



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

**MUNICIPAL COURT JUDGES**

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## CJE MANDATE FOR EXPERIENCED JUDGES - FAQs

**FAQ #1 - ACTIVE JUDGES/MANDATE:** I am an Experienced Municipal Court Judge. Is the CJE Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same – twelve (12) CJE hours per year. This requirement is found in OCGA § 36-32-27 (c).

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

## CJE MANDATE FOR NEW JUDGES - FAQs

**FAQ #2 - NEW JUDGES/MANDATE:** I am a New Municipal Court Judge. What is the CJE Mandate for New Municipal Court Judges?

**ANSWER:** OCGA § 36-32-27 (b) requires New Municipal Court Judges to complete 20 hours of training to become “Certified”. You can satisfy this 20-hour requirement by participating in the “20-Hour Municipal Basic Certification” course offered twice during the year (Summer and Fall).

*The Next Steps for Registration: (1) register for the 20-Hour Municipal Basic Certification 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.*

**FAQ #3 - NEW JUDGES/TIME REQUIREMENT:** I am a New Judge. How long do I have to complete the CJE Mandate for New Municipal Court Judges?

**ANSWER:** OCGA § 36-32-27 (b) requires that you complete this requirement within one year after the date of your election or appointment.

**FAQ #4 - ATTENDANCE/NEW JUDGES:** I am a New Judge. If I participate in the “20-Hour Municipal Basic Certification” during this calendar year, can I also participate in the other CJE trainings available for Experienced Municipal Court Judges?

**ANSWER:** Yes. Actually, during the event, you will notice that the design of the 20-Hour Municipal Basic Certification consists of a breakout session for New Municipal Judges only, but also consists of plenary sessions, which allow the New Municipal Judges and Experienced Municipal Judges to participate in joint training sessions that are specific to Municipal jurisdiction.

Additionally, ALL Municipal Judges (New/Experienced) have the opportunity to participate in any of the ICJE Multi-Class of Court Virtual Trainings, which are educational seminars open to attendance by multiple classes of court (i.e. Magistrate Court Judges, Probate Court Judges, etc.). These trainings are topic-specific and are applicable to all Courts (i.e. Cyber Security, Judicial Ethics, etc.). *Please see the “ICJE 2022 Multi-Class of Court Training Opportunities via Virtual – Zoom Platform” for additional details on these.*

## CHANGE(S) IN PERSONNEL - FAQs

**FAQ #5 - 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](mailto:LaShawn.Murphy@georgiacourts.gov).

## 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? 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	<a href="mailto:lcolley@uga.edu">lcolley@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	Laura Kathryn Hogan Event Coordinator & Casey Semple Event Planner	706-369-5836  706-369-5807	<a href="mailto:lkhogan@uga.edu">lkhogan@uga.edu</a>  <a href="mailto:csemple@uga.edu">csemple@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>

<p>Multi-Class Live &amp; Online  Superior Court Clerks  Juvenile Court Judges  Juvenile Court Clerks  Probate Court Clerks  International Groups  USCR 43.6</p>	<p>Susan Mason  Electronic Media /Event  Coordinator</p>	<p>706-369-5818</p>	<p><a href="mailto:susan.mason@uga.edu">susan.mason@uga.edu</a></p>
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(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; [lkhogan@uga.edu](mailto:lkhogan@uga.edu), 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemple@uga.edu](mailto:csemple@uga.edu), 706-369-5807).

## 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, all of the events are scheduled to occur as noted at the dates and locations 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 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.

## ROLLOVER OF EXCESS CJE HOURS EARNED - FAQs

**FAQ #9 - ROLLOVER OF EXCESS CJE HOURS:** If I obtain more than 12 CJE Hours of Municipal Court Judge training in one year, will the excess hours rollover and count toward the next year’s CJE requirement?

**ANSWER:** Yes, up to a limit, and upon request. OCGA § 36-32-27 (e) 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 – upon the request of the Judge - be carried over and credited to the education requirement for the next succeeding year only. This provision is presented with the notion that the judge is CJE compliant for past years.

**FAQ #10 - REQUESTING ROLLOVER OF EXCESS CJ E HOURS:** How do I make the request for excess CJ E hours to rollover?

**ANSWER:** Check the box on the Attendance Form. Every ICJE-facilitated course will include the provision of an “Attendance Form”. You complete the form, sign it, and return it to ICJE. If you wish for excess CJ E hours to rollover, simply check the corresponding box at the bottom of the form to make the request.

**FAQ #11 - CJ E TRANSCRIPT/ROLLOVER OF EXCESS CJ E HOURS:** How do I ensure that my rollover CJ E hours have been credited on my CJ E transcript?

