

ICJE ORIENTATION

Presented by:

Institute of Continuing Judicial Education of Georgia Staff
For ICJE Board Trustees and ICJE Constituent Groups



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ICJE HISTORY

ICJE Was Created as the Georgia Judicial College in 1976 and renamed the Institute of Continuing Judicial Education of Georgia in 1979.

The Entities Initially Involved In The Creation Of ICJE Include: (1) the University of Georgia School of Law; (2) the Supreme Court of Georgia; and, (3) the Judicial Council of Georgia.

ICJE SERVES 15 CONSTITUENT GROUPS

- Superior Court Judges
- Superior Court Clerks
- State Court Judges
- Probate Court Judges/Non-Traffic
- Probate Court Judges/Traffic
- Probate Court Clerks
- Superior Court, State Court Staff Attorneys and Judicial Law Clerks
- Magistrate Court Judges
- Magistrate Court Clerks
- Juvenile Court Judges
- Juvenile Court Clerks
- Municipal Court Judges
- Municipal Court Clerks
- Council of Accountability Courts
- International Groups

HOW DOES ICJE SERVE CONSTITUENT GROUPS?

- EDUCATIONAL TRAINING EVENTS
- EDUCATIONAL TRAINING RECORDS
- EDUCATIONAL PUBLICATIONS
- EDUCATIONAL APPARATUS MEETINGS
- VENUE DECISIONS
- ADMINISTRATIVE SUPPORT
- FINANCIAL REPORTING
- MONTHLY EMAIL SUMMARY OF EVENTS



CONSTITUENT TRAINING WITH ICJE SUPPORTS

SUPERIOR COURT JUDGES – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER	CONTINUING EDUCATION
Active Judges	12 CJE hours/CY, Including 1 Ethics/Professional hour (<i>USCR 43.1 (A)</i>)
New Judges	New Judge Orientation (<i>USCR 43.1 (B)</i>)
Senior Judges	Same As Active Judges (<i>USCR 43.1 (A)</i>)

SERVICES PROVIDED BY ICJE:

- (1) Winter Conference;
- (2) Summer Conference;
- (3) New Judges Orientation (NJO); and,
- (4) CJE Transcript Repository

FUNDING FOR SERVICES PROVIDED BY ICJE:

Superior Court Judges' training fees are paid for by CSCJ with appropriated funds
Travel Reimbursement paid by CSCJ from appropriated funds

SUPERIOR COURT JUDGES – PART 2

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and OCGA §15-6-32*)

EDUCATIONAL APPARATUS:

Mandatory Continuing Judicial Education “MCJE” Committee
(*USCR 43.3*)

Hon. Greg Poole (Cobb Circuit), Co-Chair

Hon. Thomas Britt Hammond (Toombs Circuit), Co-Chair

REPRESENTATIVES ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 2*):

Hon. Greg Poole (Cobb Circuit)

Hon. Alison Burleson (Ocmulgee Circuit)

Hon. Katie Lumsden (Houston Circuit), Ex Officio

SUPERIOR COURT CLERKS – PART 1

MANDATED TRAINING*:

CONSTITUENT MEMBER

CONTINUING EDUCATION

Active Clerks

15 CE hours/CY (OCGA §15-6-50(c)(3))

New Clerks

40 CE hours/CY (OCGA §15-6-50(c)(1))

SERVICES PROVIDED BY ICJE**:

Official Repository of CE Hours; Issuer of Annual Certificates Of Training and Consecutive Years Certificate of Training (OCGA §15-6-50)

** (All Training Is Facilitated By Carl Vinson Inst of Govt – UGA)*

*** (ICJE Does Not Facilitate Training, But It Has A Statutory Duty To Provide Certificates Of Training)*

SUPERIOR COURT CLERKS – PART 2

FUNDING FOR SERVICES PROVIDED BY ICJE:

None.

