

FAQs For  
**JUVENILE COURT CLERKS**

**CJE MANDATE FOR EXPERIENCED CLERKS - FAQs**

**FAQ # 1 – EXPERIENCED CLERKS/MANDATE:** I am an Experienced Juvenile Court Clerk; is the CJE Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same. There are no changes in CJE requirements for the new calendar year. OCGA § 15-11-65 (b) still requires Juvenile Court Clerks to obtain 12 CJE Hours per calendar year.

*The Next Steps: (1) register for your Annual Training using the registration form; and, (2) mail the form and check to ICJE using the address shown on the form. The 2022 Annual CJE Support Fee is \$150.00. Online registration and payment are not available.*

**CJE MANDATE FOR NEW CLERKS - FAQs**

**FAQ # 2 – NEW CLERKS/MANDATE:** I am a New Juvenile Court Chief Clerk. What is the CJE Mandate for New Juvenile Court Chief Clerks?

**ANSWER:** In summary, OCGA § 15-11-65 (a) requires that you "...shall satisfactorily complete 20 hours of training in the performance of a clerk of the juvenile court...". The Executive Board of the Georgia Association of Juvenile Court Clerks (GAJCC) interprets "a clerk of the juvenile court..." to mean Chief Clerk.

Here are more specific details:

**(A) Attendance at the Annual Training Seminar, for 12 CJE hours, can be used toward the 20-hour New Juvenile Court Chief Clerk training requirement.** The Annual Seminar will provide 12 CJE hours and the remainder should be earned in one or more of the following ways shown in Items (B) and/or (C) below.

*The Next Steps: (1) register for your Annual Training using the registration form; and, (2) mail the form and check to ICJE using the address shown on the form. The 2022 Annual CJE Support Fee is \$150.00. Online registration and payment are not available.*

**(B) A Minimum of 4 CJE Hours or Up to 8 CJE Hours can be obtained by visiting a neighboring Juvenile Court and observing a seasoned Juvenile Court Clerk performing daily duties.** A summary of your experience and verification from the other Court (a signed letter by the seasoned Chief Clerk) must be submitted to ICJE via mail, along with the completed New Clerks forms, upon completion.

*Please note that it is up to your office to schedule this participation, the ICJE staff does not facilitate this activity; however, it is also up to you to report these hours to ICJE via the 'New Juvenile Court Clerks' Activity Form' (distributed with the Annual Sign-Up Packet).*

(C) A Maximum of 4 CJE Hours may be obtained through completion of one or more of the following Credible Trainings: GSCCCA Fines & Fees Training (*for more information, contact Rachel Rice, [Rachel.Rice@gsccca.org](mailto:Rachel.Rice@gsccca.org)*), JDEX Training, JCATS Training, and/or Attendance at the GAJCC Fall Business Meeting. Verification of completion must be submitted to ICJE via mail along with the completed New Clerks form.

*Please note that it is up to your office to schedule this participation, the ICJE staff does not facilitate this activity; however, it is also up to you to report these hours to ICJE via the 'New Juvenile Court Clerks' Activity Form' (distributed with the Annual Sign-Up Packet).*

**FAQ # 3 – NEW CLERKS/TIME REQUIREMENT:** I am a New Chief Clerk. How long do I have to complete the training for New Chief Clerks?

**ANSWER:** OCGA § 15-11-65 (a) requires that you “...shall satisfactorily complete 20 hours of training in the performance of a clerk of the juvenile court within 12 months following such appointment of the first performance of such duties.”

## FOR JUVENILE COURT CLERKS PRO TEMPORE - FAQs

**FAQ # 4 – PRO TEMPORE CLERK/MANDATE:** I am a Juvenile Court Clerk Pro Tempore. What is the CJE Mandate for Juvenile Court Clerks Pro Tempore?

**ANSWER:** None; you have no training requirements. OCGA § 15-11-65 (d) provides that a “...clerk pro tempore shall not be required to meet the training requirements for performing the clerk’s duties.”

## ALSO SERVING AS SUPERIOR COURT CLERK - FAQ

**FAQ # 5 – SIMULTANEOUS SERVICE AS SUPERIOR COURT CLERK:** I am serving as a Superior Court Clerk, and simultaneously performing the duties of a Juvenile Court Clerk. Am I exempt from the training required for Juvenile Court Clerks?

**ANSWER:** Yes, OCGA § 15-11-65 (e) provides that you are exempt from training requirements that otherwise apply to Juvenile Court Clerks.

## CONFIRMATION OF YOUR REGISTRATION - FAQ

**FAQ # 6 – WHERE IS MY CONFIRMATION EMAIL?** Why haven’t I received my email confirmation of the courses I registered for?

**ANSWER:** (1) Have you checked your spam folder? Some email servers categorize emails sent from the ICJE Event Management software as spam. (2) Have you added the ICJE Staff to your email contacts to ensure delivery?

