

FAQs For
PROBATE COURT CLERKS

SEE SEPARATE FAQs FOR PROBATE JUDGES (NON-TRAFFIC & TRAFFIC)

FAQ # 1 – I am a Probate Court Clerk, but I also simultaneously serve as a Probate Judge. Is there a separate set of FAQs for Probate Court Judges?

ANSWER: Yes, this set of FAQs covers information for Probate Clerks only. If you are also serving as a Probate Court Judge, then you should also consult the separate FAQs for Probate Court Judges. One set of FAQs is for Probate Court Judges (Non-Traffic). Another set of FAQs is for Probate Court Judges with Traffic Jurisdiction. There are different sets of FAQs because there are different CJE mandates for Probate Court Judges who have Traffic Jurisdiction, versus the CJE mandates for Probate Judges who do not have Traffic Jurisdiction.

NO CJE MANDATE FOR EXPERIENCED CLERKS - FAQs

FAQ # 2 – EXPERIENCED CLERKS/NO MANDATE: I am an Experienced Probate Court Clerk; is the “No CJE Required” status still the same this year as it was last year?

ANSWER: Yes, it’s still the same, therefore you do not have any mandatory CJE requirement as a Probate Court Clerk. Although ICJE is pleased to offer training opportunities for Probate Court Clerks as an accommodation, you are not required to participate.

The Next Steps: (1) register for any training of your choice using the registration form; and, (2) attach a check for the CJE support fee(s); (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available.

NO CJE MANDATE FOR NEW CLERKS - FAQs

FAQ # 3 – NEW CLERKS/NO MANDATE: I am a New Probate Court Clerk; is there any CJE requirement for New Probate Court Clerks?

ANSWER: No. You do not have any mandatory CJE requirement as a Probate Court Clerk. Although ICJE is pleased to offer training opportunities as an accommodation for Probate Court Clerks, you are not required to participate.

The Next Steps: (1) register for any training of your choice using the registration form; (2) attach a check for the CJE support fee(s); and (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and payment are not available.

JUDGES' ATTENDANCE AT CLERKS' TRAININGS - FAQs

FAQ # 4 – PROBATE COURT JUDGES' ATTENDANCE AT CLERKS' TRAININGS: I have noticed Probate Court Judges attending some Clerks' trainings as participants (not as speakers). Are Judges allowed to attend Clerks' training events?

ANSWER: Yes, per the policy of the Probate Judges' Training Council ("PJTC"). The Probate Judge must complete the "Probate Court Clerks' Sign-Up Form" to register for the Probate Court Clerk trainings. The "per Training Day Registration Fee" must be submitted, as well.

CLERKS' ATTENDANCE AT JUDGES' TRAININGS - FAQs

FAQ # 5 – PROBATE COURT CLERKS' ATTENDANCE AT JUDGES' TRAININGS: I am a Probate Court Clerk who is not serving as a Probate Court Judge. Am I allowed to attend the Judges' training events?

ANSWER: Yes, with two conditions: (1) You must pay the Judges' annual CJE Support Fee(s) in the exact same amount that the Judges have to pay for the training event(s) you will be attending; and, (2) There must be space available for all Judges who wish to attend the Judges' training event(s).

The Next Steps: (1) register for any training of your choice using the registration form; (2) attach a check for the CJE support fee(s); and (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and payment are not available.

FAQ # 6 – PAYMENT OF PROBATE JUDGE CJE SUPPORT FEE(S): If, while attending the Judges' training event, I offer not to eat any of the Judges' food, and/or not consume any of the Judges' beverages, and/or not ask for any of the Judges' seminar books, can I be exempted from having to pay the Judges' CJE Support Fee?

ANSWER: No. ICJE and PJTC policy is that any non-Judge who attends Judges' training events must pay the annual CJE Support Fee that the Judges have to pay in order to attend that same event. This applies even if you don't consume any food or beverage, and even if you don't receive copies of any materials. (Obviously, payment of the fee entitles you to receive materials, to partake in food and beverage services, etc).

