



Full Set of Frequently Asked Questions (“FAQs”) for PROBATE COURT JUDGES (TRAFFIC)

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****NOTE: Probate Court Judges (Traffic) → Applies to Probate Court Judges with Traffic Jurisdiction***

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SEE SEPARATE FAQs FOR (NON-TRAFFIC) JURISDICTION

FAQ #1 - FOR NON-TRAFFIC JURISDICTION: I am a Probate Court Judge, but I do not have Traffic Jurisdiction. Is there a separate set of FAQs for Probate Court Judges (Non-Traffic) Jurisdiction?

ANSWER: Yes, this set of FAQs is for Probate Court Judges with Traffic Jurisdiction (OCGA § 15-9-30). There is a separate set of FAQs for Non-Traffic Judges, because there are different CJE mandates for Probate Court Judges who have Traffic Jurisdiction versus the CJE mandates for Probate Court Judges who do not have Traffic Jurisdiction.

***NOTE:** *The Probate Court Judges' (Non-Traffic) FAQs apply to ALL Probate Court Judges.*

SEE SEPARATE FAQs FOR CLERKS

FAQ #2 - FOR CLERKS: I am a Probate Court Clerk. Is there a separate set of FAQs for Probate Court Clerks?

ANSWER: Yes, please see the FAQs for Probate Court Clerks for a discussion of programming provided for Probate Court Clerks.

PROBATE COURT JUDGE STATUS DETERMINES YOUR CJE MANDATE - FAQ

FAQ #3 - PROBATE STATUS AND APPLICABLE CJE MANDATE: What are the CJE Mandates for Probate Court Judges with Traffic Jurisdiction?

ANSWER: There are varying statutory, uniform rule, and PJTC policy mandates, depending upon your status. See the FAQs below to determine the applicable CJE Mandate that corresponds with your status.

CJE & ELECTED PROBATE COURT JUDGES WITH EXPERIENCE - FAQ

FAQ #4 - ELECTED JUDGES/CJE MANDATE: I am an Elected Probate Court Judge with Traffic Jurisdiction and experience. Is the 12 CJE Hour Mandate (Non-Traffic); and, the 9 CJE Hour Mandate for Probate Court Judges with Traffic Jurisdiction, still the same this year as they were last year?

ANSWER: Yes, it's still the same. There are no changes in your CJE Hour requirements for the new calendar year. OCGA § 15-9-1.1, Uniform Probate Court Rule ("UPCR") 14.2 (B), and Probate Judges' Training Council ("PJTC") policy, still require Elected Probate Court Judges with Traffic Jurisdiction to complete 12 CJE Credit Hours per calendar year; and 9 CJE Credit Hours of traffic training.

The Probate Court Judges' Certificate Program: In addition to the above mandate, PJTC policy requires that you complete and graduate from the Probate Court Judges' Certificate Program if you have not already done so.

The Probate Court Judges' Traffic Certificate Program: In addition to the above mandate, PJTC Traffic Committee policy requires that you complete and graduate from the Probate Court Judges' Traffic Certificate Program if you have not already done so.

The Next Steps for Registration: (1) register for the trainings of your choice using the registration form; (2) attach the 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 electronic payment are not available.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current policy, please contact the Council of Probate Court Judges.

CJE & FULL-TIME ASSOCIATE PROBATE COURT JUDGES WITH EXPERIENCE - FAQ

FAQ #5 - FULL-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a Full-Time Associate Probate Court Judge with Traffic Jurisdiction and experience. Is the 12 CJE Hour Mandate (Non-Traffic) and the 9 CJE Hour Mandate for Probate Court Traffic Judges still the same this year as they were last year?

ANSWER: Yes, it's still the same. There are no changes in your CJE Hour requirements for the new calendar year. OCGA § 15-9-2.1 (c)(2), Uniform Probate Court Rule ("UPCR") 14.2 (B), and Probate Judges' Training Council ("PJTC") policy, still require Full-Time Associate Probate Court Judges with Traffic Jurisdiction to complete 12 CJE Credit Hours per calendar year and 9 CJE Credit Hours of traffic training.