ICJE Provides Annual Certificates of Training and Consecutive Years of Training
At No Cost To Superior Court Clerks

EDUCATIONAL APPARATUS:

Superior Court Clerks Training Council (OCGA §15-6-50.1)

REPRESENTATIVE ON ICJE BOARD (ICJE By-Laws Art. II; § 1; ¶ 2):

Kyemeshia T. Gibson (Superior & Juvenile Courts Clerk, Meriwether County)

STATE COURT JUDGES – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER	CONTINUING EDUCATION
Active Judges	12 CJE hours/CY, Including 1 Ethics/Professional hour (<i>USCR 43.1 (A)</i>)
New Judges	New Judge Orientation (<i>USCR 43.1 (B)</i>)
Senior Judges	Same As Active Judges (<i>USCR 43.1 (A)</i>)

SERVICES PROVIDED BY ICJE:

- (1) Spring Conference;
- (2) Fall Conference
- (3) NJO
- (4) Online Seminars
- (5) CJE Transcript Repository

STATE COURT JUDGES – PART 2

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per (Amount reviewed each calendar year)

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11 provides, in part: "...the expense...should be paid out of the public funds of such county or municipality ...provided for the operation of the court involved...[.]*)

EDUCATIONAL APPARATUSES:

(1) Educational Programs Committee

Hon. Allison Barnes Salter (Cobb County), Co-Chair

Hon. Eric A. Richardson (Fulton County), Co-Chair

(2) NJO & Mentoring Committee

Hon. John Edwards (Lowndes County) Chair

Hon. Susan Edlein (Fulton County), Vice-Chair

STATE COURT JUDGES – PART 3

EDUCATIONAL APPARATUSES (Continued):

(3) Mandatory CJE Committee

Hon. Eric Brewton (Cobb County), Chair

Hon. Billy Mullinax (Walker County), Vice-Chair

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 3*):

Hon. Allison Barnes Salter (Cobb County)

JUVENILE COURT JUDGES – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER

CONTINUING EDUCATION

Active Judges*

12 CJE hours/CY (OCGA §15-11-59(d))

New Judges

New Judge Orientation (UJCR 4.4)

Senior Judges

Same As Active Judges (*Educational Apparatus Policy*)

SERVICES PROVIDED BY ICJE:

- (1) Spring Conference;
- (2) Fall Conference;
- (3) NJO (content included in Spring/Fall Conferences); and
- (4) Educational Strategic Planning Sessions

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Judge (Amount reviewed each calendar year) CJE Fee/Travel Reimbursement Paid By Governing Authority

**(Mandate Includes All Judges Exercising Juvenile Court Jurisdiction, Including Associate Juvenile Court Judges and Senior Juvenile Court Judges. Pro Tempore Juvenile Court Judges, who sit for at least 30 days during a calendar year, in order to serve in the same capacity the following calendar year, must follow the same training mandate. Superior Court Judges Exercising Juvenile Court Jurisdiction May Satisfy Mandate By Participating In CSCJ Training – OCGA §15-11-59(d)).*

JUVENILE COURT JUDGES – PART 2

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and, OCGA §15-11-59(c)*)

EDUCATIONAL APPARATUS:

Education & Certification Committee

Hon. Bill Bartles (Flint Circuit), Co-Chair

Hon. Warner L. Kennon (Chattahoochee Circuit), Co-Chair

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 4*):

Hon. Bill Bartles, Chair (Flint Circuit)

JUVENILE COURT CLERKS – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER

CONTINUING EDUCATION

Active Chief Clerks

12 CJE hours/CY (OCGA § 15-11-65(b) mandates 12 CJE hours/CY; GAJCC Policy Mandate is that 12 CJE hours/CY applies only to Chief Clerks and does not apply to Deputy Clerks)

New Chief Clerks

20 CJE hours (OCGA § 15-11-65(a) mandates 20 CJE hours; GAJCC Policy Mandate is that 20 CJE hours requirement applies only to Chief Clerks and does not apply to Deputy Clerks). Note: 20 hours usually obtained as: (1) 12 hours at ICJE facilitated annual conference; (2) 4 hours at Superior Court Clerk Cooperative Authority seminars; and, (3) 4 hours “shadowing” an experienced Clerk (GAJCC Policy)

Exceptions

(1) Superior Court Clerks simultaneously serving as Juvenile Court Clerks are not subject to training requirements for Juvenile Court Clerks (OCGA § 15-11-65(e)); and, (2) Juvenile Court Clerks Pro Tempore are not subject to training requirements for Juvenile Court Clerks (OCGA § 15-11-65(d))

SERVICES PROVIDED BY ICJE:

Spring Conference (12 hours available)

Fall Conference (12 hours available)