**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 ICJE***). You may use this portal to view your CJ E status (including rollover hours) 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](mailto:LaShawn.Murphy@georgiacourts.gov).

## OTHER CJ E OPPORTUNITIES - FAQ

**FAQ #12 - OTHER TRAINING OPPORTUNITIES:** Are Municipal Court Judges allowed to obtain CJ E hours from educational events other than those listed on the registration form?

**ANSWER:** Yes, ICJE-facilitated courses are only one of several categories of CJ E activities accredited pursuant to the “Policy Statement” of the Municipal Courts Training Council. Contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto: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 CJ E TRANSCRIPT STATUS - FAQs

**FAQ #13 - CERTIFICATION OF CJ E HOURS REQUIREMENT:** How do I prove what CJ E 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 #14 - CJ E TRANSCRIPT REPOSITORY:** Who maintains the transcript of my CJ E hours?

**ANSWER:** The Council of Municipal Court Judges is the official repository of Municipal Court Judges’ CJ E Transcripts. The Administrative Office of the Courts provides logistical support for the Council.

**FAQ #15 - 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 (including rollover hours) 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](mailto:LaShawn.Murphy@georgiacourts.gov).

**FAQ #16 - ERROR OR AN OMISSION 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](mailto:LaShawn.Murphy@georgiacourts.gov).

## **SIMULTANEOUS SERVICE AS STATE COURT JUDGE - FAQ**

**FAQ #17 - SIMULTANEOUS SERVICE AS STATE COURT JUDGE:** I am simultaneously serving as a State Court Judge - if I obtain CJ E Hours of Municipal Court Judge training in one year, will the Municipal 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 Municipal 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 ICJ E staff points of contact.

**FAQ #18 - SIMULTANEOUS SERVICE AS STATE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJ E REQUIREMENTS:** I am simultaneously serving as a State Court Judge – does this affect my Municipal Court Judge CJ E requirements?

**ANSWER:** Yes, and the applicable statute is OCGA § 36-32-27 (d), which provides as follows: "This Code Section [36-32-27 (c) which requires Municipal Court Judge CJ E 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 CJ E requirements for State Court Judges. By selecting the Municipal Court Judge box on the attendance form, you are notifying ICJ E of your request to claim Municipal Credit from a State event. This will also serve as your request to the Municipal Courts Training Council.

## **SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE - FAQ**

**FAQ #19 - SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE:** I am simultaneously serving as a Juvenile Court Judge - if I obtain CJ E Hours of Municipal Court Judge training in one year, will the Municipal Court Judge CJ E hours count towards my CJ E 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/Certification Committee.

**FAQ #20 - SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJ E REQUIREMENTS:** I am simultaneously serving as a Juvenile Court Judge – does this affect my Municipal Court Judge CJ E requirements?

**ANSWER:** Yes, and the applicable statute is **OCGA § 36-32-27 (d)**, which provides as follows: “This Code Section [36-32-27 (c) which requires Municipal Court Judge CJ E 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 CJ E requirements for Juvenile Court Judges. By selecting the Municipal Court Judge box on the attendance form, you are notifying ICJE of your request to claim Municipal Credit from a Juvenile event. This will also serve as your request to the Municipal Courts Training Council.

## **SIMULTANEOUS SERVICE AS PROBATE COURT JUDGE - FAQ**

**FAQ #21 - SIMULTANEOUS SERVICE AS PROBATE COURT JUDGE:** I am simultaneously serving as a Probate Court Judge - if I obtain CJ E Hours of Municipal Court Judge training in one year, will the Municipal Court Judge CJ E hours count towards my CJ E requirements applicable to my service as a Probate Court Judge?

**ANSWER:** Probate Judges' Training Council Policy states that “Guidelines for cross-training credit for each judge concurrently serving as a judge in another class of court may receive up to six (6) hours of credit for any mandated training completed.” The “Cross-Court CJ E 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).

**FAQ #22 - SIMULTANEOUS SERVICE AS PROBATE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJ E REQUIREMENTS:** I am simultaneously serving as a Probate Court Judge – does this affect my Municipal Court Judge CJ E requirements?

**ANSWER:** Yes, and the applicable statute is **OCGA § 36-32-27 (d)**, which provides as follows: “This Code Section [36-32-27 (c) which requires Municipal Court Judge CJ E 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 Probate Court Judges. By selecting the Municipal Court Judge box on the attendance form, you are notifying ICJE of your request to claim Municipal Credit from a Probate event. This will also serve as your request to the Municipal Courts Training Council.