The Probate Court Judges' Certificate Program: In addition to the above mandate, PJTC policy requires that you complete and graduate from the Probate Court Judges' Certificate Program if you have not already done so.

The Probate Court Judges' Traffic Certificate Program: In addition to the above mandate, PJTC Traffic Committee policy requires that you complete and graduate from the Probate Court Judges' Traffic Certificate Program if you have not already done so.

The Next Steps for Registration: (1) register for the trainings of your choice using the registration form; (2) attach the 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 electronic payment are not available.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current policy, please contact the Council of Probate Court Judges.

CJE & PART-TIME ASSOCIATE PROBATE COURT JUDGES WITH EXPERIENCE - FAQ

FAQ #6 - PART-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a Part-Time Associate Probate Court Judge with Traffic Jurisdiction and experience. Is the 9 CJE Hour Mandate still the same this year as it was last year?

ANSWER: Yes, it's still the same. There are no changes in your CJE requirements for the new calendar year. OCGA § 15-9-2.1 (c)(2) still requires Part-Time Associate Probate Court Judges with Traffic Jurisdiction to complete 9 CJE Credit Hours per calendar year.

The Probate Court Judges' Certificate Program: In addition to the above mandate, PJTC policy requires that you complete and graduate from the Probate Court Judges' Certificate Program if you have not already done so.

The Probate Court Judges' Traffic Certificate Program: In addition to the above mandate, PJTC Traffic Certificate Committee policy requires that you complete and graduate from the Probate Court Judges' Traffic Certificate Program if you have not already done so.

The Next Steps for Registration: (1) register for the trainings of your choice using the registration form; (2) attach the 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 electronic payment are not available.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current policy, please contact the Council of Probate Court Judges.

CJE & SENIOR PROBATE COURT JUDGES - FAQ

FAQ #7 - SENIOR PROBATE COURT JUDGE/CJE MANDATE: I am a Senior Probate Court Judge with Traffic Jurisdiction. Is the 12 CJE Hour Mandate still the same this year as it was last year?

ANSWER: Yes, it's still the same. There are no changes in your CJE Hour requirements for the new calendar year. Uniform Probate Court Rule ("UPCR") 14.2 (B), and Probate Judges' Training Council ("PJTC") policy, still require Senior Probate Court Judges with Traffic Jurisdiction to complete 12 CJE Credit Hours per calendar year; and 9 CJE Credit Hours of traffic training.

The Next Steps for Registration: (1) register for the trainings of your choice using the registration form; (2) attach the 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 electronic payment are not available.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current policy, please contact the Council of Probate Court Judges.

CJE & NEWLY ELECTED PROBATE COURT JUDGES - FAQ

FAQ #8 - NEWLY ELECTED JUDGES WITH TRAFFIC JURISDICTION/CJE MANDATE: I am a Newly Elected Probate Court Judge with Traffic Jurisdiction. What are my applicable CJE Hour Mandates?

ANSWER: In summary, you have the following requirements:

(A) Completion of the New Judge Orientation Course ("NJO") for Probate Court Judges, required by statute (OCGA § 15-9-1.1 (a)) and by Uniform Rule (UPCR 14.2 (A));

Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Probate NJO "at the first occasion such a course is offered" after your ascension to the bench. The Probate NJO is offered every four years, in late

November or early December right after the general election. The most recent NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.