JUVENILE COURT CLERKS – PART 2

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Clerk (Amount reviewed each calendar year)
CJE Fee/Travel Reimbursement Paid By Governing Authority

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and, OCGA §15-11-65(c)*)

EDUCATIONAL APPARATUS:

Georgia Association of Juvenile Court Clerks (GAJCC)

Hon. Samantha Cannon (Muscogee County), President

PROBATE COURT JUDGES – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER	CONTINUING EDUCATION
For Elected Probate Judges (With or Without Traffic Jurisdiction); Full-Time Associate Probate Judges; and, Senior Probate Judges:	12 CJE hours/CY (OCGA § 15-9-1.1 (b) mandates training, but does not specify the amount of hours; UPCR 14.2 (B) mandates training but does specify the amount of hours; PJTC Policy mandates 12 hours per year);
Part-time Associate Probate Judges (Non-Traffic) (OCGA § 15-9-2.1 (c)(2))	9 CJE hours per calendar year required to complete
For Full-Time Associate Probate Judges <u>With Traffic Jurisdiction</u> (OCGA §15-9-30); and, Part-Time Associate Probate Judges <u>With Traffic Jurisdiction</u> (OCGA §15-9-30);	9 CJE hours/CY* as prescribed by PJTC & PJTC Traffic Certificate Program Committee
For <u>New</u> Elected Probate Judges; and, <u>New</u> Full-Time Associate Probate Judges:	(1) NJO; (2) Mentoring; and, (3) Probate Court Judge Certificate Program (OCGA § 15-9-1.1 (a) mandates NJO; UPCR 14.2 (A) mandates NJO; PJTC Policy mandates completion of mentoring; and, completion of Probate Court Judge Certificate Program)
For <u>New</u> Elected Probate Judges <u>With Traffic Jurisdiction</u>; <u>New</u> Full-Time Associate Probate Judges <u>With Traffic Jurisdiction</u>:	(1) Probate Traffic NJO; and, (2) Probate Court Judge Traffic Certificate Program (PJTC and PJTC Traffic Certificate Committee Policy mandates completion of Probate Court Judge Traffic Certificate Program)

PROBATE COURT JUDGES – PART 2

NOTE ON PROBATE/MAGISTRATE STATUS:

Judges Serving As Probate/Magistrates Are Subject To All Pertinent Mandates For Both Probate Court Judges And Also For Magistrate Court Judges

SERVICES PROVIDED BY ICJE:

(1) Spring Probate Conference; (2) Traffic Conference; (3) Fall Conference (in conjunction with COAG); (4) Probate NJO (scheduled based upon election cycles); (5) Probate Traffic NJO (scheduled based upon election cycles); (6) Online Seminars; (7) Administration of Probate Judge Certificate Program; (8) Administration of Probate Judge Traffic Certificate Program; (9) Logistical Assistance with Mentoring Program; and, (10) Update Of Bench Book

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Judge (both Non-Traffic and Traffic Judges)
Amounts reviewed each calendar year

PROBATE COURT JUDGES – PART 3

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11; and, OCGA §15-9-1.1 (e)*)

EDUCATIONAL APPARATUSES:

(1) Probate Judges Training Council “PJTC” (*OCGA §15-9-100*)

Hon. Detria Carter Powell (Lowndes County), Chair

(2) PJTC Traffic Certificate Program Committee (*created by PJTC Policy*)

Hon. Danielle McRae (Upson County), Chair

Hon. Scott Chastain (Gilmer County)

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 5*):

Hon. Detria Carter Powell (Lowndes County)

PROBATE COURT CLERKS – PART 1

NO MANDATORY TRAINING:

ICJE Facilitates Training For Probate Clerks* As An Accommodation –
There Is No Statutory Mandate; No Uniform Rule; And, No PJTC Policy
Mandate

Requiring Annual Training For Probate Court Clerks

*(The Term “Clerks” In This Instance Means Service As A Probate Clerk Only. Note That Georgia Law Provides That Judges Of Probate Courts, By Virtue Of The Office, Are Also Clerks Of Probate Court (OCGA §15-9-36(a))

SERVICES PROVIDED BY ICJE

Annual 2-Day Summer Conference Training

PROBATE COURT CLERKS – PART 2

Funding For Services Provided By ICJE:

Registration Fee Per Clerk Per Training Event

(Not An Annual CJE Support Fee – Amount Reviewed Each Calendar Year)

Fee/Travel Reimbursement Paid By Governing Authority

Educational Apparatus:

Probate Judges Training Council “PJTC” (OCGA §15-9-100)

Hon. Detria Carter Powell (Lowndes County), Chair

MAGISTRATE COURT JUDGES – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER	CONTINUING EDUCATION
Certified Magistrate Judges	Minimum 12 hours/CY, Maximum 20 hours/CY(OCGA §15-10-136(2);(OCGA §15-10-137(1))
New Magistrate Judges	Required To Become A Certified Magistrate (OCGA §15-10-131)
Senior Magistrate Judges	Same As Certified Magistrates (OCGA §15-10-25; OCGA §15-10-223)

NOTE ON PROBATE/MAGISTRATE STATUS:

Judges Serving As Probate/Magistrates Are Subject To All Pertinent Mandates For Both Probate Court Judges And Also For Magistrate Court Judges

MAGISTRATE COURT JUDGES – PART 2

MANDATED TRAINING TO BECOME A CERTIFIED MAGISTRATE JUDGE:

CONSTITUENT MEMBER

CONTINUING EDUCATION

Non-Lawyer Magistrate Judges:

- (1) Training - 80 hours specified by MCTC (OCGA §15-10-137(a)); and,
- (2) Mentoring (OCGA §15-10-137 (b))

Lawyer Magistrate Judges:

- (1) Mentoring (OCGA §15-10-137 (d))

SERVICES PROVIDED BY ICJE:

(1) 40 Hour Criminal Basic Certification; (2) 40 Hour Civil Basic Certification; (3) Chief Magistrate Conference; (4) Spring Recertification; (5) Fall Recertification; (6) Online Seminars; (7) Logistical Assistance with Mentoring Program; and, (8) CJE Transcript Repository

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee/Judge (Amount reviewed each calendar year);

Fee Is Waived For Senior Judges

CJE Fee/Travel Reimbursement Paid By Governing Authority

MAGISTRATE COURT JUDGES – PART 3

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (*OCGA §15-1-11*). Further, *OCGA §15-10-25 (d)* provides, in part: “The reasonable expenses...shall be paid by the county governing authority from county funds.”

EDUCATIONAL APPARATUSES:

(1) Magistrate Court Training Council “MCTC” (*OCGA §15-10-132*)

Hon. Megan Kinsey (Butts County), Chair

(2) MCTC Curriculum Committee

Hon. David Crosby (Brooks County), Chair

(3) MCTC Mentoring Committee

Hon. Caroline Evans (Barrow County), Chair

REPRESENTATIVE ON ICJE BOARD (*ICJE By-Laws Art. II; § 1; ¶ 9*):

Hon. Megan Kinsey (Butts County)

MAGISTRATE COURT CLERKS – PART 1

NO MANDATORY TRAINING:

ICJE Facilitates An Annual Training For Magistrate Court Clerks As An Accommodation - There Is No Statutory Mandate; No Uniform Rule; And, No Educational Apparatus Policy Mandate Requiring Annual Training For Magistrate Court Clerks

SERVICES PROVIDED BY ICJE

An Annual Training Conference (12 CJE Hours Available)

FUNDING FOR SERVICES PROVIDED BY ICJE

Annual CJE Support Fee Paid Per Clerk (Amount reviewed each calendar year)
Fee/Travel Reimbursement Paid By Governing Authority

MAGISTRATE COURT CLERKS – PART 2

EDUCATIONAL APPARATUS:

Executive Council of the
Council of Magistrate Court Clerks Incorporated
(A Georgia Domestic Nonprofit Corporation)

Hon. Carla Brown (Lee County), President

MUNICIPAL COURT JUDGES – PART 1

MANDATED TRAINING:

CONSTITUENT MEMBER	CONTINUING EDUCATION
Certified Municipal Judges	12 hours/CY (OCGA §36-32-27(c))
New Municipal Judges	Required To Become A Certified Municipal Judge (OCGA §36-32-27(b))
Senior Municipal Judges	N/A; “Senior Municipal Court Judge” Is Not A Status Recognized By Statutory; Uniform Rule; or Educational Apparatus Policy
To Become A Certified Municipal Judge	Complete 20 hours of Training (OCGA §36-32-27(b))

