniform Rule; And, No Educational Apparatus Policy Mandate Requiring Annual Training For Those Not Serving As Chief Municipal Court Clerks



MUNICIPAL COURT CLERKS – Part II

SERVICES PROVIDED BY ICJE:

(1) 16 Hr Certification (North Georgia); (2) 16 Hr Certification (South Georgia); (3) 8 Hr Recertification (North Georgia); (4) 8 Hr Recertification (Middle Georgia); (5) 8 Hr Recertification (South Georgia); (6) Spring Online Recertification; (7) Fall Online Recertification

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Clerk (Amount reviewed each calendar year)
CJE Fee/Travel Reimbursement Paid By Governing Authority



MUNICIPAL COURT CLERKS – Part III

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §36-32-13(b)(3) provides, in part: “The reasonable costs and expenses of such training...shall be paid by the governing authority of the municipality from municipal funds.”*)

EDUCATIONAL APPARATUSES:

(1) Municipal Court Training Council “MuCTC” (OCGA §36-32-22)

Hon. Matthew McCord, Chair

(2) Georgia Municipal Court Clerks Council, Inc. “GMCCC”

(A Georgia Domestic Nonprofit Corporation)

Hon. Angela Cochran (City Of Douglasville), President



COUNCIL OF ACCOUNTABILITY CTS – Part I

ACCOUNTABILITY COURTS:

"Accountability court" means a superior, state, or juvenile court that has a drug court division, mental health court division, veterans court division, or operating under the influence court division or a juvenile court that has a family treatment court division."
(OCGA §15-1-18)

STANDARDS AND CERTIFICATION:

The Standards And Certification Committee Of The Council Of Accountability Court Judges Promulgates The Applicable Regulatory Requirements For Accountability Courts.

SERVICES PROVIDED BY ICJE:

Logistical Assistance With: (1) NJO; and, (2) Annual Conference



COUNCIL OF ACCOUNTABILITY CTS – Part II

FUNDING FOR SERVICES PROVIDED BY ICJE:

CACJ Pays Fees To ICJE For Services Provided Pertaining To NJO and Annual Conference. A Memorandums Of Understanding (“MOU”) Between ICJE and CACJ For NJO And For Annual Conference Provides Scope Of Work Provided; Respective Responsibilities; Costs Of Services Provided And Other Logistics.

EDUCATIONAL APPARATUS:

Council Of Accountability Court Judges (*OCGA § 15-1-18 (b)*)

Hon. Kathy Gosselin (Northeastern Circuit), President

NOTE ON ATTENDANCE:

The CACJ Annual Conference Is The Largest Event Facilitated By ICJE (2019 Attendance = 1,199). When ICJE Began Facilitating CACJ Events In 2016, The Total Number Of Individuals Served By ICJE Increased By 40% Annually.



OTHER ICJE CONSTITUENTS

INTERNATIONAL GROUPS:

ICJE Staff Co-Facilitates Conferences For Brazilian Judges With UGA Dean Rusk Center For International Law. Funding For The Conference Is Paid By The Brazilian Judges. The Conference Is Scheduled At Intervals, With The Most Recent Conference The Month of December 2019.

ICJE Staff Also Facilitates Educational Presentations To Other Visiting International Judicial Groups. There Is Typically No Cost Associated With These Informational Briefings.



EDUCATIONAL PROGRAMMING FOR CY 2022

43 Total Educational Events* / **122** Days Of Programming
(Seminar Programming = 47% Of Business Days In CY 2022)

* (All Scheduled Events Subject To Rescheduling/Restructuring due to COVID)