(B) Completion of the New Judge Orientation Course (“NJO”) for Probate Court Judges with Traffic Jurisdiction, required by statute (OCGA § 15-9-1.1 (a)) and by Uniform Rule (UPCR 14.2 (A));

***Your Next Steps To Complete NJO:** UPCR 14.2 provides that you complete the Traffic NJO “at the first occasion such a course is offered” after your ascension to the bench. The Traffic NJO is offered every four years, in late November or early December right after the general election. The most recent Traffic NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.*

(C) Completion of the Probate Mentoring Program, required by PJTC policy;

***Your Next Steps To Complete Mentoring:** Please contact the PJTC Mentoring Committee Chair of the Council of Probate Court Judges for additional details concerning Mentor assignments, tasks, etc.*

(D) Completion of 12 Hours of Accredited CJE Activities for Probate Court Judges (Non-Traffic), required by statute (OCGA § 15-9-1.1 (b)), by Uniform Rule (UPCR 14.2 (B)), and by PJTC policies;

(E) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judges with Traffic Jurisdiction, required by PJTC policies;

Your Next Steps To Complete 9 Hours:** (1) register for the trainings of your choice on the registration form; (2) attach the 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 electronic payment are not available. You may also use “Other Allowable Sources” to satisfy up to 3 hours of the 9 CJE Hour requirement. **See the FAQs on “Other CJE Opportunities”.

(F) Completion of the Probate Court Judges’ Certificate Program, required by PJTC policy;

Your Next Steps To Complete Probate Court Judges’ Certificate Program:** (1) Any Probate Court trainings that include “Certificate Program” content will be reflected on the Registration Form; (2) Register for those trainings on the registration form; (3) attach the check for the CJE support fee(s); and, (4) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available. **Also, see the FAQs on “Probate Court Judges’ Certificate Program”.

(G) Completion of the Probate Court Judges’ Traffic Certificate Program, required by PJTC policy.

Your Next Steps To Complete Probate Court Judges’ Traffic Certificate Program:** (1) The Probate Court Traffic training that includes “Traffic Certificate Program” content will be reflected on the Registration Form; (2) Register for that training on the registration form; (3) attach the check for the CJE support fee(s); and, (4) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available. **Also, see the FAQs on “Probate Court Judges’ Traffic Certificate Program”.

CJE & NEW FULL-TIME ASSOCIATE PROBATE COURT JUDGES - FAQ

FAQ #9 - NEWLY APPOINTED FULL-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a newly appointed Full-Time Associate Probate Court Judge with Traffic Jurisdiction. What are my applicable CJE Hour Mandates?

ANSWER: In summary, you have the following requirements:

(A) Completion of the New Judge Orientation Course (“NJO”) for Probate Court Judges, required by statute (OCGA § 15-9-1.1 (a)) and by Uniform Rule (UPCR 14.2 (A));

Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Probate NJO “at the first occasion such a course is offered” after your ascension to the bench. The Probate NJO is offered every four years, in late November or early December right after the general election. The most recent NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.

(B) Completion of the New Judge Orientation Course (“NJO”) for Probate Court Judges with Traffic jurisdiction, required by statute (OCGA § 15-9-1.1 (a)) and by Uniform Rule (UPCR 14.2 (A));

Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Traffic NJO “at the first occasion such a course is offered” after your ascension to the bench. The Traffic NJO is offered every four years, in late November or early December right after the general election. The most recent Traffic NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.

(C) Completion of the Probate Mentoring Program, required by PJTC policy;

Your Next Steps To Complete Mentoring: Please contact Judge Vickie Burnette and/or Judge Danielle McRae for additional details concerning Mentor assignments, tasks, etc.

(D) Completion of 12 Hours of Accredited CJE Activities for Probate Court Judges (Non-Traffic), required by statute (OCGA § 15-9-1.1 (b)), by Uniform Rule (UPCR 14.2 (B)), and by PJTC policies;

(E) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judges with Traffic Jurisdiction, required by PJTC policies;

*Your Next Steps To Complete 9 Hours: (1) register for the trainings of your choice on the registration form; (2) attach the 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 electronic payment are not available. You may also use “Other Allowable Sources” to satisfy up to 3 hours of the 9 CJE Hour requirement. **See the FAQs on “Other CJE Opportunities”.***

(F) Completion of the Probate Court Judges’ Certificate Program, required by PJTC policy;

*Your Next Steps To Complete Probate Court Judges’ Certificate Program: (1) Any Probate Court trainings that include “Certificate Program” content will be reflected on the Registration Form; (2) Register for those trainings on the registration form; (3) attach the check for the CJE support fee(s); and, (4) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available. **Also, see the FAQs on “Probate Court Judges’ Certificate Program”.***

(G) Completion of the Probate Court Judges’ Traffic Certificate Program, required by PJTC policy.

