



Frequently Asked Questions (“FAQs”) for PROBATE COURT JUDGES (NON-TRAFFIC)


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

***NOTE: Probate Court Judges (Non-Traffic) → Applies to ALL Probate Court Judges**

Wherever the words “New Judge” appear in this document, the terms shall refer to any full-time judge that has NOT COMPLETED the Probate NJO, Traffic NJO, Mentor Program, Probate Court Judges’ Certificate Program, AND Probate Court Judges’ TRAFFIC Certificate Program.

	Your assigned ICJE Staff are:
	Ms. Laura Kathryne Hogan
	<i>Event Coordinator</i>
	lkhogan@uga.edu
	(706) 542-1126
	Mrs. Casey Semple
	<i>Event Planner</i>
	csemple@uga.edu
	(706) 542-1128

SEE SEPARATE FAQs FOR PROBATE COURT JUDGES (TRAFFIC)

FAQ #1 - FOR TRAFFIC JURISDICTION: I am a Probate Court Judge with Traffic Jurisdiction. Is there a separate set of FAQs for Probate Court Judges with Traffic Jurisdiction?

ANSWER: Yes, this set of FAQs is for Probate Non-Traffic. There is a separate set of FAQs for Probate (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.

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 detailed information about programming provided for Probate Court Clerks.

PROBATE COURT JUDGE STATUS DETERMINES YOUR CJE MANDATE

FAQ #3 - PROBATE JUDGE STATUS AND APPLICABLE CJE MANDATE: What are the CJE Mandates for Probate Court Judges (Non-Traffic)?

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 MANDATE FOR ELECTED PROBATE COURT JUDGES WITH EXPERIENCE

FAQ #4 - ELECTED JUDGES/CJE MANDATE: I am an Elected Probate Court Judge (Non-Traffic) with experience. 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 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 (Non-Traffic) to complete 12 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.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current 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).

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

<p>ONLINE</p> <ul style="list-style-type: none"> - Online registration and payment NOW AVAILABLE. See this year’s sign-up packet for more information. <p>IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.</p>	OR	<p>PAPER AND MAIL</p> <ul style="list-style-type: none"> - The registration form is fillable. Please enter your information and course selections, save to your device and then print. - 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.
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CJE MANDATE FOR FULL-TIME ASSOCIATE PROBATE COURT JUDGES WITH EXPERIENCE

FAQ #5 - FULL-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a Full-Time Associate Probate Court Judge (Non-Traffic) with experience. 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 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 (Non-Traffic) to complete 12 CJE 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.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current 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).

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

<p>ONLINE</p> <ul style="list-style-type: none"> - Online registration and payment NOW AVAILABLE. See this year’s sign-up packet for more information. <p>IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.</p>	OR	<p>PAPER AND MAIL</p> <ul style="list-style-type: none"> - The registration form is fillable. Please enter your information and course selections, save to your device and then print. - 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.
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CJE MANDATE FOR PART-TIME ASSOCIATE PROBATE COURT JUDGES WITH EXPERIENCE

FAQ #6 - PART-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a Part-Time Associate Probate Court Judge (Non-Traffic) with 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 (Non-Traffic) to complete 9 CJE Hours per calendar year.

The Probate Court Judges’ Certificate Program: PJTC policy does not require Part-Time Associate Probate Court Judges to complete and graduate from the Probate Court Judges’ Certificate Program. For participation guidelines, 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).

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current 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).

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

<p>ONLINE</p> <ul style="list-style-type: none"> - Online registration and payment NOW AVAILABLE. See this year’s sign-up packet for more information. <p>IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.</p>	<p>PAPER AND MAIL</p> <ul style="list-style-type: none"> - The registration form is fillable. Please enter your information and course selections, save to your device and then print. <p>OR</p> <ul style="list-style-type: none"> - 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.
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CJE MANDATE FOR SENIOR PROBATE COURT JUDGES

FAQ #7 - SENIOR JUDGE/CJE MANDATE: I am a Senior Probate Court Judge (Non-Traffic). 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 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 (Non-Traffic) to complete 12 CJE Credit Hours per calendar year.

NOTE: The PJTC has the authority to make policy changes at any time. To review the most current 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).

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

<p>ONLINE</p> <ul style="list-style-type: none"> - Online registration and payment NOW AVAILABLE. See this year’s sign-up packet for more information. <p>IMPORTANT: Please note that there is a 3.49% + \$0.49 processing fee for credit card purchases.</p>	<p>PAPER AND MAIL</p> <ul style="list-style-type: none"> - The registration form is fillable. Please enter your information and course selections, save to your device and then print. <p>OR</p> <ul style="list-style-type: none"> - 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.
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CJE MANDATE FOR NEWLY ELECTED/APPOINTED PROBATE COURT JUDGES

FAQ #8 - NEWLY ELECTED/APPOINTED JUDGES (NON-TRAFFIC)/CJE MANDATE: I am a Newly Elected Probate Court Judge (Non-Traffic). What are my applicable CJE Mandates?