ICJE Points of Contact			
Constituent Groups	ICJE Staff	Office Number	Email Address
Superior Court Judges State Court Judges Magistrate Court Judges Magistrate Court Clerks Judicial Staff Attorneys	Lindsey Colley Event Coordinator	706-369-5813	<a href="mailto:icolley@uga.edu">icolley@uga.edu</a>
Probate Court Judges Probate Court Judges/Traffic Jurisdiction Municipal Court Judges Municipal Court Clerks Accountability Court Judges	Thomas Erwin Event Planner	706-369-5809	<a href="mailto:terwin21@uga.edu">terwin21@uga.edu</a>
	Laura Kathryne Hogan Event Coordinator	706-369-5836	<a href="mailto:lk Hogan@uga.edu">lk Hogan@uga.edu</a>
	Casey Semple Event Planner	706-369-5807	<a href="mailto:csemples@uga.edu">csemples@uga.edu</a>
Office Manager Financials	Emily Rashidi Business Operations Manager	706-369-5842	<a href="mailto:Emily.rashidi@uga.edu">Emily.rashidi@uga.edu</a>
Multi-Class Live & Online Superior Court Clerks Juvenile Court Judges Juvenile Court Clerks Probate Court Clerks International Groups USCR 43.6	Susan Mason Electronic Media/Event Coordinator	706-369-5818	<a href="mailto:Susan.mason@uga.edu">Susan.mason@uga.edu</a>

(3) Completed Registration Forms are processed as promptly as possible; to check on the status of your form, contact Mrs. Susan Mason, Event Coordinator, at [susan.mason@uga.edu](mailto:susan.mason@uga.edu) or 706-369-5818.

## COVID - FAQs

**FAQ # 7 – PROGRAM CHANGES/IMPACT OF COVID:** What impact will COVID have on the training opportunities this calendar year?

**ANSWER:** ICJE staff anticipates that COVID will continue to impact the format of ICJE-facilitated training. As noted on the registration form, the program delivery format of every event is subject to change due to COVID. At this time, your Annual Seminar is scheduled to occur as noted at the dates and location shown on the registration form.

**FAQ # 8 – PROGRAM CHANGES/COMMUNICATION:** Who decides if a scheduled event is changed due to COVID, and how will I find out?

**ANSWER:** Both ICJE and your group's leadership, the Executive Board of the Georgia Association of Juvenile Court Clerks, collaborate on any decisions regarding schedule changes. Full logistical information is emailed to you as promptly as possible after any decision. The same successful practice will be followed during this calendar year.

## CHECKING YOUR CJE TRANSCRIPT STATUS - FAQs

**FAQ # 9 – CERTIFICATION OF CJE HOURS REQUIREMENT:** How do I prove what CJE hours I participate in?

**ANSWER:** By signing and returning an Attendance Form provided by ICJE. Every ICJE-facilitated course will include the provision of an “Attendance Form”. You complete the form, sign it, and return it to ICJE. Upon receipt of Attendance Forms, ICJE will update clerks’ records and generate Certificates of Attendance for Chief Clerks, who have satisfied their annual 12 CJE Hour requirement. The Certificates will be distributed via mail post event.

**FAQ # 10 – CJE TRANSCRIPT REPOSITORY:** Who maintains the transcript of my CJE hours?

**ANSWER:** ICJE is the official repository of Juvenile Court Clerks’ CJE Transcripts.

**FAQ # 11 – CJE TRANSCRIPT STATUS:** How can I check my CJE status?

**ANSWER:** You may check your CJE status by contacting Mrs. Susan Mason, Event Coordinator, at [susan.mason@uga.edu](mailto:susan.mason@uga.edu) or 706-369-5818.

**FAQ # 12 – ERROR OR AN OMISSION ON CJE TRANSCRIPT:** There is an error or an omission on my CJE transcript, who do I contact?

**ANSWER:** You may contact Mrs. Susan Mason, Event Coordinator, at [susan.mason@uga.edu](mailto:susan.mason@uga.edu) or 706-369-5818.

## **CJE AGENDA CONTENT - FAQs**

**FAQ # 13 – AGENDA PLANNING:** Who plans the agendas and topics for CJE events?

**ANSWER:** Your colleagues in the Georgia Association of Juvenile Court Clerks (“GAJCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All agendas are planned in collaboration with ICJE staff, and they are also routed through the leadership of GAJCC, as well.

**FAQ # 14 – IDEA FOR FUTURE AGENDA:** I have a suggested topic for a future seminar – who should I contact?

**ANSWER:** Forward your suggestions to your ICJE Point of Contact, and also to your GAJCC leadership. Furthermore, you may feel free to note any potential topic suggestions for future conference agendas in the “General Comments” section of the ICJE Post-Conference Surveys.

## **CJE PRESENTERS - FAQs**

**FAQ # 15 – PRESENTERS:** Who chooses the speakers/presenters for the CJE events?

**ANSWER:** Your colleagues in the Georgia Association of Juvenile Court Clerks (“GAJCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All presenters are scheduled in collaboration with ICJE staff, and they are also routed through the leadership of GAJCC, as well.

**FAQ # 16 – FUTURE PRESENTER:** I would like to volunteer to be a presenter for a future seminar; and/or I have a suggestion for an excellent presenter for a future seminar – who should I contact?

