



** Explanatory Note: The term "Judges" includes both Juvenile Court Judges and also Superior Court Judges exercising Juvenile Court jurisdiction.*

Your assigned ICJE Staff:

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**CJE MANDATE
FOR EXPERIENCED JUDGES - FAQs**

FAQ # 1 – ACTIVE JUDGES/MANDATE: I am an Experienced Juvenile 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. **OCGA § 15-11-59 (a)** still requires Juvenile Court Judges to obtain 12 CJE Hours per calendar year.

FAQ # 2 – SENIOR JUDGES/MANDATE: I am a Senior Juvenile 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. The Council of Juvenile Court Judges' ("CJCJ") Policy approved by the CJCJ Executive Committee, dated May 20, 2017, provides that Senior Judges must maintain statutory compliance with educational qualifications to remain active on the CJCJ referral resource list. **OCGA § 15-11-59 (a)** still requires Juvenile Court Judges to obtain 12 CJE Hours per calendar year.

CJE MANDATE FOR NEW JUDGES - FAQs

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

ANSWER: Contact the Council of Juvenile Court Judges office for information about current New Juvenile Court Judges Orientation training requirements.

CJE MANDATE FOR ASSOCIATE JUDGES - FAQs

FAQ # 4 – ASSOCIATE JUDGES/MANDATE: I am an Associate Juvenile Court Judge. What is the CJE Mandate for Associate Juvenile Court Judges?

ANSWER: Same as for Juvenile Court Judges. OCGA § 15-11-59 (a) requires you to obtain 12 CJE Hours per calendar year.

CJE MANDATE FOR PRO TEMPORE JUDGES - FAQs

FAQ # 5 – PRO TEMPORE JUDGES/MANDATE: I am a Juvenile Court Judge Pro Tempore. What is the CJE Mandate for Juvenile Court Judges Pro Tempore?

ANSWER: According to Juvenile Court Uniform Rule 4.3, “Any judge pro tempore who sits as a juvenile court judge for at least 30 days during a calendar year, in order to serve in the capacity in the following calendar year, must attend at least one 12-hour seminar of the type described in O.C.G.A. § 15-11-59.”

The Next Steps: (1) establish if your hours served on the Juvenile Bench exceeds 30 days; (2) if yes, register for the trainings of your choice.

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 Magistrate Court Judges Magistrate Court Clerks Multi-Class Live & Online USCR 43.6	Susan Mason Event Coordinator	706-542-1129	susan.mason@uga.edu
	Thomas Erwin Event Planner	706-542-1150	terwin21@uga.edu
State Court Judges Probate Ct Judge/Non-Traffic Probate Ct Judge/Traffic Probate Court Clerks Accountability Court Judges International Groups	Laura Kathryne Hogan Event Coordinator	706-542-1126	lkhogan@uga.edu
	Casey Semple Event Planner	706-542-1128	csemples@uga.edu
Municipal Court Judges Municipal Court Clerks Juvenile Court Judges Juvenile Court Clerks Judicial Staff Attorneys	Melinda Hobbs Event Coordinator	706-542-1158	mlhobbs@uga.edu
	Annelle Berry Event Planner	706-542-1164	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. Annelle Berry, Event Planner (awberry@uga.edu or 706-542-1164).**

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 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, the Spring and Fall Conferences 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, the Education/Certification Committee of the Council of Juvenile Court Judges, 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 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: The Council of Juvenile Court Judges is the official repository of Juvenile Court Judges’ CJE Transcripts.

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

ANSWER: You can check your CJE hours by contacting the Executive Director of the Council of Juvenile Court Judges, Mr. Eric John, by email at ejjohn@cjcjofga.org.

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 the Executive Director of the Council of Juvenile Court Judges, Mr. Eric John, by email at ejjohn@cjcjofga.org.

ROLLOVER OF EXCESS CJE HOURS EARNED - FAQs

FAQ # 13 – ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 12 CJE Hours of Juvenile Court Judge training in one year, will the excess hours rollover and count toward the next year’s CJE requirement?

ANSWER: No. Although there is no operative statute or uniform rule addressing this issue specifically, the policy approved by the CJCJ does not allow for rollover CJE hours.

ALSO SERVING AS SUPERIOR COURT JUDGE - FAQ

FAQ # 14 – SIMULTANEOUS SERVICE AS SUPERIOR COURT JUDGE: I am serving as a Superior Court Judge, exercising Juvenile Court jurisdiction. How does this affect my annual Juvenile Court Judge CJE requirement?

ANSWER: OCGA § 15-11-59 (d) provides that Superior Court Judges may satisfy all pertinent Juvenile Court Judge CJE requirements by attending seminars held for Superior Court Judges each year. Although you are welcome to attend Juvenile Court Judge CJE training, your Superior Court Judge training will satisfy your Juvenile Court CJE requirements.

ALSO SERVING AS PROBATE COURT JUDGE - FAQ

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

ANSWER: Probate Judges' Training Council Policy states that "Guidelines for cross-training credit for each judge concurrently serving as a judge in another class of court may receive up to six (6) hours of credit for any mandated training completed." 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).

