



**Full Set of Frequently Asked Questions (“FAQs”) for
MUNICIPAL COURT CLERKS**

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CJE MANDATE FOR EXPERIENCED CLERKS - FAQs

FAQ #1 - EXPERIENCED CHIEF CLERKS/MANDATE: I am an Experienced Municipal Court Chief Clerk. Is the CJE Mandate still the same this year as it was last year?

ANSWER: Yes, it's still the same – eight (8) CJE Hours per year. This requirement is found in: (1) **OCGA § 36-32-13 (b)(2)**; and, also (2) “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

The Next Steps for Registration: (1) register for the training of your choice using the registration form; (2) attach the check for the CJE Support Fee; and (3) mail the registration form/check to ICJE using the mailing address shown on the registration form. Online registration and electronic payment are not available.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

CJE MANDATE FOR NEW CHIEF CLERKS - FAQs

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

ANSWER: **OCGA § 36-32-13 (b)(1)** requires that you “...shall satisfactorily complete a minimum of 16 hours of training related to the operation of municipal court as prescribed by the Georgia Municipal Courts Training Council...”. This requirement is also mandated by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

The Next Steps for Registration: (1) register for the 16-Hour Certification Course of your choice using the registration form; (2) attach the check for the CJE Support Fee; and (3) mail the registration form/check to ICJE using the mailing address shown on the registration form. Online registration and electronic payment are not available.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

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

ANSWER: **OCGA § 36-32-13 (b)(1)** requires that you complete the 16-Hour Certification within your first year of service as a municipal court chief clerk. This requirement applies regardless of the number of consistent years you have been attending training as a Municipal Court (Deputy or Other) Clerk.

“CHIEF” CLERK STATUS VERSUS “NON-CHIEF” CLERK STATUS

FAQ #4 - MANDATED TRAINING FOR CHIEF CLERKS/NO MANDATE FOR OTHER CLERKS: What is the difference – for purposes of CJE requirements – between Municipal Court “Chief” Clerks and all other Municipal Court Clerks?

ANSWER: Municipal Court “Chief” Clerks are required to obtain CJE training. For all other Municipal Court Clerks, training is optional, but it is not mandatory. The status of “Chief” Clerk is defined by both Georgia statutory law (OCGA § 36-32-13 (a)(2)); and also, by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

FAQ #5 - TRAINING PARTICIPATION BY ALL CLERKS: I am not serving as a “Chief” Clerk, so I have no mandated training requirements. Nevertheless, may I still obtain training?

ANSWER: Yes, ICJE is pleased to facilitate training for all Municipal Court Clerks as an accommodation to both those who are required to obtain annual training (the “Chief” Clerks) and all other Clerks, as well, with the exception that space availability will be given priority to Chief Clerks.

CHANGE(S) IN PERSONNEL - FAQs

FAQ #6 - CHANGE IN PERSONNEL NOTIFICATION: There has been a change in Municipal Court personnel (i.e. new clerk or judge appointment, retirement, resignation, etc.) – who do I need to contact regarding this change?

ANSWER: You will need to update your records with both ICJE and the Georgia Courts Registrar. 1) For ICJE, please contact your ICJE Point of Contact, and ICJE can assist you with updating this information. 2) For the GCR, you will need to submit a “Change in Municipal Court Personnel” form; please contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

CONFIRMATION OF YOUR REGISTRATION - FAQ

FAQ #7 - 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? See the chart below for the **ICJE Points of Contact** list including contact information.

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 & Thomas Erwin Event Planner	706-369-5813 706-369-5809	lcolley@uga.edu terwin21@uga.edu
Probate Court Judges Probate Court Judges/Traffic Jurisdiction Municipal Court Judges Municipal Court Clerks Accountability Court Judges	Laura Kathryn Hogan Event Coordinator & Casey Semple Event Planner	706-369-5836 706-369-5807	lk Hogan@uga.edu csemple@uga.edu
Office Manager Financials	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 Groups USCR 43.6	Susan Mason Electronic Media /Event Coordinator	706-369-5818	susan.mason@uga.edu

(3) Completed Registration Forms are processed as promptly as possible; **to check on the status of your form, contact Ms. Laura Kathryn Hogan (Event Coordinator; lk Hogan@uga.edu, 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu, 706-369-5807).**

COVID - FAQs

FAQ #8 - 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, all events are scheduled to occur as noted at the dates and location shown on the registration form.

FAQ #9 - PROGRAM CHANGES/COMMUNICATION: Who decides if a scheduled event is changed due to COVID, and how will I find out?

ANSWER: Both your group’s leadership and ICJE collaborate on any decisions regarding schedule changes. Full logistical information is emailed to you as promptly as possible after any decision. This same, successful, practice will be followed during this calendar year.

