

FAQs For  
**MAGISTRATE COURT JUDGES**

**FOR EXPERIENCED JUDGES - FAQs**

**FAQ # 1 – EXPERIENCED JUDGES/MANDATE:** I am an Experienced Magistrate Court Judge, is the CJ E Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same. There are no changes in CJ E requirements for the new calendar year. OCGA § 15-10-25; and, OCGA § 15-10-137 (c) (1), still require Magistrate Court Judges to complete training; and, OCGA § 15-10-136 (2) still requires "not less than 12 nor more than 20 hours...in a calendar year."

*The Next Steps: (1) register for the trainings of your choice using the registration form; and, (2) mail the form along with a check for the CJ E support fee to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available.*

**FOR NON-ATTORNEY/NEW JUDGES - FAQs**

*NOTE: Georgia Law provides that the CJ E mandates for Non-Attorney New Magistrate Judges are different from the CJ E mandates for Attorney New Magistrate Judges.*

**FAQ # 2 – NON-ATTORNEYS WHO ARE NEW JUDGES/MANDATE:** I am a Non-Attorney who is a New Magistrate Court Judge. What is the CJ E Mandate for Non-Attorneys who are New Magistrate Court Judges?

**ANSWER:** A Non-Attorney who is a New Magistrate Judge is required by statute to become a "Certified Magistrate" - OCGA § 15-10-131. You become a "Certified Magistrate" by completing both: (A) CJ E Training; and, (B) Mentoring. The specific requirements are:

a. **80 Hours of Training** specified by Magistrate Court Training Council ("MCTC") during the first two years after becoming a Magistrate. OCGA § 15-10-137 (a);

and,

b. **The Mentoring Program** specified by MCTC during the initial year of service as a Magistrate. OCGA § 15-10-137 (b).

*Your Next Steps To Complete 80 Hours of Training: (1) register for the 40 Hour Criminal Basic Certification, using the registration form; and (2) Register for the 40 Hour Civil Basic Certification, using the registration form; and, (3) mail the form along with a check for the CJ E support fee to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available.*

*Your Next Steps To Complete Mentoring: Once ICJE receives notification of a new Judge through the AOC, a Mentor Request form will be emailed to you. Please fill this form out and return it to the Chair of the Mentoring Committee located on the form. A Mentor will be assigned to you and you will have 12 months from the day you take office to complete this Mentoring program.*

**FAQ # 3 – NON-ATTORNEYS WHO ARE NEW JUDGES/TIME REQUIREMENT:** I am a Non-Attorney who is a New Magistrate Court Judge. How long do I have to complete the CJE Mandate for New Magistrate Court Judges?

**ANSWER:** (A) CJE Training = within 2 years of taking the bench; and, (B) Mentoring = within 1 year of taking the bench. The operative statute setting out the time requirement is OCGA § 15-10-137.

**FAQ # 4 – ATTENDANCE BY NEW JUDGES AT TRAININGS FOR EXPERIENCED JUDGES:** I am a New Judge. In addition to the CJE mandated training for New Judges, can I also participate in the other CJE trainings for Magistrate Court Judges?

**ANSWER:** Yes.

*The Next Steps: (1) register for the trainings of your choice using the registration form; and, (2) mail the form along with a check for the CJE support fee to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available.*

## FOR ATTORNEY/NEW JUDGES - FAQs

*NOTE: Georgia Law provides that the CJE mandates for Non-Attorney New Magistrate Judges are different from the CJE mandates for Attorney New Magistrate Judges.*

**FAQ # 5 – ATTORNEYS WHO ARE NEW JUDGES/MANDATE:** I am an Attorney who is a New Magistrate Court Judge. What is the CJE Mandate for Attorneys who are New Magistrate Court Judges?

