

FAQs For
STATE COURT JUDGES

FOR EXPERIENCED JUDGES - FAQs

FAQ # 1 – ACTIVE JUDGES/MANDATE: I am an Experienced State Court Judge, is the CJE Mandate still the same this year as it was last year?

ANSWER: Yes, it's still the same. There are no changes in CJE requirements for the new calendar year. Uniform State Court Rule 43.1 (A) still requires State Court Judges to obtain 12 CJE Hours per calendar year.

The Next Steps: (1) register for the trainings of your choice using the registration form; (2) attach the check for the CJE support fee; 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.

FAQ # 2 – SENIOR JUDGES/MANDATE: I am a Senior State Court Judge, is the CJE Mandate still the same this year as it was last year?

ANSWER: Yes, it's still the same. There are no changes in CJE requirements for the new calendar year. Uniform State Court Rule 43.1 (A) still requires Senior State Court Judges to obtain 12 CJE Hours per calendar year.

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

FOR NEW JUDGES - FAQs

FAQ # 3 – NEW JUDGES/MANDATE: I am a New State Court Judge. What is the CJE Mandate for New State Court Judges?

ANSWER: Uniform State Court Rule 43.1 (B) requires New State Court Judges to complete a New Judge Orientation (“NJO”) Course. You will receive a separate registration form via email for the NJO.

The Next Steps: (1) register for the State Court Judge NJO using the NJO registration form; (2) return the registration form via email to Mr. Thomas Erwin at terwin21@uga.edu.

FAQ # 4 – NEW JUDGES/TIME REQUIREMENT: I am a New Judge. How long do I have to complete the NJO?

ANSWER: Uniform State Court Rule 43.1 (B) states that the NJO should be attended “at the next available opportunity after the Judge’s election or appointment, preferably within one year after assuming office.”

FAQ # 5 – ATTENDANCE/NEW JUDGES: I am a New Judge. If I participate in the NJO during this calendar year, can I also participate in the other CJE trainings for State Court Judges?

ANSWER: Yes.

The Next Steps: (1) register for the State Court Judge trainings of your choice (in addition to the NJO) using the registration form; (2) attach the check for the CJE support fee; 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.

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?

ICJE Points of Contact			
Constituent Groups	ICJE Staff	Office Number	Email Address
Superior Court Judges Superior Court Clerks State Court Judges Magistrate Court Judges Magistrate Court Clerks Judicial Staff Attorneys	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 706369-5807	lkhogan@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. Lindsey Colley (lcolley@uga.edu OR 706-369-5813) or Mr. Thomas Erwin (terwin21@uga.edu OR 706-369-5809).

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 may continue to impact the format of ICJE-facilitated training. As noted on the registration form, the program delivery format of every event is subject to change due to COVID. At this time, all of the events are scheduled to occur as noted at the dates and locations shown on the registration form.

FAQ # 8 – PROGRAM CHANGES/COMMUNICATION: Who decides if a scheduled event is changed due to COVID, and how will I find out?

ANSWER: Both ICJE and your group's leadership collaborate on any decisions regarding schedule changes. Full logistical information is emailed to you as promptly as possible after any decision is made.

CHECKING YOUR CJE TRANSCRIPT STATUS - FAQs

FAQ # 9 – 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 # 10 – CJE TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJE hours?

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

FAQ # 11 – CJE TRANSCRIPT STATUS: How can I check my CJE status?

ANSWER: You can check your CJE hours on our website at <https://www.law.uga.edu/icje/>. Once you've arrived to the site, click on "Judges Training". A drop-down list should appear and then you will select STATE COURT JUDGES/CJE STATUS. Hours are listed by bar number.

FAQ # 12 – ERROR OR AN OMISSION ON CJE TRANSCRIPT: There is an error or an omission on my CJE transcript, who do I contact?

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

ROLLOVER OF EXCESS CJE HOURS EARNED - FAQs

FAQ # 13 – ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 12 CJE Hours of State 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. Uniform State Court Rule 43.1 (A) provides that if a judge completes more than twelve hours of credit in any calendar year, the excess credit shall be carried over and credited to the education requirement for the next succeeding year only.

FAQ # 14 – CJE TRANSCRIPT/ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 12 CJE Hours of State Court Judge training in one year, will ICJE calculate the rollover hours and automatically count the rollover hours toward the next year's CJE requirement?