EXEMPTIONS:

THE FOLLOWING ARE EXEMPT FROM TRAINING REQUIREMENTS: (1) Probate Judges; (2) Magistrate Judges; (3) Judges Of Courts Of Record Presiding In Municipal Court (OCGA §36-32-27(d))

MUNICIPAL COURT JUDGES – PART 2

SERVICES PROVIDED BY ICJE:

(1) Summer Recertification; (2) 20-Hour Certification (in conjunction with Summer Conf); (3) Fall Recert; (4) Online Seminars; (5) Logistical Assistance With Update Of Bench book

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Judge (Amount reviewed each calendar year)
CJE Fee/Travel Reimbursement Paid By Governing Authority

MUNICIPAL COURT JUDGES – PART 3

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (OCGA §36-32-11(d) provides, in part: “The reasonable costs and expenses of such training shall be paid by the governing authority of the jurisdiction where the judge presides.”)

EDUCATIONAL APPARATUS:

Municipal Court Training Council “MuCTC” (OCGA §36-32-22)

Hon. Norman Cuadra, Chair

REPRESENTATIVE ON ICJE BOARD (ICJE By-Laws Art. II; § 1; ¶ 10):

Hon. Matthew McCord

MUNICIPAL COURT CLERKS – PART 1

MANDATED TRAINING – CHIEF CLERKS:

CONSTITUENT MEMBER

CONTINUING EDUCATION

Active Chief Municipal Clerks

8 Hours Recertification Course/CY (*OCGA §36-32-13 (b)(2); Policy Statement Of The Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks Of Municipal Court (6/2010)*)

New Chief Municipal Clerks

16 Hours Basic Certification Course (*OCGA §36-32-13 (b)(1); Policy Statement Of The Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks Of Municipal Court (6/2010)*)

NO MANDATED TRAINING – OTHER CLERKS:

ICJE's Annual Training For Chief Municipal Court Clerks Is Also Open To Those Not Serving As Chief Clerks As An Accommodation - There Is No Statutory Mandate; No Uniform Rule; And, No Educational Apparatus Policy Mandate Requiring Annual Training For Those Not Serving As Chief Municipal Court Clerks

MUNICIPAL COURT CLERKS – PART 2

SERVICES PROVIDED BY ICJE:

- (1) 16 Hours Certification (North Georgia);
- (2) 16 Hours Certification (South Georgia);
- (3) 8 Hours Recertification (North Georgia);
- (4) 8 Hours Recertification (South Georgia);
- (5) Spring Online Recertification; and
- (6) Fall Online Recertification

FUNDING FOR SERVICES PROVIDED BY ICJE:

Annual CJE Support Fee Paid Per Clerk (Amount reviewed each calendar year)
CJE Fee/Travel Reimbursement Paid By Governing Authority

MUNICIPAL COURT CLERKS – PART 3

EXPENSES INCURRED:

Payment Of CJE Fees & Reimbursement Of Travel Expenses Are Proper Expenditures Of Public Funds (OCGA §36-32-13(b)(3) provides, in part: *“The reasonable costs and expenses of such training...shall be paid by the governing authority of the municipality from municipal funds.”*)

EDUCATIONAL APPARATUSES:

(1) Municipal Court Training Council “MuCTC” (OCGA §36-32-22)

Hon. Norman Cuadra, Chair

(2) Georgia Municipal Court Clerks Council, Inc. “GMCCC”

(A Georgia Domestic Nonprofit Corporation)

Marcella Shaw(Avondale Estates Municipal Court), President

COUNCIL OF ACCOUNTABILITY COURTS – PART 1

ACCOUNTABILITY COURTS:

"Accountability court" means a superior, state, or juvenile court that has a drug court division, mental health court division, veterans court division, or operating under the influence court division or a juvenile court that has a family treatment court division." (OCGA §15-1-18)

STANDARDS AND CERTIFICATION:

The Standards And Certification Committee Of The Council Of Accountability Court Judges Promulgates The Applicable Regulatory Requirements For Accountability Courts.