OVERVIEW OF THIS YEAR’S TRAININGS – FAQs

FAQ #10 - OVERVIEW/TRAININGS AVAILABLE THIS YEAR: Generally speaking, are the overall CJE opportunities similar to the CJE opportunities from recent years? Are there any changes in CJE training opportunities?

ANSWER: Yes; as always, ICJE will be offering two live, on-site 16-Hour Certifications for New Municipal Court Clerks and three live, on-site Recertifications (offering 12 hours of CJE Credits per event). In addition, there will be three virtual options for CJE training: (1) a TAPED Recertification, available for on-demand viewing (of up to 12 hours of CJE Credits) at any point during the year; and (2) two live, newly-formatted virtual 8-Hour Recertifications offered via Zoom Video Conference. These new Zoom Video Conferences will last one full day from 8:00 AM – 5:00 PM and consist of numerous relevant training topics. They will be taking the place of the previously offered week-long online courses.

OTHER CJE OPPORTUNITIES - FAQ

FAQ #11 - OTHER TRAINING OPPORTUNITIES: Are Municipal Court Clerks 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 “Policy Statement” of the Municipal Courts Training Council. Contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov for the most current copy of the “Policy Statement” and instructions for submitting those external training credits for approval through the Georgia Courts Registrar (GCR).

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: OCGA § 36-32-13 (c) provides that the Georgia Municipal Courts Training Council is the official repository of Municipal Court Clerks’ CJ E Transcripts. The Administrative Office of the Courts (“AOC”) provides logistical support for the Council.

FAQ #14 - CJ E TRANSCRIPT STATUS: How can I check my CJ E status?

ANSWER: All Municipal Court Judges and Clerks can log on to the Georgia Courts Registrar (<https://gcr.onegovcloud.com/#!/login>) to view their current CJ E Status. This platform is administratively run by the Administrative Office of the Courts (NOT ICJ E). You may use this portal to view your CJ E status and print Certificates of Attendance. For any issues logging on to the GCR, printing your Certificates of Attendance, etc., please contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

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

ANSWER: If your CJ E Credits do not appear to be accurate, please contact Ms. LaShawn Murphy with the Administrative Office of the Courts at LaShawn.Murphy@georgiacourts.gov.

NON-COMPLIANCE WITH CJ E MANDATES - FAQ

FAQ #16 - NON-COMPLIANCE: What happens when a Municipal Court Chief Clerk fails to meet the requisite CJ E mandates?

ANSWER: OCGA § 36-32-13 (d) provides, in part: “In any year that any municipal court clerk does not satisfactorily complete the required training, the Georgia Municipal Courts Training Council shall promptly notify the governing authority of the applicable municipality as well as the chief municipal court judge of the applicable municipality.” Non-compliance is also addressed by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

HARDSHIP REQUESTS FROM CJ E MANDATES - FAQ

FAQ #17 - EXEMPTION OR EXTENSION FROM CJ E REQUIREMENTS: May I request an exemption or extension from the CJ E requirements?

ANSWER: Yes. Exemptions or extensions from Municipal Court Clerk CJ E requirements are addressed, in detail, by a “Policy Statement” of the Municipal Court Training Council. For the most current copy of the “Policy Statement” contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

CJE AGENDA CONTENT - FAQs

FAQ #18 - AGENDA PLANNING: Who plans the agendas and topics for ICJE events?

ANSWER: Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), 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 Municipal Courts Training Council.

FAQ #19 - 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 the leadership of the Georgia Municipal Court Clerks Council (“GMCCC”). 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 #20 - PRESENTERS: Who chooses the speakers/presenters for the ICJE events?

ANSWER: Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

FAQ #21 - PRESENTERS & CJE (JUDICIAL) CREDIT: When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CJE credit for service as a presenter?

ANSWER: Yes; your Speaker CJE Credits will be applied automatically by ICJE Staff and will be handled separately from any Attendance Form provided for said event.

Calculation of “Speaker CJE (Judicial) Credit”: Speaker CJE Credit is calculated in accordance with the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

FAQ #22 - 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 the leadership of the Georgia Municipal Court Clerks’ Council. 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 #23 - LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site ICJE training events?

ANSWER: Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are routed through your GMCCC 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 #24 - 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 § 36-32-13 (b)(3) provides, in part: “...the reasonable cost and expense of training...shall be paid by the governing authority of the municipality from municipal funds.”

MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs

FAQ #25 - 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 #26 - 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 #27 - 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 #28 - 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 #29 - 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 #30 - FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: As always, you can contact Ms. Laura Kathryn Hogan (Event Coordinator; lk Hogan@uga.edu, 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu, 706-369-5807) or you can visit <https://www.law.uga.edu/icje/> for the full set of FAQs for your class of court.

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