*Your Next Steps To Complete Probate Court Judges’ Traffic Certificate Program: (1) The Probate Court Traffic training that includes “Traffic Certificate Program” content will be reflected on the Registration Form; (2) Register for that training on the registration form; (3) attach the check for the CJE support fee(s); and, (4) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available. **Also, see the FAQs on “Probate Court Judges’ Traffic Certificate Program”.***

CJE & NEW PART-TIME ASSOCIATE PROBATE COURT JUDGES - FAQ

FAQ #10 - NEWLY APPOINTED PART-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a newly appointed Part-Time Associate Probate Court Judge with Traffic Jurisdiction. What are my applicable CJE Hour Mandates?

ANSWER: In summary, you have the following requirements:

(A) Completion of the New Judge Orientation Course (“NJO”) for Probate Court Judges, required by statute (OCGA § 15-9-1.1 (a)) and by Uniform Rule (UPCR 14.2 (A));

Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Probate NJO “at the first occasion such a course is offered” after your ascension to the bench. The Probate NJO is offered every four years, in late November or early December right after the general election. The most recent NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.

(B) Completion of the New Judge Orientation Course (“NJO”) for Probate Court Judges with Traffic jurisdiction, required by statute (OCGA § 15-9-1.1 (a)) and by Uniform Rule (UPCR 14.2 (A));

Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Traffic NJO “at the first occasion such a course is offered” after your ascension to the bench. The Traffic NJO is offered every four years, in late November or early December right after the general election. The most recent Traffic NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.

(C) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judges with Traffic Jurisdiction, required by statute (OCGA § 15-9-2.1 (c)(2)), by Uniform Rule (UPCR 14.2 (B)), and by PJTC policies.

Your Next Steps To Complete 9 Hours: (1) register for the trainings of your choice on the registration form; (2) attach the 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 electronic payment are not available. You may also use “Other Allowable Sources” to satisfy up to 3 hours of the 9 CJE Hour requirement. **See the FAQs on “Other CJE Opportunities”.**

PROBATE COURT JUDGES’ CERTIFICATE PROGRAM - FAQ

***NOTE:** This is the Certificate Program for Probate Court Judges required by PJTC policy. A separate Certificate Program for Probate Court Judges with Traffic Jurisdiction is required by PJTC Traffic Certificate Committee policy. Those FAQs will be addressed in the next section, “Probate Court Judges Traffic Certificate Program – FAQs”.

FAQ #11 - PROBATE COURT JUDGES’ CERTIFICATE PROGRAM: What is the “Probate Court Judges’ Certificate Program?”

ANSWER: PJTC Policy requires successful completion of and graduation from the “Probate Court Judges’ Certificate Program”. The “Probate Court Judges’ Certificate Program” was originally created by the PJTC, working with UGA’s Carl Vinson Institute of Government. The Program consists of several courses, which must be completed within a multi-year timeframe (historically five years). All of the courses were intended to enhance the knowledge and skills of Probate Court Judges. The objectives of the Program included: (1) Increasing the knowledge of the primary functions of the Office of the Probate Court in Georgia;

(2) Developing skills necessary to carry out the primary functions of the Office of the Probate Court in Georgia, including use of routine primary reference resources such as the Probate Court Judges' Benchbook and the Handbook; and, (3) Developing and maintaining high standards and professional abilities for the functioning of the Office of the Probate Court in every county in Georgia, including supporting creditable use of a relevant variety of alternative training services and resources.

FAQ #12 - CERTIFICATE PROGRAM REQUIREMENTS: What are the required courses in the "Probate Court Judges' Certificate Program?"

ANSWER: The PJTC determines the Certificate Program requirements, which are subject to change from time to time. To review the most current policy, please contact the Council of Probate Court Judges.