SERVICES PROVIDED BY ICJE:

Logistical Assistance With (1) NJO; (2) Judges' Refresher;
(3) Annual Conference plus CLE/CJE Accreditation at CACJ Training Events 11/9/2023

COUNCIL OF ACCOUNTABILITY COURTS – PART 2

FUNDING FOR SERVICES PROVIDED BY ICJE:

CACJ Pays Fees To ICJE For Services Provided Pertaining To NJO and Annual Conference. A Memorandum Of Understanding (“MOU”) Between ICJE and CACJ For NJO And For Annual Conference Provides Scope Of Work Provided; Respective Responsibilities; Costs Of Services Provided And Other Logistics.

EDUCATIONAL APPARATUS:

Council Of Accountability Court Judges (*OCGA § 15-1-18 (b)*)

Hon. Kathy Gosselin (Northeastern Circuit), President

OTHER ICJE CONSTITUENTS

INTERNATIONAL GROUPS:

ICJE Staff Co-Facilitates Conferences For Brazilian Judges With UGA Dean Rusk Center For International Law. Funding For The Conference Is Paid By The Brazilian Judges. The Conference Is Scheduled At Intervals, With The Most Recent Conference in The Month of December 2019.

ICJE Staff Also Facilitates Educational Presentations To Other Visiting International Judicial Groups. There Is Typically No Cost Associated With These Informational Briefings.



EDUCATIONAL PROGRAMMING FOR CY 2023

44 Total Educational Events*

119 Days Of Programming

(Seminar Programming = 46% Of Business Days In CY 2023)

*** (All Scheduled Events Subject To Rescheduling/Restructuring due to COVID)**



ICJE GOVERNANCE

ICJE'S BOARD OF TRUSTEE MEMBERSHIP

MEMBERS

Supreme Court	Liaison	1 Supreme Court Justice – Liaison To ICJE Board (ICJE By-Laws Art. II; § 5)
Court of Appeals	Member	1 Judge - (ICJE By-Laws Art. II; § 1; ¶ 1)
Superior Courts	Member	2 Judges - (ICJE By-Laws Art. II; § 1; ¶ 2)
State Courts	Member	1 Judge - (ICJE By-Laws Art. II; § 1; ¶ 3)
Juvenile Courts	Member	1 Judge - (ICJE By-Laws Art. II; § 1; ¶ 4)
Probate Courts	Member	1 Judge - (ICJE By-Laws Art. II; § 1; ¶ 5)
Magistrate Courts	Member	1 Judge - (ICJE By-Laws Art. II; § 1; ¶ 9)
Municipal Courts	Member	1 Judge - (ICJE By-Laws Art. II; § 1; ¶ 10)
State Bar of Georgia	Member	1 Appointed Member – (ICJE By-Laws Art. II; § 1; ¶ 6)
Judicial Council of Georgia	Member	1 Appointed Member – (ICJE By-Laws Art. II; § 1; ¶ 7)
Superior Court Clerks	Member	1 Appointed Member – (ICJE By-Laws Art. II; § 1; ¶ 8)

EX-OFFICIO MEMBERS

Immediate Past Chair of ICJE Board	(ICJE By-Laws Art. II; § 1; ¶ 11)
Immediate Past Chair of ICLE Board	(ICJE By-Laws Art. II; § 1; ¶ 12)
Dean, University of Georgia Law School	(ICJE By-Laws Art. II; § 1; ¶ 13)
Dean, Emory University Law School	(ICJE By-Laws Art. II; § 1; ¶ 14)
Dean, Mercer University Law School	(ICJE By-Laws Art. II; § 1; ¶ 15)
Dean, Georgia State University Law School	(ICJE By-Laws Art. II; § 1; ¶ 16)
Dean, Atlanta's John Marshall Law School	(ICJE By-Laws Art. II; § 1; ¶ 17)

ICJE BOARD MEETINGS – PART 1

MINIMUM 4 MEETINGS PER CALENDAR YEAR

(ICJE By-Laws Art. V Meetings)

EXECUTIVE COMMITTEE

(ICJE By-Laws Art. VI; § 1)

The Executive Committee Includes:

Chair: Hon. Bill Bartles

Vice-Chair: Dean Bo Rutledge

Secretary-Treasurer: Clerk Kyemeshia Gibson

MEETINGS

7 Board Members Constitute A Quorum

(ICJE By-Laws Art. V; § 2)