**ANSWER:** An Attorney who is a New Magistrate Judge is required by statute to become a “Certified Magistrate” - OCGA § 15-10-131. You become a “Certified Magistrate” by completing Mentoring – (you do not have to complete the 80 Hours of training that is required for Non-Attorneys). The specific requirements are set out in OCGA § 15-10-137 (d).

*Your Next Steps Regarding CJE Training Opportunities: Because you are not required to obtain the 80 hours of CJE training required for Non-Attorney Judges, you may: (1) register for the trainings of your choice using the registration form; and, (2) mail the form along with a check for the CJE support fee to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available.*

*Your Next Steps To Complete Mentoring: Once ICJE receives notification of a new Judge through the AOC, a Mentor Request form will be emailed to you. Please fill this form out and return it to the Chair of the Mentoring Committee located on the form. A Mentor will be assigned to you and you will have 12 months from the day you take office to complete this Mentoring program.*

**FAQ # 6 – ATTORNEYS WHO ARE NEW JUDGES/TIME REQUIREMENT:** I am an Attorney who is a New Magistrate Court Judge. How long do I have to complete the CJE Mandate for New Magistrate Court Judges?

**ANSWER:** (A) CJE Training = within the first full calendar year following the year in which you take the bench; and, (B) Mentoring = within 1 year of taking the bench. The operative statute setting out the time requirement is OCGA § 15-10-137.

**FAQ # 7 – ATTENDANCE BY ATTORNEY/NEW JUDGE AT TRAININGS REQUIRED FOR NON-ATTORNEY/NEW JUDGES:** I am an Attorney/New Judge. I understand that I am not required to attend the 40 Hour Criminal Basic Certification that is required for Non-Attorney New Judges; and that I am not required to attend the 40 Hour Civil Basic Certification that is required for Non-Attorney New Judges. Nevertheless, can I attend one or both of them?

**ANSWER:** Yes, if you wish. However, it is the long-standing observation of ICJE staff and Magistrate Court Training Council leadership that very few, if any, attorneys stay past the opening time slots of 40 Hour Basic Certifications. The curriculum is basically a summary of basic criminal law and/or civil law for non-attorneys.

## MENTORING – FAQ

**FAQ # 8 – LOCATING A MENTOR:** How do I locate a Mentor for the Mentoring requirement?

**ANSWER:** Once ICJE receives notification of a new Judge through the AOC, a Mentor Request form will be emailed to you. Please fill this form out and return it to the Chair of the Mentoring Committee located on the form. A Mentor will be assigned to you by the Mentoring Committee and you will have 12 months from the day you take office to complete this Mentoring program.

## CONFIRMATION OF YOUR REGISTRATION - FAQ

**FAQ # 9 – 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 insure delivery?

ICJE Points of Contact			
Constituent Groups	ICJE Staff	Office Number	Email Address
Superior Court Judges Superior Court Clerks State Court Judges Magistrate Court Judges Magistrate Court Clerks Judicial Staff Attorneys	<b>Lindsey Colley</b> Event Coordinator  <b>Thomas Erwin</b> Event Planner	706-369-5813  706-369-5809	<a href="mailto:icolley@uga.edu">icolley@uga.edu</a>  <a href="mailto:terwin21@uga.edu">terwin21@uga.edu</a>
Probate Court Judges Probate Court Judges/Traffic Jurisdiction Municipal Court Judges Municipal Court Clerks Accountability Court Judges	<b>Laura Kathryne Hogan</b> Event Coordinator  <b>Casey Semple</b> Event Planner	706-369-5836  706369-5807	<a href="mailto:lkhogan@uga.edu">lkhogan@uga.edu</a>  <a href="mailto:csemples@uga.edu">csemples@uga.edu</a>
Office Manager Financials	<b>Emily Rashidi</b> 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	<b>Susan Mason</b> 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. Lindsey Colley ([lcolley@uga.edu](mailto:lcolley@uga.edu) OR 706-369-5813) or Mr. Thomas Erwin ([terwin21@uga.edu](mailto:terwin21@uga.edu) OR 706-369-5809).

