

Superior Court Clerk's Annual Certificates of Training and Consecutive Years Training Certificates

Annual training certificates - At the end of each calendar year, ICJE totals the training hours for each Superior Court Clerk. All Superior Court Clerks who have satisfied their training requirement per **OCGA 15-6-50** will be automatically be issued a certificate of completion for that training year via email. Per **OCGA 15-6-** each person who is elected or appointed as a clerk of the superior court shall also enter upon the minutes of the superior court in which he or she holds office, a copy of the certificate of training issued by the Institute of Continuing Judicial Education of Georgia.

Consecutive Years of Training Certificates – for Superior Court Clerks who have successfully completed 5, 10, 15, 20, 25, 30, 35, 40, 45 and/or 50 years of consecutive training, a **Consecutive Years of Training Certificate** will be issued automatically. These certificates are given to the Superior Court Clerks Training Council which are then distributed to each Clerk during the following year's Spring Training Conference. For example, a clerk qualifies for a 10-year consecutive training certificate at the end of CY 2020, the certificate will be awarded during the 2021 Spring Clerks training conference.

Superior Court Clerks who will be **retiring** on or before the end of a calendar year, can request a Consecutive Years of Training Certificate by contacting Mrs. Susan Mason at susan.mason@uga.edu to request in writing a Consecutive Years of Training Certificate for retirement purposes. Once a request is received, turnaround time is typically 1 week depending on staff responsibilities to ongoing training conferences and travel. The Consecutive Years of Training Certificate will then be emailed to you directly.