ALSO SERVING AS MAGISTRATE COURT JUDGE - FAQ

FAQ # 16 – SIMULTANEOUS SERVICE AS JUDGE IN A MAGISTRATE COURT: I am simultaneously serving as a Magistrate Court Judge. If I obtain CJE Hours of Juvenile Court Judge training in one year, will the Juvenile 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 Juvenile 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 # 17 – SIMULTANEOUS SERVICE AS JUDGE IN A MUNICIPAL COURT: I am simultaneously serving as a Municipal Court Judge. If I obtain CJ E Hours of Juvenile Court Judge training in one year, will the Juvenile Court Judge CJ E hours count towards my CJ E requirements applicable to my service as a Municipal Court Judge?

ANSWER: Yes, and the applicable statute is OCGA § 36-32-37 (d), which provides as follows: “This Code Section [36-32-37(c) which requires Municipal Court Judge CJ E 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 CJ E requirements for Juvenile 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 Juvenile event. This will also serve as your request to the Municipal Courts Training Council.

CJ E AGENDA CONTENT - FAQS

FAQ # 18 – AGENDA PLANNING: Who plans the agendas and topics for CJ E events?

ANSWER: Your colleagues in the Council of Juvenile Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All events are planned by the Education/Certification Committee. All agendas are planned in collaboration with ICJE staff, and they are also routed through the Council Executive Committee, as well.

FAQ # 19 – IDEA FOR FUTURE AGENDA: I have a suggested topic for a future seminar – who should I contact?

ANSWER: Forward your suggestions to your ICJE Point of Contact, and also to your Co-Chairs of the Education/Certification Committee. Please be sure to include the Executive Director of your Council of Juvenile Court Judges on the correspondence, too. 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.

CJ E PRESENTERS - FAQS

FAQ # 20 – PRESENTERS: Who chooses the speakers/presenters for the CJ E events?

ANSWER: Your colleagues in the Council of Juvenile Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All events are planned by the Education/Certification Committee. All agendas are planned in collaboration with ICJE staff, and they are also routed through the Council Executive Committee, as well.

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: Possibly. The speaker credit is not automatically applied; the request from the speaker must be submitted for review to the Co-Chairs of the Education/Certification Committee and the Executive Director of the Council of Juvenile Court Judges. Please also notify ICJE.

FAQ # 24 – 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.

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 # 25 – 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 your ICJE Point of Contact, and also to your Co-Chairs of the Education/Certification Committee. Please be sure to include the Executive Director of your Council of Juvenile Court Judges on the correspondence, too. 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

FAQ # 26 – LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site training events?

ANSWER: Your colleagues in the Council of Juvenile Court Judges, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are recommended by the Education/Certification Committee, then 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

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”; and also, OCGA § 15-11-59 (c) “Educational Seminars” provide, in part, that expenses incurred in connection with participation in educational programs is a proper expenditure of public funds. See the full text of the statutes for details.

NON-COMPLIANCE WITH CJE MANDATES - FAQ

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

ANSWER: Noncompliance with the Juvenile Court Judge CJE requirements is addressed, in detail, by OCGA § 15-11-59 (d); and, also by Uniform Juvenile Court Rule 4.2. Review the full statute and the Uniform Rule for the details, including provisions for more information.

HARDSHIP REQUEST & CJE MANDATES - FAQ

FAQ # 29 – HARDSHIP REQUEST & CJE REQUIREMENTS: May I make a hardship request regarding compliance with the CJE requirements?

ANSWER: Yes. The process is addressed, in detail, by Uniform Juvenile Court Rule 4.2. Review the full Uniform Rule for the details on how to proceed.

CJE (JUDICIAL) HOURS VS. CLE (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 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 – 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 # 33 – 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: Possibly. CLE credit is not automatically applied; the request must be submitted for review to the Co-Chairs of the Education/Certification Committee and the Executive Director of the Council of Juvenile Court Judges. Please also notify ICJE.

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 (Judicial) 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 am and concludes fifty minutes later at 8:50 am = 1.0 CJE Credit Hour.*

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*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 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” CJE (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 – CJE (JUDICIAL) “SPECIALTY” REQUIREMENT FOR JUVENILE COURT JUDGES: Are Juvenile Court Judges mandated to obtain any “Specialty” CJE hours each year?

ANSWER: No. Juvenile Court Judges are not mandated to complete any hours (devoted to the topic of legal or judicial ethics and/or legal or judicial professionalism) of their mandated 12 hours per year.

FAQ # 37 – 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).

MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs

FAQ # 38 – 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 # 39 – 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 # 40 – 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 # 41 – 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 # 42 – 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 # 43 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: As always, you can contact Mrs. Melinda Hobbs, Event Coordinator (mlhobbs@uga.edu, 706-542-1158) or Event Planner Ms. Annelle Berry (awberry@uga.edu, 706-542-1164) or you can visit <https://icje.law.uga.edu/> for the full set of FAQs for your class of court.

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