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?

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	icolley@uga.edu terwin21@uga.edu
Probate Court Judges Probate Court Judges/Traffic Jurisdiction Municipal Court Judges Municipal Court Clerks Accountability Court Judges	Laura Kathryne 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 Mrs. Susan Mason (Event Coordinator; susan.mason@uga.edu or 706-369-5818).

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, your Probate Court Clerks’ events are scheduled to occur as noted at the dates and location(s) 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 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.

CJE TRANSCRIPTS - FAQs

FAQ # 10 – CERTIFICATION OF CJ E HOURS REQUIREMENT: How do I prove what CJ E hours I obtained for ICJ E-facilitated events?

ANSWER: By signing and returning an Attendance Form provided by ICJ E. Every ICJ E-facilitated course will include the provision of an “Attendance Form”. You must complete the form, sign it, and return it to ICJ E.

FAQ # 11 – CJ E TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJ E hours?

ANSWER: ICJ E is the official repository of Probate Court CJ E Transcripts.

FAQ # 12 – CJ E TRANSCRIPT STATUS: How can I check my CJ E status?

ANSWER: If you have attended ICJ E-facilitated training(s) and submitted attendance form(s) to ICJ E, you can check your CJ E hours by contacting your ICJ E point of contact, Mrs. Susan Mason (Event Coordinator; susan.mason@uga.edu or 706-369-5818). Please note that it is up to you to schedule any non-ICJ E training, and it is also up to you to report these hours to ICJ E via the ‘Probate Court Clerks’ Certificate Program Application’. CJ E hours submitted via attendance form are not automatically applied towards the Certificate Program, and therefore must be claimed on your Certificate Program Application.

FAQ # 13 – 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: Please contact Mrs. Susan Mason (Event Coordinator; susan.mason@uga.edu or 706-369-5818).

PROBATE COURT CLERKS’ CERTIFICATE PROGRAM - FAQs

FAQ #14 – CERTIFICATE PROGRAM: What is the ICJ E Probate Court Clerks’ Certificate Program?

ANSWER: The Probate Court Clerks’ Certificate Program offers the opportunity for Clerks to obtain Certificates of Training after completion of 30 hours of approved training, after 60 hours of approved training, and after 90 hours of approved training. Upon completion of each benchmark, in order to participate in the Probate Court Clerks’ Certificate Program, **you must submit your application and supporting documentation to ICJ E by mail.** Upon receipt and review, certificates are issued by ICJ E of Georgia and the Probate Court Training Council.

FAQ #15 – QUALIFIED TRAINING: What training hours qualify for credit towards the ICJ E Probate Court Clerks’ Certificate Program?

ANSWER: ICJ E, in collaboration with the Probate Judge’s Training Council, offers training opportunities throughout Georgia each year. All ICJ E-facilitated Probate Court Judges trainings and Probate Court Clerks trainings may be used towards the Certificate Program if submitted by application.

Additional Qualifying Training – Additional training acquired outside of ICJE-facilitated events must be pertinent to the duties performed by a Probate Court Clerk or essential to the role as a Probate Court Clerk. To earn additional hours toward the 30-hour, 60-hour, and 90-hour certificates, you may receive credit for courses provided by any of the following agencies that are considered credible, but not limited to: ICJE, GCIC, FBI, GBI, COAG, GPAP, GEOA (Passports, Elections, Vital Records, etc.) as well as any college credits from courses in a job-related field of study, proving essential to the day to day task of a Probate Court Clerk. Online distance learning activities may also be considered. Any training submitted on the application must have been acquired since January 1, 2006. All non-ICJE facilitated events being claimed for credit hours must include supporting documentation clarifying the event, the date(s) the event took place, what was learned at the event and how it pertains to the role as a Probate Court Clerk as well as the number of hours being claimed for credit.

FAQ #16 – PARTICIPATION: How do I participate and obtain certificates for the ICJE Probate Court Clerks’ Certificate Program?