## COVID - FAQs

**FAQ # 10 – PROGRAM CHANGES/IMPACT OF COVID:** What impact will COVID have on the training opportunities this calendar year?

**ANSWER:** ICJE staff anticipates that COVID may 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, all of the events are scheduled to occur as noted at the dates and locations shown on the registration form.

**FAQ # 11 – 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 collaborate on any decisions regarding schedule changes. Full logistical information is emailed to you as promptly as possible after any decision is made.

## CHECKING YOUR CJE TRANSCRIPT STATUS - FAQs

**FAQ # 12 – 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.

**FAQ # 13 – CJE TRANSCRIPT REPOSITORY:** Who maintains the transcript of my CJE hours?

**ANSWER:** ICJE is the official repository of Magistrate Court Judges' CJE Transcripts.

**FAQ # 14 – CJE TRANSCRIPT STATUS:** How can I check my CJE status?

**ANSWER:** You can check your CJE hours on our website at <https://www.law.uga.edu/icje/> Once you've arrived to the site, click on "Judges Training". A drop-down list should appear and then you will select MAGISTRATE COURT JUDGES/CJE STATUS. Hours are listed by your ICJE number assigned to you. If you do not know your ICJE number please reach out to either Mrs. Lindsey Colley at [lcolley@uga.edu](mailto:lcolley@uga.edu) or Mr. Thomas Erwin at [terwin21@uga.edu](mailto:terwin21@uga.edu)

**FAQ # 15 – ERROR OR AN OMISSION ON CJE TRANSCRIPT:** There is an error or an omission on my CJE transcript, who do I contact?

**ANSWER:** Please contact Mrs. Lindsey Colley ([lcolley@uga.edu](mailto:lcolley@uga.edu) OR 706-369-5813) or Mr. Thomas Erwin ([terwin21@uga.edu](mailto:terwin21@uga.edu) OR 706-369-5809).

**FAQ # 16 – Certificate of Completion: Will I get a Certificate of Completion once I have completed my annual training?**

**ANSWER:** ICJE does not issue certificates, however, MCTC does issue certificates to Magistrate Judges who have successfully completed their annual training. The certificates are issued early in the upcoming calendar year once the CJ E records have been reviewed. The registrar is no longer used for magistrate judges.

If, for some reason, you need it earlier **please contact Mr. Robert Aycok** at [Robert.Aycok@georgiacourts.gov](mailto:Robert.Aycok@georgiacourts.gov)

## **ROLLOVER OF EXCESS CJ E HOURS EARNED - FAQs**

**FAQ # 17 – ROLLOVER OF EXCESS CJ E HOURS:** If I obtain more than 12 CJ E Hours of Magistrate Court Judge training in one year, will the excess hours rollover and count toward the next year’s CJ E requirement?

**ANSWER:** Yes, up to a limit. **OCGA § 15-10-137 (c)(2)** provides that if a judge completes more than twelve hours of credit in any calendar year, then the excess credit, up to a limit of six hours, can be carried over and credited to the education requirement for the next succeeding year only.

**FAQ # 18 – REQUESTING ROLLOVER OF EXCESS CJ E HOURS:** How do I make the request for excess CJ E hours to rollover?

**ANSWER:** You don’t have to, the ICJE staff will automatically credit the rollover hours to the next calendar year, in accordance with the statute.

**FAQ # 19 – CJ E TRANSCRIPT/ROLLOVER OF EXCESS CJ E HOURS:** How do I insure that my rollover CJ E hours have been credited on my CJ E transcript?

