



Frequently Asked Questions (“FAQs”) for PROBATE COURT CLERKS

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



Your assigned ICJE Staff are:

Ms. Laura Kathryne Hogan

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Mrs. Casey Semple

Event Planner

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

FAQ #1 - SIMULTANEOUS SERVICE AS A PROBATE COURT JUDGE: I am a Probate Court Clerk, but I also simultaneously serve as a Probate Court Judge. Is there a separate set of FAQs for Probate Court Judges?

ANSWER: Yes, this set of FAQs covers information for Probate Court 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), and 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 with Traffic Jurisdiction, versus the CJE mandates for Probate Court Judges without Traffic Jurisdiction.

NO CJE MANDATE FOR EXPERIENCED CLERKS

FAQ #2 - EXPERIENCED CLERKS/NO MANDATE: I am an Experienced Probate Court Clerk; is the “No CJE Mandate” 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.

→ Next Steps for submitting your registration and payment to ICJE:

ONLINE

- Online registration and payment NOW AVAILABLE. See this year’s sign-up packet for more information.

IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.

PAPER AND MAIL

- The registration form is fillable. Please enter your information and course selections, save to your device and then print.
- OR** - Attach a check (payable to “ICJE”) for the amount of the CJE Support Fee.
- Mail your registration form to the mailing address shown at the top of the form.

NO CJE MANDATE FOR NEW CLERKS

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.

➔ **Next Steps for submitting your registration and payment to ICJE:**

<p>ONLINE</p> <p>- Online registration and payment NOW AVAILABLE. See this year's sign-up packet for more information.</p> <p>IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.</p>	<p>PAPER AND MAIL</p> <p>- The registration form is fillable. Please enter your information and course selections, save to your device and then print.</p> <p>OR</p> <p>- Attach a check (payable to "ICJE") for the amount of the CJE Support Fee.</p> <p>- Mail your registration form to the mailing address shown at the top of the form.</p>
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JUDGES' ATTENDANCE AT CLERKS' TRAININGS

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 Court Judge must complete the Probate Court Clerks' Registration and submit payment of the "per Training Day Registration Fee(s)", as well.

CLERKS' ATTENDANCE AT JUDGES' TRAININGS

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) 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).

➔ **Next Steps for submitting your registration and payment to ICJE:**

<p>ONLINE</p> <p>- Online registration and payment NOW AVAILABLE. See this year's sign-up packet for more information.</p> <p>IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.</p>	<p>PAPER AND MAIL</p> <p>- The registration form is fillable. Please enter your information and course selections, save to your device and then print.</p> <p>OR</p> <p>- Attach a check (payable to "ICJE") for the amount of the CJE Support Fee.</p> <p>- Mail your registration form to the mailing address shown at the top of the form.</p>
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FAQ #6 - PAYMENT OF PROBATE COURT JUDGE CJE SUPPORT FEE(S): If, while attending the Judges’ training event, I offer not to eat any of the Judges’ food/consume any of the Judges’ beverages/obtain Judges’ printed handout materials, can I be exempt from having to pay the Judges’ CJE Support Fee?

ANSWER: No. ICJE and PJTC policy requires 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.

CONFIRMATION OF YOUR REGISTRATION

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 ICJE’s 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 TEAM MEMBERS	OFFICE PHONE NO.	EMAIL ADDRESS
Superior Court Judges Superior Court Clerks Magistrate Court Judges Magistrate Court Clerks Multi-Class Live & Online USCR 43.6	Susan Mason Event Coordinator & Thomas Erwin Event Planner	706-542-1129 706-542-1150	susan.mason@uga.edu terwin21@uga.edu
Accountability Court Judges State Court Judges Probate Court Judges (Non-Traffic) Probate Court Judges (Traffic) Probate Court Clerks International Groups	Laura Kathryn Hogan Event Coordinator & Casey Semple Event Planner	706-542-1126 706-542-1128	lhogan@uga.edu csemples@uga.edu
Juvenile Court Judges Juvenile Court Clerks Judicial Staff Attorneys Municipal Court Judges Municipal Court Clerks	Melinda Hobbs Event Coordinator & Annelle Berry Event Planner	706-542-1158 706-542-1164	mlhobbs@uga.edu awberry@uga.edu
Office Manager Financials	Emily Rashidi Business Operations Manager	706-542-1160	emily.rashidi@uga.edu
ICJE Executive Director	Lynne Moore Nelson	706-542-1124	LynneMoore.Nelson@uga.edu

(3) Completed Registration Forms are processed as promptly as possible; to check on the status of your form, contact Ms. Laura Kathryn Hogan (Event Coordinator, lhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemples@uga.edu or 706-542-1128).

COVID

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 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.