Your Next Steps To Complete the Probate Court Judges' Certificate Program: (1) Any Probate Court Judges' trainings that include "Certificate Program" content will be reflected on the Registration Form; (2) Register for those trainings on the registration form; (3) attach the check for the CJE support fee(s); and, (4) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available.

FAQ #13 - TIME LIMIT TO COMPLETE CERTIFICATE PROGRAM REQUIREMENTS: How long do I have to complete the "Probate Court Judges' Certificate Program?"

ANSWER: Historically it is a multi-year curriculum that cannot be completed within one calendar year. However, the PJTC determines the Certificate Program requirements, which are subject to change from time to time. To review the most current policy, please contact the Council of Probate Court Judges.

FAQ #14 - GRADUATES OF CERTIFICATE PROGRAM & CERTIFICATE PROGRAM ATTENDANCE: I have graduated from the Certificate Program. May I sit in on Certificate Program classes again, as a refresher?

ANSWER: It depends upon space. Classroom space is prioritized for those Judges who have not completed the Program. If space is available for Program graduates, then you would be allowed to sit in on the class. Contact your ICJE points of contact for more information regarding space availability.

FAQ #15 - NON-JUDGES & CERTIFICATE PROGRAM ATTENDANCE: I am not serving as a Probate Court Judge, but I am interested in learning the Certificate Program content. May I sit in on Certificate Program classes?

ANSWER: It depends upon space. Classroom space is prioritized for those Judges who have not completed the Program. If space is available for non-Judges, then you would be allowed to sit in on the class. Contact your ICJE points of contact for more information regarding space availability.

PROBATE COURT JUDGES' TRAFFIC CERTIFICATE PROGRAM - FAQ

NOTE: This is the Traffic Certificate Program for Probate Court Judges with Traffic Jurisdiction, required by PJTC Traffic Committee policy. A separate Certificate Program for ALL Probate Court Judges is also required by PJTC policy.

FAQ #16 - PROBATE COURT JUDGES' TRAFFIC CERTIFICATE PROGRAM: What is the "Probate Court Judges' Traffic Certificate Program?"

ANSWER: PJTC Traffic Committee Policy requires successful completion of and graduation from the "Probate Court Judges' Traffic Certificate Program". The "Traffic Certificate Program" was originally created by the PJTC Traffic Certificate Committee in 2017. The Program consists of several courses, which must be completed within a multi-year timeframe (historically four years). All of the courses are intended to enhance the knowledge and skills of Probate Court Judges and Associate Probate Court Judges with Traffic Jurisdiction.

FAQ #17 - TRAFFIC CERTIFICATE PROGRAM REQUIREMENTS: What are the required courses in the "Probate Court Judges' Traffic Certificate Program?"

ANSWER: The PJTC Traffic Committee determines the Traffic Certificate Program requirements, which are subject to change from time to time. To review the most current policy, please contact the Council of Probate Court Judges.

Your Next Steps To Complete Probate Court Judges' Traffic Certificate Program: (1) The Probate Court Traffic training that includes "Traffic Certificate Program" content will be reflected on the Registration Form; (2) Register for that training on the registration form; (3) attach the check for the CJE support fee(s); and, (4) mail the form and the check to ICJE using the mailing address shown on the form. Online registration and electronic payment are not available.

FAQ #18 - TIME LIMIT TO COMPLETE CERTIFICATE PROGRAM REQUIREMENTS: How long do I have to complete the "Probate Court Judges' Traffic Certificate Program?"

ANSWER: Historically it is a multi-year curriculum that cannot be completed within one calendar year. However, the PJTC Traffic Certificate Committee determines the Traffic Certificate Program requirements, which are subject to change from time to time. To review the most current policy, please contact the Council of Probate Court Judges.

FAQ #19 - GRADUATES OF TRAFFIC CERTIFICATE PROGRAM & CERTIFICATE PROGRAM ATTENDANCE: I have graduated from the Traffic Certificate Program. May I sit in on Traffic Certificate Program classes again, as a refresher?