**ANSWER:** You can check your CJ E hours on our website at <https://www.law.uga.edu/icje/> Once you’ve arrived to the site, click on “Judges Training”. A drop-down list should appear and then you will select MAGISTRATE COURT JUDGES/CJ E STATUS. Hours are listed by your ICJE number assigned to you. If you do not know your ICJE number please reach out the either Mrs. Lindsey Colley at [lcolley@uga.edu](mailto:lcolley@uga.edu) or Mr. Thomas Erwin at [terwin21@uga.edu](mailto:terwin21@uga.edu)

## **ALSO SERVING AS STATE COURT JUDGE - FAQ**

**FAQ # 20 – DO MAGISTRATE JUDGE CJ E HOURS COUNT TOWARD STATE COURT JUDGE CJ E REQUIREMENTS?** I am simultaneously serving as a State Court Judge - if I obtain CJ E Hours of Magistrate Court Judge training in one year, will the Magistrate Court Judge CJ E hours count towards my CJ E requirements applicable to my service as a State Court Judge?

**ANSWER:** It’s possible, but you have to proactively request for this to be authorized by the Mandatory CJ E Committee of the Council of State Court Judges, and they will weigh whether or not the Magistrate Court CJ E content is applicable to your service as a State Court Judge. The “Cross-Court CJ E Credit” policy is set by the Council of State Court Judges’ Mandatory CJ E Committee. To start the process, email or call your ICJE staff points of contact for State Court Judges.

## **ALSO SERVING AS JUVENILE COURT JUDGE - FAQ**

**FAQ # 21 – DO MAGISTRATE COURT JUDGE CJE HOURS COUNT TOWARD JUVENILE COURT JUDGE CJE REQUIREMENTS?** I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of Magistrate Court Judge training in one year, will the Magistrate Court Judge CJE hours count towards my CJE requirements applicable to my service as a Juvenile Court Judge?

**ANSWER:** No, and this policy is set by the Council of Juvenile Court Judges’ Executive Committee; and, Council of Juvenile Court Judges’ Education and Certification Committee. The ICJE Staff refers to this issue as “Cross-Court CJE Credit” and every class of court handles the issue of “Cross-Court CJE Credit” differently.

## **ALSO SERVING AS PROBATE COURT JUDGE - FAQ**

**FAQ # 22 – DO MAGISTRATE JUDGE CJE HOURS COUNT TOWARD PROBATE COURT JUDGE CJE REQUIREMENTS?** I am simultaneously serving as a Probate Court Judge - if I obtain CJE Hours of Magistrate Court Judge training in one year, will the Magistrate Court Judge CJE hours count towards my CJE requirements applicable to my service as a Probate Court Judge?

**ANSWER:** It’s possible, but you have to proactively request for this to be authorized by the Probate Judges’ Training Council, and they will weigh whether or not the Magistrate Court CJE content is applicable to your service as a Probate Court Judge. The “Cross-Court CJE Credit” policy is set by the Council of Probate Court Judges’ Executive Committee; the Probate Judges’ Training Council; and, the PJTC Traffic Committee (for those with Traffic Jurisdiction). To start the process, email or call your ICJE staff points of contact for Probate Court Judges.

## **ALSO SERVING AS MUNICIPAL COURT JUDGE - FAQ**

**FAQ # 23 – SIMULTANEOUS SERVICE AS MUNICIPAL COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS:** I am simultaneously serving as a Municipal Court Judge – does my simultaneous service as a Magistrate Judge affect my Municipal Court Judge CJE requirements?

**ANSWER:** Yes, and the applicable statute is OCGA § 36-32-37 (d), which provides as follows: “This Code Section [36-32-37(c) which requires Municipal Court Judge CJE hours] shall not apply to any magistrate judge, probate judge, or any judge of a court of record who presides in a court exercising municipal court jurisdiction”. The net effect of this law is to offer an exemption from Municipal Court Judge CJE requirements for Magistrate Court Judges, but you should notify both ICJE and Municipal Court Training Council that you are claiming this exemption as a Magistrate Court Judge.

## **CJE AGENDA CONTENT - FAQs**

**FAQ # 24 – AGENDA PLANNING:** Who plans the agendas and topics for CJE events?

**ANSWER:** Your colleagues in the Council of Magistrate Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All events are planned by the Magistrate Court Training Council, in collaboration with ICJE staff. Agenda content is also routed through the Council of Magistrate Court Judges' Executive Committee, as well.