## **SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE - FAQ**

**FAQ #23 - SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE:** I am simultaneously serving as a Magistrate Court Judge - if I obtain CJE Hours of Municipal Court Judge training in one year, will the Municipal Court Judge CJE hours count towards my CJE requirements applicable to my service as a Magistrate Court Judge?

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

**FAQ #24 - SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS:** I am simultaneously serving as a Magistrate Court Judge – does this affect my Municipal Court Judge CJE requirements?

**ANSWER:** Yes, and the applicable statute is OCGA § 36-32-27 (d), which provides as follows: “This Code Section [36-32-27 (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. By selecting the Municipal Court Judge box on the attendance form, you are notifying ICJE of your request to claim Municipal Credit from a Magistrate event. This will also serve as your request to the Municipal Courts Training Council.

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

**FAQ #25 - NON-COMPLIANCE:** What happens when a Municipal Court Judge fails to meet the requisite CJE mandates?

**ANSWER:** Noncompliance with the Municipal Court Judge CJE requirements is addressed, in detail, by both statutory law, and also by a “Policy Statement” of the Municipal Courts Training Council. The applicable statute is OCGA § 36-32-11 (c). For the most current copy of the “Policy Statement” contact Ms. LaShawn



Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov). Review both sources for details, including provisions for reporting of delinquencies, reprimands, and more information.

## HARDSHIP REQUESTS FROM CJE MANDATES - FAQ

**FAQ #26 - EXEMPTION OR EXTENSION FROM CJE REQUIREMENTS:** May I request an exemption or extension from the CJE requirements?

**ANSWER:** Yes. Exemptions or extensions from Municipal Court Judge CJE requirements are addressed, in detail, by a “Policy Statement” of the Municipal Courts Training Council. For the most current copy of the “Policy Statement” contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## CJE (JUDICIAL) HOURS VS. CLE (LEGAL) HOURS - FAQs

**FAQ #27 - 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 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 #28 - 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 #29 - CJE (JUDICIAL) HOURS COUNTING TOWARD CLE (LEGAL) HOURS IN GEORGIA:** When I participate in ICJE-facilitated events, will any of those CJE (Judicial) hours also count toward my CLE (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 #30 - CLE (LEGAL) HOURS COUNTING TOWARD CJE (JUDICIAL) HOURS IN GEORGIA:** When I participate in State Bar of Georgia ICLE-facilitated events, will any of those CLE (Legal) hours also count toward my CJE (Judicial) 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 points of contact.

**FAQ #31 - 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 (Judicial) 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 am 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 am 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" CJE (JUDICIAL) HOURS - FAQs**

**FAQ #32 - 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 #33 - CJE (JUDICIAL) “SPECIALTY” REQUIREMENT FOR MUNICIPAL COURT JUDGES: Are Municipal Court Judges mandated to obtain any “Specialty” CJE hours each year?**

**ANSWER: No.** Municipal Court Judges are not mandated to complete any “specialty” hours (devoted to the topic of legal or judicial ethics and/or legal or judicial professionalism) of their mandated 12 hours per year.

## **CJE AGENDA CONTENT - FAQs**

**FAQ #34 - AGENDA PLANNING: Who plans the agendas and topics for ICJE events?**

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

**FAQ #35 - 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 Chair of the Municipal Courts Training Council.** 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 #36 - PRESENTERS: Who chooses the speakers/presenters for the ICJE events?**

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

**FAQ #37 - 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](mailto:LaShawn.Murphy@georgiacourts.gov).

**FAQ #38 - PRESENTERS & CLE (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 #39 - 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 Courts Training 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 #40 - LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site ICJE training events?

**ANSWER:** Your colleagues in the Council of Municipal 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 as the Municipal Courts Training Council. 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 #41 - 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 § 36-32-11 (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 of the jurisdiction where the judge presides.

## **MORE INFORMATION ABOUT CJ E SUPPORT FEES - FAQs**

**FAQ #42 - WHY FEES ARE NECESSARY:** Why do ICJE constituent groups have to pay annual CJ E Support Fees to ICJE?

**ANSWER:** Revenues from CJ E 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 #43 - WHO DETERMINES THE FEES:** Who sets the amounts of the annual CJ E Support Fees?

**ANSWER:** The ICJE Board of Trustees, in collaboration with the leadership of all ICJE constituent groups. The annual CJ E 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 #44 - 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 #45 - OVERSIGHT/FINANCIAL REPORTING:** Describe the financial oversight of ICJE, the recipient of annual CJ E 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 #46 - 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 #47 - 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; [lkhogan@uga.edu](mailto:lkhogan@uga.edu), 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemple@uga.edu](mailto: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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