ANSWER: It depends upon space. Classroom space is prioritized for those Judges who have not completed the Program. If space is available for Program graduates, then you would be allowed to sit in on the class. Contact your ICJE points of contact for more information regarding space availability.

FAQ #20 - NON-JUDGES & TRAFFIC CERTIFICATE PROGRAM ATTENDANCE: I am not serving as a Probate Court Judge, but I am interested in learning the Traffic Certificate Program content. May I sit in on Traffic Certificate Program classes?

ANSWER: It depends upon space. Classroom space is prioritized for those Judges who have not completed the Program. If space is available for non-Judges, then you would be allowed to sit in on the class. Contact your ICJE points of contact for more information regarding space availability.

MENTORING - FAQ

FAQ #21 - MENTORING: How do I find out who my Mentor is for the Mentoring program?

ANSWER: Please contact the PJTC Mentoring Committee Chair of the Council of Probate Court Judges for additional details concerning Mentor assignments, tasks, etc.

FAQ #22 - FUTURE MENTOR: I would like to volunteer to be a Mentor for the Probate Mentoring Program – who should I contact?

ANSWER: Please contact the PJTC Mentoring Committee Chair of the Council of Probate Court Judges.

CHANGE(S) IN PROBATE COURT PERSONNEL - FAQs

FAQ #23 - 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.

CONFIRMATION OF YOUR REGISTRATION - FAQ

FAQ #24 - 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 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 Ms. Laura Kathryne Hogan (Event Coordinator; lkhogan@uga.edu, 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu, 706-369-5807).

COVID - FAQs

FAQ #25 - 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 #26 - 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 #27 - ROLLOVER CJE HOURS - DIFFERENT RULES FOR PROBATE NON-TRAFFIC VS. PROBATE TRAFFIC: Are the rules on “Rollover” of excess CJE Hours different for Probate Court Judges (Non-Traffic) than they are for Probate Court Judges with Traffic Jurisdiction?

ANSWER: Yes. The PJTC policy on “Rollover” of excess CJE Hours obtained by Probate Court Judges (Non-Traffic) is different than the PJTC Traffic Committee policy on “Rollover” of excess CJE Hours obtained by Probate Court Judges with Traffic Jurisdiction.

FAQ #28 - FOR TRAFFIC - ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 9 CJE Hours of Probate Court Judge Traffic training in one year, will the excess hours rollover and count toward the next year’s CJE requirement?

ANSWER: Yes, up to a limit. PJTC Traffic Committee policy provides that if a judge completes more than 9 Traffic hours of CJE credit in any calendar year, then the excess credit, up to a limit of 3 hours, can be carried over and credited to the education requirement for the next succeeding year only.

NOTE: This is the PJTC policy for Rollover of excess Probate (Traffic) CJE Hours. A separate rollover policy applies for Probate (Non-Traffic) CJE hours.

FAQ #29 - FOR NON-TRAFFIC - ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 12 CJE Hours of Probate Court Judge (Non-Traffic) training in one year, will the excess hours rollover and count toward the next year's CJE requirement?

ANSWER: Yes, up to a limit. PJTC policy provides that if a judge completes more than 12 hours of credit in any calendar year, then the excess credit, up to a limit of 6 hours, can be carried over and credited to the education requirement for the next succeeding year only.

NOTE: This is the PJTC policy for Rollover of excess Probate (Non-Traffic) CJE Hours. A separate rollover policy applies for Probate Court Judges with Traffic jurisdiction.

FAQ #30 - REQUESTING ROLLOVER OF EXCESS CJE HOURS: How do I make the request for excess CJE 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 PJTC policy and/or PJTC Traffic Committee policy. To review the most current policy, please contact the Council of Probate Court Judges.

FAQ #31 - CJE TRANSCRIPT/ROLLOVER OF EXCESS CJE HOURS: How do I ensure that my rollover CJE hours have been credited on my CJE transcript?