**FAQ # 25 – IDEA FOR FUTURE AGENDA:** I have a suggested topic for a future seminar – who should I contact?

**ANSWER:** The Chair of your Magistrate Court Training Council; and your ICJE staff point of contact. It's always a good idea to copy your Council Executive Director, too.

## CJE PRESENTERS - FAQs

**FAQ # 26 – PRESENTERS:** Who chooses the speakers/presenters for the CJE events?

**ANSWER:** Your colleagues in the Council of Magistrate Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All events are planned by the Magistrate Court Training Council, in collaboration with ICJE staff. Agenda content is also routed through the Council of Magistrate Court Judges' Executive Committee, as well.

**FAQ # 27 – PRESENTERS & C-J-E (JUDGE) CREDIT:** When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CJE (Judge) credit for service as a presenter?

**ANSWER:** Yes. The ICJE staff will automatically process this "speaker CJE credit" for you.

*Calculation of "Speaker CJE (Judge) Credit": The ICJE Staff calculates the amount of "Speaker CJE Credit" in accordance with MCTC Policy on Speaker CJE Credit. Currently, 3.0 CJE Credit hours are provided for each 1.0 CJE Credit hour of instruction, for the first time in a calendar year. If the same speaker presents the same presentation during the same calendar year, an additional 1.0 CJE Hour per 1.0 CJE Credit hour of instruction is provided.*

**FAQ # 28 – PRESENTERS & C-L-E (LEGAL) CREDIT:** When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CLE (Legal) credit for service as a presenter?

**ANSWER:** Yes, upon request. If you want the CLE credit, please request it from ICJE staff.

*Explanatory Note: Although ICJE staff will be glad to process the extra CLE credit for your service as a presenter upon your request, our observation is that the majority of presenters already wind up with more CLE than they need in a given calendar year. We believe this fact is indicative of the high level of professionalism represented by those chosen by their peers to serve as presenters.*

*Calculation of "Speaker CLE (Legal) Credit": The ICJE Staff calculates the amount of "Speaker CLE Credit" in accordance with State Bar of Georgia Rule 8-106 "Hours And Accreditation"; Regulation (3) "Teaching".*

**FAQ # 29 – 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:** The Chair of your Magistrate Court Training Council and your ICJE staff point of contact. It's always a good idea to copy your Council Executive Director, too.

## CJE VENUES - FAQ

**FAQ # 30 – LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site training events?

**ANSWER:** Your colleagues in the Council of Magistrate Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are also routed through the Council Executive Committee, as well. In order to insure availability and the best possible pricing, venues are chosen and contracted well in advance.

## OTHER CJE OPPORTUNITIES - FAQ

**FAQ # 31 – OTHER TRAINING OPPORTUNITIES:** Are Magistrate Court Judges allowed to obtain CJE hours from educational events other than those listed on the registration form?

**ANSWER:** Yes, ICJE-facilitated courses are only one of several categories of CJE activities accredited pursuant to the Magistrate Court Training Council Policy. Contact Ms. Sharon Reiss, Executive Director, at [Sharon.Reiss@georgiacourts.gov](mailto:Sharon.Reiss@georgiacourts.gov) or Mr. Robert Aycock of the AOC at [Robert.Aycock@georgiacourts.gov](mailto:Robert.Aycock@georgiacourts.gov) for the most current copy of the “Policy Statement”.

## COSTS OF PARTICIPATION IN CJE TRAINING - FAQ

**FAQ # 32 – 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 § 15-10-25 (d) “Training Requirements: Payment of Training Costs” provides, in part, that the expense incurred in connection with participation in educational programs is a proper expenditure of public funds, and should be paid by the governing authority from county funds.