ANSWER: In summary, you have the following four 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 12 Hours of Accredited CJ E 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;

You may also use “Other Allowable Sources” to satisfy up to 6 hours of the 12 Hour requirement. See the FAQs on “Other CJ E Opportunities”.

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

Any Probate Court Judges’ trainings that include “Certificate Program” content will be reflected on the Registration Form; please be sure to register for those trainings. See the FAQs on “Probate Court Judges’ Certificate Program”.

(D) 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.

→ Your 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 - Attach a check (payable to “ICJE”) for the amount of the CJ E Support Fee.</p> <p>- Mail your registration form to the mailing address shown at the top of the form.</p>
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CJ E MANDATE FOR NEW FULL-TIME ASSOCIATE PROBATE COURT JUDGES

FAQ #9 - NEWLY APPOINTED FULL-TIME ASSOCIATE JUDGES/CJ E MANDATE: I am a newly appointed Full-Time Associate Probate Court Judge (Non-Traffic). What are my applicable CJ E Mandates?

ANSWER: In summary, you have the following four 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 12 Hours of Accredited CJ E 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;

You may also use “Other Allowable Sources” to satisfy up to 6 hours of the 12 Hour requirement. See the FAQs on “Other CJ E Opportunities”.

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

Any Probate Court Judges’ trainings that include “Certificate Program” content will be reflected on the Registration Form; please be sure to register for those trainings. See the FAQs on “Probate Court Judges’ Certificate Program”.

(D) 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.

→ Your 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 - Attach a check (payable to “ICJE”) for the amount of the CJ E Support Fee.</p> <p>- Mail your registration form to the mailing address shown at the top of the form.</p>
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CJE MANDATE FOR NEW PART-TIME ASSOCIATE PROBATE COURT JUDGES

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

ANSWER: In summary, you have the following two requirements:

(A) Completion of the Probate New Judge Orientation Course (“NJO”) for Probate Court Judges (Non-Traffic), required by statute (OCGA § 15-9-1.1 (a)) and 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 9 Hours of Accredited CJ E Activities for Probate Court Judges, required by statute (OCGA § 15-9-2.1 (c)(2)), by Uniform Rule (UPCR 14.2 (B)), and by PJTC policies.

You may also use “Other Allowable Sources” to satisfy up to 6 hours of the 9 Hour requirement. See the FAQs on “Other CJ E Opportunities”.

→ Your 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 - Attach a check (payable to “ICJE”) for the amount of the CJ E Support Fee.</p> <p>- Mail your registration form to the mailing address shown at the top of the form.</p>
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PROBATE COURT JUDGES’ CERTIFICATE PROGRAM

***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. See separate FAQs for Probate Court Judges with Traffic Jurisdiction for more information.

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 credible 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 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 #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 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 #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.

MENTORING

FAQ #16 - 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 #17 - 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

FAQ #18 - 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 Kathryn 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.

CONFIRMATION OF YOUR REGISTRATION

FAQ #19 - 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 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 (<i>Non-Traffic</i>) Probate Court Judges (<i>Traffic</i>) Probate Court Clerks International Groups	Laura Kathryn Hogan Event Coordinator & Casey Semple Event Planner	706-542-1126 706-542-1128	lkhogan@uga.edu csemple@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 Kathryne Hogan (Event Coordinator, lhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128).

COVID

FAQ #20 - 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 #21 - 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

FAQ #22 - ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 12 CJE Hours of Probate Court Judges (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. ICJE staff will automatically calculate and credit the hours.

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. See separate FAQs for Probate Court Judges with Traffic Jurisdiction for more information.

FAQ #23 - CJE TRANSCRIPT/ROLLOVER OF EXCESS CJE HOURS: How do I ensure that my rollover CJE hours have been credited on my CJE transcript?

ANSWER: You can check your Rollover CJE Hours (both Non-Traffic and Traffic) on our website at <https://icje.law.uga.edu/>. Once you've arrived to the site, drag your cursor over the "Training" tab located on the navigation bar at the top of the screen. In the dropdown list, hover over "Judges Training". Select "Probate Court Judges" and then click on "CJE Status (Traffic)" or "CJE Status (Non-Traffic)" for the applicable year. The Transcript Spreadsheet will either download to your computer or open a new tab in your internet browser; hours are listed by ICJE number.