ANSWER: Using the Probate Court Clerks Certification Application, you should maintain your own record of educational trainings attended. Upon having obtained the 30-hour, the 60-hour, or the 90-hour benchmark, you should submit to ICJE your application and supporting documents by the requested deadline on the application. Each application received is subject to review by ICJE and the Probate Judges’ Training Council for satisfactory compliance with the Probate Court Clerks’ Certificate Program.

FAQ #17 – SUPPORTING DOCUMENTATION: What documents are considered “supporting documentation”?

ANSWER: Supporting documents include: (1) A copy of the agenda of the training participated in; (2) A certificate of attendance, or your written certification that you participated in the training; and (3) Details of the Event including the number of hours you are requesting for participation in the training, the dates of the event, what was taught at the event that pertains to your role as clerk, etc.

FAQ #18 – CERTIFICATE DISTRIBUTION: When are the 30, 60, and 90-Hour Certificates distributed and how will I receive them?

ANSWER: Upon achieving 30 and 60-hour benchmarks, the 30-Hour and 60-Hour certificates will be mailed to the mailing address provided on the application; 90-Hour certificates will be presented in-person at an ICJE Probate event, which will be announced at a later date.

CJE AGENDA CONTENT - FAQs

FAQ # 19 – AGENDA PLANNING: Who plans the agendas and topics for CJE events?

ANSWER: Your colleagues in the Council of Probate Court Judges (CPCJ), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All agendas are planned by the Probate Judges’ Training Council of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

FAQ # 20 – 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 Chair of your Probate Court Training Council. It's always a good idea to copy your Council Executive Director, too. 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 # 21 – PRESENTERS: Who chooses the speakers/presenters for the CJE events?

ANSWER: Your colleagues in the Probate Judges' Training Council, using a collaborative, committee-based, process in conjunction with the ICJE Staff.

FAQ # 22 – 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, automatically. The ICJE staff will automatically process this "speaker CJE credit" for you.

Calculation of "Speaker CJE (Judicial) Credit": The ICJE Staff calculates the amount of "Speaker CJE Credit" in accordance with Uniform Probate Court Rule 14.2 (B)(4); and PJTC Policies on Speaker CJE Credit. The current guidelines are as follows: "Lecturer with no detailed handout = 3.0 CJE Credit Hours; Lecturer with detailed handout = 6.0 CJE Credit Hours; Panel Member = 2.0 CJE Credit Hours per 1.0 Hour of service on panel."

FAQ # 23 – 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 the Chair of your Probate Judges' Training Council. It's always a good idea to copy your Council Executive Director, too. 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 # 24 – LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site training events?

ANSWER: Your colleagues in the Council of Probate Court Judges (CPCJ), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All agendas are planned by the Probate Judges' Training Council of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges' Executive Committee. In order to ensure availability and the best possible pricing, venues are chosen and contracted well in advance.

MORE INFORMATION ABOUT REGISTRATION FEES - FAQs

FAQ # 25 – WHY FEES ARE NECESSARY: Why do Probate Court Clerks have multiple Training Day Registration Fees to ICJE?

ANSWER: Revenues from Fees paid by ICJE Constituents pay 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 Fees?

ANSWER: The ICJE Board of Trustees, in collaboration with the leadership of all ICJE constituent groups. The annual 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 CJJE 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.

CHANGE(S) IN PROBATE COURT PERSONNEL - FAQs

FAQ # 29 – CHANGE IN PERSONNEL NOTIFICATION: There has been a change in Probate 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 Council of Probate Court Judges.

- 1) For ICJE, please contact your ICJE Point of Contact, and ICJE can assist you with updating this information.**
- 2) For the CPCJ, you will need to submit a “Change in Probate Court Personnel” form; please contact **Mr. Kevin Holder** at kevin.holder@georgiacourts.gov.**

GENERAL INFORMATION ABOUT ICJE - FAQ

FAQ # 30 – 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 # 31 – 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; susan.mason@uga.edu or 706-369-5818).

- END -