## NON-COMPLIANCE WITH CJE MANDATES - FAQ

**FAQ # 33 – NON-COMPLIANCE:** What happens when a Magistrate Court Judge fails to meet the requisite CJE mandates

**ANSWER:** Noncompliance with the Magistrate Court Judge CJE requirements is addressed, in detail, by both statutory law, and also by Magistrate Court Training Council policies. The applicable statute is OCGA § 15-10-25 (c). For the most current copy of the MCTC policies, contact Ms. Sharon Reiss, Executive Director, at [Sharon.Reiss@georgiacourts.gov](mailto:Sharon.Reiss@georgiacourts.gov) or Mr. Robert Aycock of the AOC at [Robert.Aycock@georgiacourts.gov](mailto:Robert.Aycock@georgiacourts.gov). Review both sources for details, including provisions for reporting of delinquencies, hardship requests, and more information.



## C-J-E (JUDICIAL) HOURS VS. C-L-E (LEGAL) HOURS - FAQs

**FAQ # 34 – ATTORNEYS WHO ARE FULL-TIME JUDGES – CLE EXEMPTION:** I am a member of the State Bar of Georgia and a full-time Judge, what are my current CLE (legal) requirements each year?

**ANSWER:** You qualify for an exemption from CLE requirements, but you must proactively request it. If you are a full-time Judge who is prohibited from the practice of law, you are eligible to claim an exemption from CLE requirements pursuant to **State Bar Rule 8-102 (b)**. The State Bar CLE Department does not automatically exempt you upon your ascension to the Bench, so in order to claim this exemption, contact the State Bar CLE Department at 404.527.8710 or [cle@gabar.org](mailto:cle@gabar.org).

*The Next Steps: (1) Contact the State Bar CLE Department at 404.527.8710 or [cle@gabar.org](mailto:cle@gabar.org); (2) inform them you are a full-time Judge prohibited from the practice of law; and, (3) request the judicial CLE exemption.*

**FAQ # 35 – ATTORNEYS WHO ARE PART-TIME JUDGES – CLE REQUIREMENTS:** I am a member of the State Bar of Georgia and a part-time Judge, what are my current CLE (legal) requirements each year?

**ANSWER:** Same as other Georgia based attorneys who are active status members of the State Bar of Georgia. (Currently 12 CLE hours per year)

**FAQ # 36 – CJE (JUDGE) HOURS COUNTING TOWARD CLE (LEGAL) HOURS IN GEORGIA:** When I participate in ICJE-facilitated events, will any of those C-J-E (Judge) hours also count toward my C-L-E (Legal) hours in Georgia?

**ANSWER:** Yes, but it is not automatic, you have to proactively request it. For every ICJE-facilitated event, the ICJE staff will provide a “Lawyer Credit Form”. It is your responsibility to return the completed form to the State Bar of Georgia CLE Department

**FAQ # 37 – CLE (LEGAL) HOURS COUNTING TOWARD JUDGE (CJE) HOURS IN GEORGIA:** When I participate in State Bar of Georgia ICLE-facilitated events, will any of those C-L-E (Legal) hours also count toward my C-J-E (Judge) hours in Georgia?

**ANSWER:** It’s possible, but you have to proactively request for this to be authorized by the appropriate educational apparatus for your class of court, and they will weigh whether or not the State Bar ICLE seminar content is applicable to your service for your class of court. Every class of court has different rules on this issue - to start the process, email or call your ICJE staff points of contact.

Summary		
Form:	Used to Report:	Return To:
Attendance Form	CJE (Judicial) Hours	ICJE Staff
Lawyer Credit Form	CLE (Legal) Hours	State Bar CLE Department (along with reporting fee)

**FAQ # 38 – TOTAL OF CJE HOURS IS DIFFERENT FROM TOTAL OF CLE HOURS FOR SAME EXACT TIME PERIOD:** I have noticed that the amount of CJE (Judicial) Hours available on the “Attendance Form” never equals the amount of CLE (Legal) Hours available on the “Lawyer Credit Form” for the same exact time slot – why don’t the total hours ever match up?