ICJE GOVERNANCE – BOARD MEMBERSHIP

SUPREME COURT LIAISON

1 Supreme Court Justice – Liaison To ICJE Board (*ICJE By-Laws Art. II; § 5*)

MEMBERS

1 Judge From Court of Appeals (*ICJE By-Laws Art. II; § 1; ¶ 1*)

2 Judges From Superior Courts (*ICJE By-Laws Art. II; § 1; ¶ 2*)

1 Judge From State Courts (*ICJE By-Laws Art. II; § 1; ¶ 3*)

1 Judge From Juvenile Courts (*ICJE By-Laws Art. II; § 1; ¶ 4*)

1 Judge From Probate Courts (*ICJE By-Laws Art. II; § 1; ¶ 5*)

1 Member Appointed By State Bar Of Georgia (*ICJE By-Laws Art. II; § 1; ¶ 6*)

1 Member Appointed By Judicial Council Of Ga (*ICJE By-Laws Art. II; § 1; ¶ 7*)

1 Member Appointed By Superior Ct Clerks (*ICJE By-Laws Art. II; § 1; ¶ 8*)



ICJE GOVERNANCE – BOARD MEMBERSHIP

MEMBERS – CONT.

1 Judge From Magistrate Courts (*ICJE By-Laws Art. II; § 1; ¶ 9*)

1 Judge From Municipal Courts (*ICJE By-Laws Art. II; § 1; ¶ 10*)

EX-OFFICIO MEMBERS:

Immediate Past Chair Of ICJE Board (*ICJE By-Laws Art. II; § 1; ¶ 11*)

Immediate Past Chair Of ICLE Board (*ICJE By-Laws Art. II; § 1; ¶ 12*)

Dean, University of Georgia Law School (*ICJE By-Laws Art. II; § 1; ¶ 13*)

Dean, Emory University Law School (*ICJE By-Laws Art. II; § 1; ¶ 14*)

Dean, Mercer University Law School (*ICJE By-Laws Art. II; § 1; ¶ 15*)

Dean, Georgia State University Law School (*ICJE By-Laws Art. II; § 1; ¶ 16*)

Dean, Atlanta’s John Marshall Law School (*ICJE By-Laws Art. II; § 1; ¶ 17*)



ICJE BOARD MEETINGS – Part I

MINIMUM 4 MEETINGS PER CALENDAR YEAR

(ICJE By-Laws Art. V Meetings)

EXECUTIVE COMMITTEE

(ICJE By-Laws Art. VI; § 1)

The Executive Committee Includes:

Chair: Hon. Katie Lumsden

Vice-Chair: Dean Bo Rutledge

Secretary-Treasurer: Hon. Bill Bartles

MEETINGS

7 Board Members Constitute A Quorum

(ICJE By-Laws Art. V; § 2)



ICJE BOARD MEETINGS – Part II

TRADITIONAL FORMAT OF MEETINGS

WINTER ICJE BOARD MEETING: Held In Conjunction With CSCJ Winter Conference; Includes: (1) Review Of Evaluations For Training Held In Last Quarter Of Previous Calendar Year

SPRING ICJE BOARD MEETING: Held In Conjunction With State Bar Of Georgia Board Of Governors Spring Meeting; Includes: (1) Review Of Evaluations For Training Held In First Quarter Of Previous Calendar Year

SUMMER (OR ANNUAL) MEETING: Includes: (1) Review Of Evaluations For Training Held In Second Quarter Of Previous Calendar Year; (2) Consideration Of Fiscal Year Budget; and, (3) Nomination/Election Of ICJE Board Officers

FALL MEETING: Held In Conjunction With State Bar Of Georgia Board Of Governors Fall Meeting If Located In Georgia, If Not, Held At Alternate Time/Location; Includes: (1) Review Of Evaluations For Training Held In Third Quarter Of Previous Calendar Year; (2) Consideration Of Comprehensive Calendar Year Training Schedule



ICJE BOARD MEETINGS – Part III

FISCAL YEAR CONSOLIDATED ATTENDANCE STATISTICS

Every ICJE Board Meeting Contains Updated Consolidated Attendance Statistics Consisting Of Fiscal Year “Continuing Education Units” (“CEUs”).

This Information, Required To Be Updated And Reported On A Quarterly Basis To The Board Of Regents, Provides The Mechanism For Collecting Data Both For Fiscal Year Activity And For The State Budgeting Process.