ANSWER: Please contact your ICJE points of contacts, Ms. Laura Kathryn Hogan (Event Coordinator; lkhogan@uga.edu, 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu, 706-369-5807).

OTHER CJE OPPORTUNITIES - FAQ

FAQ #32 - PROBATE COURT JUDGES WITH TRAFFIC JURISDICTION AND OTHER TRAINING OPPORTUNITIES: Are Probate Court Judges with Traffic Jurisdiction 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 Uniform Probate Court Rules; and, Probate Judges' Training Council Policy. **Review Uniform Probate Court Rule 14.2 (B) and the most current PJTC policy from the Council of Probate Court Judges for a complete list of other training opportunities.**

NOTE: This is the PJTC policy for Rollover of excess Probate (Non-Traffic) CJE Hours. A separate rollover policy applies for Probate Court Judges with Traffic jurisdiction.

JUDGES' ATTENDANCE AT CLERKS' TRAININGS - FAQs

FAQ #33 - 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 Probate Court Clerk trainings. The "per Training Day Registration Fee" must be submitted, as well.

CLERKS' ATTENDANCE AT JUDGES' TRAININGS - FAQs

FAQ #34 - PROBATE COURT CLERKS' ATTENDANCE AT JUDGES' TRAININGS: I have noticed Probate Court Clerks attending some Judges' trainings as participants (not as speakers), and they are not serving as a Probate Court Judge. Are Clerks allowed to attend the Judges' training events?

ANSWER: Yes, with two conditions: (1) The Clerk must pay the Judges' annual CJE Support Fee(s) in the exact same amount that the Judges have to pay; if attending the Spring Conference, Fall COAG Conference, and/or any of the Multi-Class of Court online courses, the Clerk must pay the Probate Court Judges (Non-Traffic) CJE Support Fee; if attending the Traffic Conference, the Clerk must pay the Probate Court Judges' (Traffic) CJE Support Fee; and, (2) There must be space available for all Judges who wish to attend the Judges' training event(s).

FAQ #35 - 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.).

CHECKING YOUR CJE TRANSCRIPT STATUS - FAQs

FAQ #36 - 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 #37 - CJE TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJE hours?

ANSWER: ICJE is the official repository of Probate Court CJE Transcripts.

CJE TRANSCRIPT STATUS: How can I check my CJE status?

ANSWER: Please contact your ICJE points of contact, Ms. Laura Kathryn Hogan (Event Coordinator; lkhogan@uga.edu, 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu, 706-369-5807).

FAQ #38 - 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 your ICJE points of contact, Ms. Laura Kathryn Hogan (Event Coordinator; lkhogan@uga.edu, 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu, 706-369-5807).

SIMULTANEOUS SERVICE AS STATE COURT JUDGE - FAQ

FAQ #39 - SIMULTANEOUS SERVICE AS STATE COURT JUDGE: I am simultaneously serving as a State Court Judge - if I obtain CJE Hours of Probate Court Judge Traffic training in one year, will the Probate Court Judge Traffic CJE hours count towards my CJE 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 CJE Committee of the Council of State Court Judges, and they will weigh whether or not the Probate Court Judge Traffic CJE content is applicable to your service as a State Court Judge. The "Cross-Court CJE Credit" policy is set by the Council of State Court Judges' Mandatory CJE Committee. To start the process, email or call your ICJE staff points of contact.

SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE - FAQ

FAQ #40 - SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE: I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of Probate Court Judge Traffic training in one year, will the Probate Court Judge Traffic 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.

SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE - FAQ

FAQ #41 - SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE: I am simultaneously serving as a Magistrate Court Judge - if I obtain CJE Hours of Probate Court Judge Traffic training in one year, will the Probate Court Judge Traffic 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 Probate 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.

SIMULTANEOUS SERVICE AS MUNICIPAL COURT JUDGE - FAQ

FAQ #42 - SIMULTANEOUS SERVICE AS MUNICIPAL COURT JUDGE: I am simultaneously serving as a Municipal Court Judge – does my simultaneous service as a Probate Court Judge 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 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.

