

# Full Set of Frequently Asked Questions (“FAQs”) for MAGISTRATE COURT CLERKS

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Your assigned ICJE Staff are:



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## SEE SEPARATE FAQs FOR MAGISTRATE JUDGES

**FAQ # 1 – SEPARATE FAQs FOR JUDGES:** I am a Magistrate Court Clerk, but I simultaneously serve as a Magistrate Judge also. Is there a separate set of FAQs for Magistrate Court Judges?

**ANSWER:** Yes, this set of FAQs covers information for Magistrate Court Clerks only. If you are also serving as a Magistrate Court Judge, then you should also consult the separate FAQs for Magistrate Court Judges.

## NO CJE MANDATE FOR EXPERIENCED CLERKS – FAQs

**FAQ # 2 – EXPERIENCED CLERKS/NO MANDATE:** I am an Experienced Magistrate 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, you do not have any mandatory CJE requirement as a Magistrate Court Clerk. Although ICJE is pleased to offer an annual training opportunity for Magistrate Court Clerks as an accommodation, you are not required to participate.

*The Next Steps: (1) register for the annual training using the registration form; and (2) mail the form and fee 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 Magistrate Court Clerk, is there any CJE requirement for New Clerks?

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

*The Next Steps: (1) register for the annual training using the registration form; and (2) mail the form and fee to ICJE using the mailing address shown on the form. Online registration is not available.*

## JUDGES' ATTENDANCE AT CLERKS' TRAININGS - FAQs

**FAQ # 4 – JUDGES & ATTENDANCE:** I have noticed Judges attending some Clerks' trainings as participants (not as speakers). Are Judges allowed to attend Clerks' training events?

**ANSWER:** Yes; however, you will have to pay the Clerks' fee to attend and training at this conference cannot count toward your 12 mandated CJE hours as a Magistrate Court Judge.

## CLERKS' ATTENDANCE AT JUDGES' TRAININGS - FAQs

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

**ANSWER:** No, and this policy is set by the Magistrate Court Training Council ("MCTC").

## 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 insure delivery?

ICJE Points of Contact			
Constituent Groups	ICJE Staff	Office Number	Email Address
Superior Court Judges Superior Court Clerks Magistrate Court Judges Magistrate Court Clerks Multi-Class Live & Online USCR 43.6	<b>Susan Mason</b> Event Coordinator & <b>Thomas Erwin</b> Event Planner	706-542-1129  706-542-1150	<a href="mailto:susan.mason@uga.edu">susan.mason@uga.edu</a>  <a href="mailto:terwin21@uga.edu">terwin21@uga.edu</a>
State Court Judges Probate Ct Judge/Non-Traffic Probate Ct Judge/Traffic Probate Court Clerks Accountability Court Judges International Groups	<b>Laura Kathryne Hogan</b> Event Coordinator & <b>Casey Semple</b> Event Planner	706-542-1126  706-542-1128	<a href="mailto:lkhogan@uga.edu">lkhogan@uga.edu</a>  <a href="mailto:csemples@uga.edu">csemples@uga.edu</a>
Juvenile Court Judges Juvenile Court Clerks Judicial Staff Attorneys Municipal Court Judges Municipal Court Clerks	<b>Melinda Hobbs</b> Event Coordinator & <b>Annelle Berry</b> Event Planner	706-542-1158  706-542-1164	<a href="mailto:mlhobbs@uga.edu">mlhobbs@uga.edu</a>  <a href="mailto:awberry@uga.edu">awberry@uga.edu</a>
Office Manager Financials	<b>Emily Rashidi</b> Business Operations Manager	706-542-1160	<a href="mailto:emily.rashidi@uga.edu">emily.rashidi@uga.edu</a>
ICJE Executive Director	<b>Lynne Moore Nelson</b>	706-542-1124	<a href="mailto:lynnemoore.nelson@uga.edu">lynnemoore.nelson@uga.edu</a>

(3) Completed Registration Forms are processed as promptly as possible; to check on the status of your form, contact Mrs. Susan Mason ([susan.mason@uga.edu](mailto:susan.mason@uga.edu) or 706-542-1129) or Mr. Thomas Erwin ([terwin21@uga.edu](mailto:terwin21@uga.edu) or 706-542-1150)

## COVID - FAQs

**FAQ # 7 – PROGRAM CHANGES/IMPACT OF COVID:** What impact will COVID have on the annual training 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 this event is subject to change due to COVID. At this time, your event is scheduled to occur as noted at the dates and location 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.

## **CJE AGENDA CONTENT - FAQs**

**FAQ # 9 – AGENDA PLANNING:** Who plans the agendas and topics for CJE events?

**ANSWER:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

**FAQ # 10 – IDEA FOR FUTURE AGENDA:** I have a suggested topic for a future seminar – who should I contact?

**ANSWER:** The President of the Council of Magistrate Court Clerks, Incorporated (“CMCC”); and, also your ICJE Staff Point of Contact.

## **CJE PRESENTERS - FAQs**

**FAQ # 11 – PRESENTERS:** Who chooses the speakers/presenters for CJE events?

**ANSWER:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

**FAQ # 12 – 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:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”).

## **CJE VENUES - FAQ**

**FAQ # 13 – LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site training events?

**ANSWER:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. In order to insure availability and the best possible pricing, venues are chosen and contracted well in advance.

## **INFORMATION ABOUT CJE SUPPORT FEES - FAQs**

**FAQ # 14 – 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 # 15 – 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 # 16 – 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 # 17 – 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 # 18 – 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 # 19 – FOR MORE INFORMATION:** I have a question that has not been answered, who can I contact?

**ANSWER:**

Please contact Mrs. Susan Mason at 706-542-1129 or via email at [susan.mason@uga.edu](mailto:susan.mason@uga.edu) OR Mr. Thomas Erwin at 706-542-1150 or via email at [terwin21@uga.edu](mailto:terwin21@uga.edu).