ANSWER: Yes.

ALSO SERVING AS JUVENILE COURT JUDGE - FAQ

FAQ # 15 – SIMULTANEOUS SERVICE AS JUDGE IN A JUVENILE COURT: I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of State Court Judge training in one year, will the State Court Judge CJE hours count towards my CJE requirements applicable to my service as a Juvenile Court Judge?

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

ALSO SERVING AS PROBATE COURT JUDGE - FAQ

FAQ # 16 – SIMULTANEOUS SERVICE AS JUDGE IN A PROBATE COURT: I am simultaneously serving as a Probate Court Judge - if I obtain CJE Hours of State Court Judge training in one year, will the State Court Judge CJE hours count towards my CJE requirements applicable to my service as a Probate Court Judge?

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

ALSO SERVING AS MAGISTRATE COURT JUDGE - FAQ

FAQ # 17 – SIMULTANEOUS SERVICE AS JUDGE IN A MAGISTRATE COURT: I am simultaneously serving as a Magistrate Court Judge - if I obtain CJE Hours of State Court Judge training in one year, will the State 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 State 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 for Magistrate Court.

ALSO SERVING AS MUNICIPAL COURT JUDGE - FAQ

FAQ # 18 – SIMULTANEOUS SERVICE AS JUDGE IN A MUNICIPAL COURT: I am simultaneously serving as a Municipal Court Judge - if I obtain CJE Hours of State Court Judge training in one year, will the State Court Judge CJE hours count towards my CJE requirements applicable to my service as a Municipal Court Judge?

ANSWER: Yes, but you should notify both ICJE and Municipal Court Training Council that you wish for your State Court Judge CJE hours to be credited towards your Municipal Court Judge CJE hours. The "Cross-Court CJE Credit" is authorized by statute in this case, and the specific statute is OCGA 36-32-27 (d).

CJE AGENDA CONTENT - FAQs

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

ANSWER: Your colleagues in the Council of State Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. New Judge Orientation is planned by the New Judge Orientation and Mentoring Committee. All other events are planned by the Educational Programs Committee. All agendas are planned in collaboration with ICJE staff, and they are also routed through the Council Executive Committee, as well.

FAQ # 20 – IDEA FOR FUTURE AGENDA: I have a suggested topic for a future seminar – who should I contact?

ANSWER: Forward your suggestions to the Chair of the Educational Programs Committee; or, if it is an idea for New Judge Orientation, then forward your suggestion to the Chair of the New Judge Orientation and Mentoring Committee. Be sure to include the Executive Director of your Council of State Court Judges on the correspondence too.

CJE PRESENTERS - FAQs

FAQ # 21 – PRESENTERS: Who chooses the speakers/presenters for the CJE events?

ANSWER: Your colleagues in the Council of State Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. New Judge Orientation is planned by the New Judge Orientation and Mentoring Committee. All other events are planned by the Educational Programs Committee. All agendas – including the selection of the presenters - are planned in collaboration with ICJE staff, and they are also routed through the Council Executive Committee as well.

FAQ # 22 – PRESENTERS & C-J-E (JUDGE) CREDIT: When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CJE (Judge) credit for service as a presenter?

ANSWER: Yes, automatically. The ICJE staff will automatically process this “speaker CJE credit” for you.

Calculation of “Speaker CJE (Judge) Credit”: The ICJE Staff calculates the amount of “Speaker CJE Credit” in accordance with Uniform Superior Court Rule 43.1 (E), as adopted for usage pursuant to the Uniform State Court Rules.

FAQ # 23 – PRESENTERS & C-L-E (LEGAL) CREDIT: When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CLE (Legal) credit for service as a presenter?

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

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

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

FAQ # 24 – 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: Contact the Chair of the Educational Programs Committee; or, if it is an idea for New Judge Orientation, then forward your suggestion to the Chair of the New Judge Orientation and Mentoring Committee. Be sure to include the Executive Director of your Council of State Court Judges on the correspondence, too.

CJE VENUES - FAQ

FAQ # 25 – LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site training events?

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

OTHER CJE OPPORTUNITIES - FAQ

FAQ # 26 – OTHER TRAINING OPPORTUNITIES: Are State Court Judges allowed to obtain CJE hours from educational events other than those listed on the registration form?