OTHER CJE OPPORTUNITIES

FAQ #24 - PROBATE COURT JUDGES (NON-TRAFFIC) AND OTHER TRAINING OPPORTUNITIES: Are Probate Court Judges (Non-Traffic) allowed to obtain CJE hours from educational events other than those listed on the registration form?

ANSWER: Yes, but up to a limit. Review **Uniform Probate Court Rule 14.2 (B)** and the most current **PJTC policy** from the Probate Judges’ Training Council for a complete list of other training opportunities.

NOTE: This is the PJTC policy for Probate Non-Traffic CJ E Hours from external training. A separate policy on “Other Allowable Sources” applies for Probate Court Judges with Traffic Jurisdiction. See separate FAQs for Probate Court Judges with Traffic Jurisdiction for more information.

JUDGES’ ATTENDANCE AT CLERKS’ TRAININGS

FAQ #25 - 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 #26 - 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 CJ E 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) CJ E Support Fee; if attending the Traffic Conference, the Clerk must pay the Probate Court Judges’ (Traffic) CJ E Support Fee; and, (2) There must be space available for all Judges who wish to attend the Judges’ training event(s).

FAQ #27 - PAYMENT OF PROBATE COURT JUDGE CJ E 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’ CJ E Support Fee?

ANSWER: No. ICJE and PJTC policy requires that any non-Judge who attends Judges’ training events must pay the annual CJ E 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.

CHECKING YOUR CJ E TRANSCRIPT STATUS

FAQ #28 - CERTIFICATION OF CJ E HOURS REQUIREMENT: How do I prove what CJ E 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 #29 - 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 #30 - CJ E TRANSCRIPT STATUS: How can I check my CJ E status?

ANSWER: You can check your CJ E hours (both Non-Traffic and Traffic) on our website at <https://icje.law.uga.edu/>. Once you’ve arrived to the site, drag your cursor over the “Training” tab located on

the navigation bar at the top of the screen. In the dropdown list, hover over “Judges Training”. Select “Probate Court Judges” and then click on “CJE Status (Traffic)” or “CJE Status (Non-Traffic)” for the applicable year. The Transcript Spreadsheet will either download to your computer or open a new tab in your internet browser; hours are listed by ICJE number.

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

SIMULTANEOUS SERVICE AS STATE COURT JUDGE

FAQ #32 - SIMULTANEOUS SERVICE AS STATE COURT JUDGE: I am simultaneously serving as a State Court Judge - if I obtain CJE Hours of Probate Court Judge training in one year, will the Probate Court Judge 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 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 #33 - SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE: I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of Probate Court Judge training in one year, will the Probate 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.

SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE

FAQ #34 - SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE: I am simultaneously serving as a Magistrate Court Judge - if I obtain CJE Hours of Probate Court Judge training in one year, will the Probate 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 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 #35 - 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 #36 - 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 #37 - 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

FAQ #38 - 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 #39 - 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 including 1 ethics hour, 1 professionalism hour, 3 trial hours (only required for trial attorneys)).

FAQ #40 - 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 #41 - 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 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). Every class of court has different rules on this issue.

FAQ #42 - 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 (Legal) 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

FAQ #43 - DEFINITION OF “SPECIALTY” CJE (JUDICIAL) OR CLE (LEGAL) 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 #44 - CJE (JUDICIAL) “SPECIALTY” REQUIREMENT FOR PROBATE COURT JUDGES: Are Probate Court Judges (Non-Traffic) 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

FAQ #45 - AGENDA PLANNING: Who plans the agendas and topics for ICJE events?

ANSWER: Your colleagues in the Probate Judges’ Training Council, 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 #46 - IDEA FOR FUTURE AGENDA: I have a suggested topic for a future seminar – who should I contact?

ANSWER: Forward your suggestions to Ms. Laura Kathryn 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 #47 - PRESENTERS: Who chooses the speakers/presenters for the ICJE events?

ANSWER: Your colleagues in the Probate Judges’ Training Council, 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 #48 - 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 Ms. Laura Kathryn Hogan (Event Coordinator, lkhogan@uga.edu or 706-542-1126) or Mrs. Casey Semple (Event Planner, csemple@uga.edu or 706-542-1128).

FAQ #49 - 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 #50 - 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 #51 - LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site ICJE training events?

ANSWER: Your colleagues in the Probate Judges’ Training Council, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All events are planned by the Probate Judges’ Training Council 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. 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.

COSTS OF PARTICIPATION IN CJE TRAINING

FAQ #52 - 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

FAQ #53 - 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 #54 - 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 #55 - 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 #56 - 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 #57 - 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 #58 - 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!