The Calculation Formula Is (Number Of Participants) x (Hours Of Instruction) = Total CEUs.
The Overall Goal For ICJE Is 50,000 CEU’s Per Fiscal Year.

ICJE Surpassed The 50,000 CEU Goal For The Most Recent Fiscal Year, Delivering A Total Of 66,559 CEUs For ICJE Constituents During FY 2021.



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ICJE BOARD MEETINGS – Part IV

AGENDA MEETING PACKETS

ICJE Staff Provides Electronic Copies Of The ICJE Board Agenda Packet To All ICJE Board Members At Least One Week In Advance Of ICJE Board Meetings. The Agenda Packet Includes Travel Reimbursement Information For Meeting Attendance.

ICJE STAFF CONTACT FOR BOARD MEMBERS:

The Primary ICJE Staff Point Of Contact On ICJE Board Issues For ICJE Board Members Is Ms. Lynne Moore Nelson, ICJE Executive Director. Phone 706.369.5793 or lynnemoore.nelson@uga.edu.



ICJE LOGISTICS/FINANCES – PART I

ICJE AND UGA: Since ICJE Inception, ICJE Staff Have Been Employees Of The University Of Georgia For Purposes Of Compensation, Fringe Benefits (Including, But Not Limited To, Health Insurance, Life Insurance, And A Defined Benefit Retirement Plan – The Teachers Retirement System Of Georgia), Job Classification And Advancement, Training And Education, Along With Other Personnel Services. ICJE Staff Are Subject To All Policies Applicable To University Of Georgia System Employees.

MEMORANDUM OF AGREEMENT: A Memorandum Of Agreement (“Agreement”) Between The University System/UGA Law School, And ICJE Of Georgia, Provides The Framework For The Organizational Collaboration.

4% INDIRECT COST FEE: The Agreement Provides That The University Assesses A Facilities And Administration Fee Of 4% Of Personnel Expenses For Its Participation In And Management Of The Collaborative Agreement. Specifically, This Arrangement Is Evidenced By An Annual “Contract For Administrative Services” Approved Through The Office Of Sponsored Programs Of UGA.



ICJE LOGISTICS/FINANCES – PART II

ICJE EMPLOYEES ABIDE BY: The Budgeting, Procurement And Expenditure Control, Contracting And Payment, Rules And Policies Of The Georgia Judicial Branch And The Georgia Department Of Audits And Accounts, When Employing Funds Accessed By ICJE Through Judicial Branch Agencies And Departments Or Contracts And Grants For Directly Implementing Educational Projects.

ACCOUNTING STANDARD: Financial Statements Prepared And Presented On Behalf Of The Institute Of Continuing Judicial Education Of Georgia (“ICJE”) Comply With Generally Accepted Governmental Accounting Principles (“G-GAP”). Generally Accepted Governmental Accounting Principles Are Promulgated By The Governmental Accounting Standards Board (GASB).

SOURCES OF REVENUE: ICJE Operations Can Currently Be Funded By Four Revenue Sources: (1) Appropriations From The State Of Georgia (Appropriated On A Fiscal Year); (2) Continuing Judicial Education Support Fees (Categorized As “Other Funds” Pursuant To G-GAP; Assessed On A Calendar Year); (3) Grants (Primarily From Federal Sources, Mostly On Fiscal Year Reporting Cycle); And (4) Fees For Contracted Services (e.g. - International Programs; CACJ). For Purposes Of Financial Reporting, The Separate Types Of Fund Sources Have To Be Managed Differently.



ICJE LOGISTICS/FINANCES – PART III

ICJE USE OF APPROPRIATED FUNDS: Regarding ICJE’s Revenue Source Of **State Appropriations** Specifically, Financial Reports Examining ICJE Are Found In The “State Of Georgia Budgetary Compliance Report” Published For Each Fiscal Year By The State Accounting Office. (Available At [Http://Sao.Georgia.Gov/](http://Sao.Georgia.Gov/)) The Line Item For “Institute Of Continuing Judicial Education” Is Found Within The Section “Judicial Council”.