ANSWER: Yes, ICJE-facilitated courses are only one of several categories of CJE activities accredited pursuant to the Uniform State Court Rules. Review Uniform State Court Rule 43.1 (E)(1) for the full detailed listing of all qualifying creditable CJE programs.

To request external CJE hours: (1) please mail to ICJE an original letter, signed and dated, stating that you request to receive CJE hours for the name of the program, including the date, location and sponsor of the course that you attended, along with the specific amount of CJE hours you are requesting; and (2) also provide a copy of the agenda as well.

COSTS OF PARTICIPATION IN CJE TRAINING - FAQ

FAQ # 27 – COSTS OF PARTICIPATION IN EDUCATIONAL PROGRAMS: Is there any Georgia Law that I can cite to the governing authority of my jurisdiction regarding authorization of expenses incurred for participating in educational programs?

ANSWER: Yes, OCGA § 15-1-11 “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. See the full text of the statute for details.

NON-COMPLIANCE WITH CJE MANDATES - FAQ

FAQ # 28 – NON-COMPLIANCE: What happens when a State Court Judge fails to meet the requisite CJE mandates?

ANSWER: Noncompliance with the State Court Judge CJE requirements is addressed, in detail, by Uniform State Court Rule 43.3. Review the full Uniform Rule for the details, including provisions for reporting of delinquencies, reprimands, and more information.

EXEMPTION FROM CJ E MANDATES - FAQ

FAQ # 29 – EXEMPTION FROM CJ E REQUIREMENTS: May I request an exemption from the CJ E requirements?

ANSWER: Yes. Exemptions from State Court Judge CJ E requirements are addressed, in detail, by Uniform State Court Rule 43.4. Review the full Uniform Rule for the details on the criteria, and how to proceed with your request.

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

FAQ # 30 – ATTORNEYS WHO ARE FULL-TIME JUDGES – CLE EXEMPTION: I am a member of the State Bar of Georgia and a full-time Judge, what are my current CLE (legal) requirements each year?

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

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 # 31 – 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 # 32 – CJ E (JUDGE) HOURS COUNTING TOWARD CLE (LEGAL) HOURS IN GEORGIA: When I participate in ICJE-facilitated events, will any of those C-J-E (Judge) hours also count toward my C-L-E (Legal) hours in Georgia?

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

FAQ # 33 – CLE (LEGAL) HOURS COUNTING TOWARD JUDGE (CJE) HOURS IN GEORGIA: When I participate in State Bar of Georgia ICLE-facilitated events, will any of those C-L-E (Legal) hours also count toward my C-J-E (Judge) hours in Georgia?

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

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

FAQ # 34 – TOTAL OF CJE HOURS IS DIFFERENT FROM TOTAL OF CLE HOURS FOR SAME EXACT TIME PERIOD: I have noticed that the amount of CJE (Judicial) Hours available on the “Attendance Form” never equals the amount of CLE (Legal) Hours available on the “Lawyer Credit Form” for the same exact time slot – why don’t the total hours ever match up?

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

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

-versus-

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

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

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

FAQ # 35 – 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 # 36 – C-J-E (JUDICIAL) “SPECIALTY” REQUIREMENT FOR STATE COURT JUDGES: Are State Court Judges mandated to obtain any “Specialty” CJE hours each year?

ANSWER: Yes. Uniform State Court Rule 43.1 (A) mandates that at least one hour of the mandated 12 hours per year shall be devoted to the topic of legal or judicial ethics and/or legal or judicial professionalism.

FAQ # 37 – C-J-E (JUDGE) “SPECIALTY” HOURS COUNTING AS C-L-E (LEGAL) HOURS: Can C-J-E (Judge) “Specialty” hours also count as C-L-E (Legal) “Specialty” hours?

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

FAQ # 38 – DETERMINATION OF “SPECIALTY” CJE OR CLE HOURS: Who is authorized to determine what ICJE -facilitated programming content constitutes a “Specialty” CJE or CLE Hour?

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

INFORMATION ABOUT CJE SUPPORT FEES - FAQs

FAQ # 39 – 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 # 40 – 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 # 41 – 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 # 42 – 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 # 43 – 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 # 44 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

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