CHECKING YOUR CJ E TRANSCRIPTS

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

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

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

ANSWER: ICJE 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 ICJE-facilitated training(s) and submitted attendance form(s) to ICJE, you can check your CJ E hours by contacting Ms. Laura Kathryn e Hogan (Event Coordinator, lhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128). Please note that it is up to you to schedule any non-ICJE training, and it is also up to you to report these hours to ICJE 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 Ms. Laura Kathryn e Hogan (Event Coordinator, lhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128).

PROBATE COURT CLERKS' CERTIFICATE PROGRAM

FAQ #14 - CERTIFICATE PROGRAM: What is the ICJE 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 completion of 60 hours of approved

training, and after completion of 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 ICJE by mail.** Upon receipt and review, certificates are issued by ICJE of Georgia and the Probate Judges' Training Council.

FAQ #15 - QUALIFIED TRAINING: What training hours qualify for credit towards the ICJE Probate Court Clerks' Certificate Program?

ANSWER: ICJE, in collaboration with the Probate Judge's Training Council, offers training opportunities throughout Georgia each year. All ICJE-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: ICJE, COAG, DBHDD, DDS, FBI, GA DHS, GBI, GCIC, GEOA (Passports, Elections, Vital Records, etc.), GPAP. Other creditable training: cross-training in another class of court, CLE credit, mentor or leadership training, teaching/speaking 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.

***NOTE:** Certain creditable training may be capped annually, per PJTC policy; please refer to the most up-to-date PJTC policy for more information concerning the maximum number of hours for specific training(s).*

FAQ #16 - QUALIFIED TRAINING LIMITS: Are there limits on any of the hours obtained from a qualified training source?

ANSWER: Yes. There are limits set by the PJTC on hours obtained from specific training sources. To review the most current Council of Probate Judges' Clerks' Training Policy, please contact Ms. Laura Kathryn Hogan (Event Coordinator, lhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128).

FAQ #17 - PARTICIPATION: How do I participate and obtain certificates for the ICJE Probate Court Clerks' Certificate Program?

ANSWER: Using the Probate Court Clerks Certification Application provided by ICJE each calendar year, 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 your application and supporting documents to ICJE by the requested deadline on the application. Each application received is subject to review by ICJE and the Probate Judges' Training Council (PJTC), for satisfactory compliance with the Probate Court Clerks' Certificate Program, based on the current PJTC policy for creditable training.

FAQ #18 - 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 an attendance form that verifies the number of hours you earned, or your written certification that verifies that you participated in the training; and (3) An event document that verifies the number of hours you are requesting from the training, the dates of the event, what was taught at the event that pertains to your role as clerk, etc.

FAQ #19 - CERTIFICATE DISTRIBUTION: When are the 30, 60, and 90-Hour Certificates distributed and how will I receive them?

ANSWER: Upon achieving the 30-Hour and 60-Hour Benchmarks and submitting the application/supporting documentation to ICJE, the 30-Hour and 60-Hour Certificates will be mailed to you (after the application deadline) at the mailing address provided on the application. 90-Hour Certificates will be presented in-person at the next ICJE Probate Court Clerks' training.

CJE AGENDA CONTENT

FAQ #20 - AGENDA PLANNING: Who plans the agendas and topics for CJE events?

ANSWER: Your colleagues in the Probate Judges' Training Council (PJTC), 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 #21 - IDEA FOR FUTURE AGENDA: I have a suggested topic for a future seminar – who should I contact?

ANSWER: Forward your suggestions to Ms. Laura Kathryne Hogan (Event Coordinator, lkhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128), and also the Chair of your Probate Judges' Training Council. 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

FAQ #22 - PRESENTERS: Who chooses the speakers/presenters for the CJE events?

ANSWER: Your colleagues in the Probate Judges' Training Council (PJTC), 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 #23 - PRESENTERS & CJE (JUDICIAL) CREDIT: When I serve as a presenter for an ICJE-facilitated seminar, can I get extra 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 please contact Ms. Laura Kathryne Hogan (Event Coordinator, lkhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128).

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: Forward your suggestions to Ms. Laura Kathryne Hogan (Event Coordinator, lkhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128), and also the Chair of your Probate Judges' Training Council. 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 #25 - LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site training events?

ANSWER: Your colleagues in the Probate Judges’ Training Council (PJTC) 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. Your Council has reserved a limited room block at discounted group room rate for training participants. Training participants are strongly urged to make reservations at the recommended venue to avoid attrition fees to the Council for not meeting the room block quota.

MORE INFORMATION ABOUT REGISTRATION FEES

FAQ #26 - WHY FEES ARE NECESSARY: Why do ICJE constituent groups have to pay the annual CJE Support 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 #27 - 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 #28 - 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 #29 - 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.

CHANGE(S) IN PROBATE COURT PERSONNEL

FAQ #30 - 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 Ms. Laura Kathryne Hogan (Event Coordinator, lkhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128), 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 #31 - 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 #32 - 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 or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128).

Visit ICJE’s website at: <https://law.uga.edu/icje> for more information about training and resources, Georgia Domestic Violence Benchbook, USCR 43.6, and more!