ICJE USE OF CJE SUPPORT FEES: Regarding ICJE’s Revenue Source Of **Educational Fees And/Or Grants Specifically,** Financial Reports Examining ICJE, Entitled “Federal And Other Funds Analysis”, Are Generated By The Administrative Office Of The Courts, Finance Division. The Direct Contact For This Information Is Ms. Maleia Wilson, AOC Chief Financial Officer, Maleia.Wilson@georgiacourts.Gov, Or 404-656-6404.



ICJE LOGISTICS/FINANCES – PART IV

AUDIT BY UGA INTERNAL AUDIT DIVISION:

As Is Customary For Any UGA Unit, ICJE Is Subject To Random Audits By The UGA Internal Audit Division. The Most Recent Internal Audit Report Was For the Twelve Months Ending July 31, 2008

MONTHLY FINANCIAL REPORTS

Monthly financial reports are emailed to ICJE Board Members and Leadership of ICJE Constituent Groups Throughout Each Fiscal Year

QUESTIONS?

Any Additional ICJE Operational Or Financial Information Will Promptly Be Made Available Upon Request. We Appreciate Your Continued Partnership And Collaboration As We Work Together For Georgia's Judiciary



ICJE POINTS OF CONTACT

CONSTITUENT GROUPS	ICJE STAFF	OFFICE NUMBER	EMAIL ADDRESS
<p>Superior Court Judges State Court Judges Magistrate Court Judges Magistrate Court Clerks Judicial Staff Attorneys</p>	<p>Lindsey Colley Event Coordinator & Thomas Erwin Event Planner</p>	<p>706-369-5813</p> <p>706-369-5809</p>	<p>lcolley@uga.edu</p> <p>terwin21@uga.edu</p>
<p>Probate Court Judges/Non-Traffic Probate Court Judges/Traffic Municipal Court Judges Municipal Court Clerks Accountability Court Judges</p>	<p>Laura Kathryne Hogan Event Coordinator & Casey Semple Event Planner</p>	<p>706-369-5836</p> <p>706-369-5807</p>	<p>lk Hogan@uga.edu</p> <p>csemple@uga.edu</p>



ICJE POINTS OF CONTACT

CONSTITUENT GROUPS	ICJE STAFF	OFFICE NUMBER	EMAIL ADDRESS
General Office Operations Business/Financial	Emily Rashidi Business Operations Manager	706-369-5842	emily.rashidi@uga.edu
Multi-Class Live & Online Superior Court Clerks Juvenile Court Judges Juvenile Court Clerks Probate Court Clerks International Judicial Groups	Susan Mason Electronic Media/Event Coordinator	706-369-5809	Susan.mason@uga.edu
ICJE Executive Director	Lynne Moore Nelson, Esq.	706-369-5793	LynneMoore.Nelson@uga.edu



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CONTINUING EDUCATION FOR ICJE STAFF

ACLEA

ACLEA Is The “Association Of Continuing Legal Education Administrators”. The ICJE Executive Director Is Active In This Organization.

NASJE

NASJE Is The “National Association Of State Judicial Educators”. The ICJE Executive Director Is Active In This Organization.

Continued Participation In These Organizations Allows ICJE Staff To Monitor Best Practices; Identify Future Trends; Provide Fresh Programming Ideas; And Identify Grant Funding Opportunities.



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YOUR INVITATION TO VISIT ICJE

ICJE Constituents Are Cordially Invited To Visit The ICJE Staff
When Traveling In Athens. Please Feel Free To Drop By.

**ICJE Office Location:
1150 S. Milledge Avenue (Near 5 Points)
Athens, Georgia 30605**

ICJE Was Housed At UGA Law School From 1979 Until 2008.
The Current 5-Points Location Has Been Rented Since 2008 –
A Portion Of Annual Appropriated Funds Are Designated
For Usage Toward Rental Expenses



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ICJE ORIENTATION

**END OF PRESENTATION
THANK YOU FOR VIEWING**



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