NON-COMPLIANCE WITH CJE MANDATES - FAQ

FAQ #43 - NON-COMPLIANCE: What happens when a Probate Court Judge fails to meet the requisite CJE mandates?

ANSWER: Non-compliance with the Probate Court Judge CJE requirements is addressed, in detail, by statutory law and by Uniform Probate Court Rule. The applicable statute is OCGA § 15-9-1.1 (c) and the applicable Uniform Rule is UPCR 14.2 (C). Review both sources for details, including provisions for reporting of delinquencies, hardship requests, and more information.

HARDSHIP REQUESTS FROM CJE MANDATES - FAQ

FAQ #44 - EXEMPTION OR EXTENSION FROM CJE REQUIREMENTS: May I request an exemption or extension from the CJE requirements?

ANSWER: Exemptions or extensions from Probate Court Judge CJE requirements are addressed, in detail, by statutory law and by Uniform Probate Court Rule. The applicable statute is OCGA § 15-9-1.1 (c) and the applicable Uniform Rule is UPCR 14.2 (C). These sources state that the judge may be given a six-month administrative extension by the Probate Judges' Training Council to fulfill the CJE requirement(s). "Individual requests for extensions beyond the initial six-month extension for reasons of disability, hardship, or extenuating circumstance may be approved on a case-by-case basis by the Probate Judges' Training Council."

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

FAQ #45 - 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.

The Next Steps: (1) Contact the State Bar CLE Department at 404.527.8710 or 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 #46 - 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 #47 - 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 #48 - 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: Yes, this is authorized by UPCR 14.2 (B)(3) and also by PJTC policy, but is limited. The PJTC has the authority to make policy changes at any time. To review the most current policy, please contact the Council of Probate Court Judges. Every class of court has different rules on this issue.

FAQ #49 - 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 #50 - 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” Hours, and some do not.

FAQ #51 - CJE (JUDICIAL) “SPECIALTY” REQUIREMENT FOR PROBATE COURT JUDGES: Are Probate Court Judges with Traffic Jurisdiction mandated to obtain any “Specialty” CJE hours each year?

ANSWER: No. Probate 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) as a part of their mandated CJE hours per year.

CJE AGENDA CONTENT - FAQs

AGENDA PLANNING: Who plans the agendas and topics for ICJE 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 PJTC Traffic Certificate Committee of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

FAQ #52 - 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 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 topic suggestions for future conference agendas in the “General Comments” section of the ICJE Post-Conference Surveys.

CJE PRESENTERS - FAQs

FAQ #53 - PRESENTERS: Who chooses the speakers/presenters for the ICJE 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 PJTC Traffic Certificate Committee of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

FAQ #54 - PRESENTERS & CJE (JUDICIAL) CREDIT: When I serve as a presenter for an ICJE-facilitated Traffic seminar, can I get extra Traffic CJE (Judicial) 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.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current policy, please contact the Council of Probate Court Judges.

FAQ #55 - 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.

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 #56 - 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 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 #57 - LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site ICJE 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 events are planned by the PJTC Traffic Certificate Committee of the CPCJ, in collaboration with ICJE staff. All venue decisions are also routed through the Council Executive Committee, as well. 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 #58 - COSTS OF PARTICIPATION IN EDUCATIONAL PROGRAMS: Is there any Georgia Law or Uniform Rule that I can cite to the governing authority of my jurisdiction regarding authorization of expenses incurred for participating in educational programs?

ANSWER: Yes, OCGA § 15-1-11 (b) “Attendance of judges and court personnel at educational programs” 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. If additional authority is needed, OCGA § 15-9-1.1 (d) and also Uniform Probate Court Rule 14.2 (D) authorize payment by county funds.

MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs

FAQ #59 - 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 #60 - 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 #61 - 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 #62 - 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 #63 - 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 #64 - FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: As always, you can contact Ms. Laura Kathryne Hogan (Event Coordinator; lkhogan@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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