**ANSWER:** Until pertinent regulations change, they never will match up, and this is often a point of confusion. Under current pertinent regulations, the calculation of CJE (Judge) credit is different from the calculation of CLE (Lawyer) credit. 60 minutes ordinarily constitutes 1 hour; but not necessarily for purposes of calculating units of time for accredited adult learning activities. ICJE uses a “50 minute” calculation for CJE (meaning that 50 minutes of activity will suffice for 1 hour of CJE Credit). However, the State Bar of Georgia uses a “60 minute” calculation for CLE (meaning that 60 minutes of activity is required for 1 hour of CLE Credit).

*Example of CJE (Judicial) Hour Calculation: ICJE Board of Trustees’ policy designates that the CJE educational program hour is comprised of fifty (50) minutes of instructional activity. Therefore, a topic timeslot that starts at 8.00 and concludes fifty minutes later at 8.50 am = 1.0 CJE Credit Hour.*

**-versus-**

*Example of CLE (Legal) Hour Calculation: State Bar of Georgia Rule 8-106 (A) (2) designates that the CLE educational program hour is comprised of sixty (60) minutes of instructional activity. Therefore, a topic timeslot that starts at 8.00 and concludes fifty minutes later at 8.50 am = 0.8 CLE Credit Hour.*

**Explanatory Note:** Is this confusing to you? If so, you’ve got plenty of company. Nationwide, continuing judicial educational and continuing legal education administrators refer to their jurisdictions as either a “50-minute jurisdiction” or a “60-minute jurisdiction”. There is no uniformity on this issue.

## **“SPECIALTY” C-J-E (JUDICIAL) HOURS - FAQs**

**FAQ # 39 – DEFINITION OF “SPECIALTY” CJE OR CLE HOURS:** What are the “Specialty” CJE or CLE Hours?

**ANSWER:** Ethics; Professionalism; and Trial Practice. Some ICJE constituent groups require “Specialty” CJE Hours, and some do not.

**FAQ # 40 – C-J-E (JUDICIAL) “SPECIALTY” REQUIREMENT FOR MAGISTRATE COURT JUDGES:** Are Magistrate Court Judges mandated to obtain any “Specialty” CJE hours each year?

**ANSWER:** No.

**FAQ # 41 – C-J-E (JUDGE) “SPECIALTY” HOURS COUNTING AS C-L-E (LEGAL) HOURS:** Can C-J-E (Judge) “Specialty” hours also count as C-L-E (Legal) “Specialty” hours?

**ANSWER:** Yes, and this will be clearly reflected on both the “Attendance Form” (you return to ICJE to claim CJE hours) and also on the “Lawyer Credit Form” (you submit to the State Bar CLE Department to claim CLE hours).

**FAQ # 42 – DETERMINATION OF “SPECIALTY” CJE OR CLE HOURS:** Who is authorized to determine what ICJE - facilitated programming content constitutes a “Specialty” CJE or CLE Hour?

**ANSWER:** The ICJE Staff, using the provisions prescribed in the Rules and Regulations of the State Bar of Georgia. For “Ethics”, see Regulation 3 to State Bar Rule 8-104(B); for “Professionalism” see Regulation 4 to State Bar Rule 8-104 (B); and, for “Trial Practice”, see State Bar Rule 8-104 (D)(2).

## INFORMATION ABOUT CJE SUPPORT FEES - FAQs

**FAQ # 43 – 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 # 44 – 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 # 45 – 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 # 46 – 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 # 47 – 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 # 48 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: Please contact Mrs. Lindsey Colley ([lcolley@uga.edu](mailto:lcolley@uga.edu) OR 706-369-5813) or Mr. Thomas Erwin ([terwin21@uga.edu](mailto:terwin21@uga.edu) OR 706-369-5809).