**ANSWER:** Forward your suggestions to your ICJE Point of Contact, and also to your GAJCC leadership. Furthermore, you may feel free to note any potential speaker suggestions for future conference agendas in the “General Comments” section of the ICJE Post-Conference Surveys.

## **CJE VENUES - FAQ**

**FAQ # 17 – LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site training events?

**ANSWER:** Your colleagues in the Georgia Association of Juvenile Court Clerks (“GAJCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are routed through your GAJCC leadership. In order to ensure availability and the best possible pricing, venues are chosen and contracted well in advance.

## **COSTS OF PARTICIPATION IN CJE TRAINING - FAQ**

**FAQ # 18 – COSTS OF PARTICIPATION IN EDUCATIONAL PROGRAMS:** Is there any Georgia Law that I can cite to the governing authority of my jurisdiction regarding authorization of expenses incurred for participating in educational programs?

**ANSWER:** Yes, OCGA § 15-11-65 (c) “Training requirements for juvenile court clerks” provides, in part: “...All reasonable expenses of such training including, but not limited to, any tuition...shall be paid from county funds by the governing authority of the county for which the person serves as a clerk of the juvenile court....”

## **NON-COMPLIANCE WITH CJE MANDATES - FAQ**

**FAQ # 19 – NON-COMPLIANCE:** What happens when a Juvenile Court Chief Clerk fails to meet the requisite CJE mandates?

**ANSWER:** The GAJCC has customarily handled noncompliance in the following manner: (1) Confirmed the CJE Status of the Clerk with ICJE; and, (2) If CJE noncompliance is represented by ICJE records, then report the CJE noncompliance to: (a) The Clerk who is noncompliant; and, to (b) the Chief Judge of the Court in that jurisdiction exercising Juvenile Court jurisdiction. At that point in time, any further action is up to the Chief Judge’s discretion.

## **HARDSHIP REQUEST & CJE MANDATES - FAQ**

**FAQ # 20 – HARDSHIP REQUEST & CJE REQUIREMENTS:** May I make a hardship request regarding compliance with the CJE requirements?

**ANSWER:** Yes. Place your request in writing and submit to ICJE. ICJE will forward this request to the current GAJCC leadership for their review. The criteria for considering hardship requests is up to the GAJCC leadership.

## **MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs**

**FAQ # 21 – WHY FEES ARE NECESSARY:** Why do ICJE constituent groups have to pay annual CJE Support Fees to ICJE?

**ANSWER:** Revenues from CJE Support Fees paid by ICJE Constituents pays for the educational programming for those ICJE Constituents. The funds appropriated to ICJE in the State of Georgia budget are not sufficient to cover: (1) the entire cost of ICJE administrative/overhead operations; nor, (2) the costs of facilitating educational programming for the constituent groups served by ICJE.

**FAQ # 22 – WHO DETERMINES THE FEES:** Who sets the amounts of the annual CJE Support Fees?

**ANSWER:** The ICJE Board of Trustees, in collaboration with the leadership of all ICJE constituent groups. The annual CJE Support Fees are reviewed every year in a collaborative process. The ICJE staff calculates the revenues received, minus the expenditures paid, and the resulting fund balance (whether positive or negative).

**FAQ # 23 – ICJE AS A NON-PROFIT ENTITY:** What is ICJE's Profit Margin?"

**ANSWER:** On occasion, ICJE staff has been asked by constituent group representatives, "What is your profit margin?". The answer is that ICJE, as a state judicial branch agency, is not a "for-profit" entity. From an accounting standpoint, the term "profit margin" does not apply to ICJE. "Profit margin" is used to describe a for-profit company's income, after direct expenses to market or manufacture a product or service, and before deducting administrative costs. "Profit Margin" (or "Gross Profit", which is the actual term found on the financial statements of for-profit entities) is not a term found on the financial statements of a not-for-profit organization.

**FAQ # 24 – OVERSIGHT/FINANCIAL REPORTING:** Describe the financial oversight of ICJE, the recipient of annual CJE support fees?

**ANSWER:** ICJE is governed by a Board of Trustees, comprised of representatives of all ICJE constituent groups. Monthly financial reports are provided to all Board members and also to all constituent group leaders by the ICJE staff. Additionally, financial spreadsheets showing the cost of each educational programming event are provided to all Board members and constituent group leaders as soon as practicable after each event.

## **GENERAL INFORMATION ABOUT ICJE - FAQ**

**FAQ # 25 – ABOUT ICJE:** What is “ICJE”?

**ANSWER:** Established in 1978 by Order of the Supreme Court of Georgia, the Institute of Continuing Judicial Education (“ICJE”) is a professional education consortium of the Georgia Judicial Branch, the State Bar of Georgia, and Georgia’s ABA accredited law schools: Emory University School of Law; Georgia State University College of Law; Mercer University School of Law; the University of Georgia School of Law; and, Atlanta’s John Marshall Law School.

## **FOR MORE INFORMATION**

**FAQ # 26 – FOR MORE INFORMATION:** I have a question that has not been answered, who can I contact?

**ANSWER:** As always, you can contact Mrs. Susan Mason, Event Coordinator, at [susan.mason@uga.edu](mailto:susan.mason@uga.edu) or 706-369-5818.

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