ICJE BOARD MEETINGS – PART 2

MEETING FORMATS, 3 Virtual + 1 In-Person

WINTER ICJE BOARD MEETING: May be Held In Conjunction With CSCJ Winter Conference; Includes: (1) Review Of Evaluations For Training Held In Last Quarter Of Previous Calendar Year

SPRING ICJE BOARD MEETING: May be Held In Conjunction With State Bar Of Georgia Board Of Governors Spring Meeting; Includes: (1) Review Of Evaluations For Training Held the First Quarter Of Previous Calendar Year

SUMMER (OR ANNUAL) MEETING: Includes: (1) Review Of Evaluations For Training Held In Second Quarter Of Previous Calendar Year; (2) Consideration Of Fiscal Year Budget and Constituent Support Fees; and, (3) Nomination/Election Of ICJE Board Officers

FALL MEETING: May be Held In Conjunction With State Bar Of Georgia Board Of Governors Fall Meeting If Located In Georgia; Includes: (1) Review Of Evaluations For Training Held In Third Quarter Of Previous Calendar Year; and, (2) Consideration Of Comprehensive Calendar Year Training Schedule

ICJE BOARD MEETINGS – PART 3

FISCAL YEAR CONSOLIDATED ATTENDANCE STATISTICS

Every ICJE Board Meeting Contains Updated Consolidated Attendance Statistics Consisting Of Fiscal Year “Continuing Education Units” (“CEUs”).

This Information, Required To Be Updated And Reported On A Quarterly Basis To The Board Of Regents, Provides The Mechanism For Collecting Data Both For Fiscal Year Activity And For The State Budgeting Process.

The Calculation Formula Is (Number Of Participants) x (Hours Of Instruction) = Total CEUs.
The Overall Goal For ICJE Is 50,000 CEU’s Per Fiscal Year.

***ICJE Surpassed Its CEU Goal For Fiscal Year 2022,
Delivering A Total Of 81,054 CEUs For Over 5,000 ICJE Constituents.***

ICJE BOARD MEETINGS – PART 4

AGENDA MEETING PACKETS

ICJE Staff Provides Electronic Copies Of The ICJE Board Agenda Packet To All ICJE Board Members At Least One Week In Advance Of ICJE Board Meetings. The Agenda Packet Includes Travel Reimbursement Information For Meeting Attendance.

ICJE STAFF CONTACT FOR BOARD MEMBERS

Ms. Lynne Moore Nelson, Esq., ICJE Executive Director

Office Phone No.: (706) 542-1124

Email: lynnemoore.nelson@uga.edu



ICJE OPERATIONS & FINANCES

ICJE LOGISTICS/FINANCES – PART 1

ICJE AND UGA: Since ICJE Inception, ICJE Staff Have Been Employees Of The University Of Georgia For Purposes Of Compensation, Fringe Benefits (Including, But Not Limited To, Health Insurance, Life Insurance, And A Defined Benefit Retirement Plan – The Teachers Retirement System Of Georgia), Job Classification And Advancement, Training And Education, Along With Other Personnel Services. ICJE Staff Are Subject To All Policies Applicable To University Of Georgia System Employees.

MEMORANDUM OF AGREEMENT: A Memorandum Of Agreement (“Agreement”) Between The University System/UGA Law School, And ICJE Of Georgia, Provides The Framework For The Organizational Collaboration.

4% INDIRECT COST FEE: The Agreement Provides That The University Assesses A Facilities And Administration Fee Of 4% Of Personnel Expenses For Its Participation In And Management Of The Collaborative Agreement. Specifically, This Arrangement Is Evidenced By An Annual “Contract For Administrative Services” Approved Through The Office Of Sponsored Programs Of UGA.

ICJE LOGISTICS/FINANCES – PART 2

ICJE EMPLOYEES ABIDE BY: The Budgeting, Procurement And Expenditure Control, Contracting And Payment, Rules And Policies Of The Georgia Judicial Branch And The Georgia Department Of Audits And Accounts, When Employing Funds Accessed By ICJE Through Judicial Branch Agencies And Departments Or Contracts And Grants For Directly Implementing Educational Projects.

ACCOUNTING STANDARD: Financial Statements Prepared And Presented On Behalf Of The Institute Of Continuing Judicial Education Of Georgia (“ICJE”) Comply With Generally Accepted Governmental Accounting Principles (“G-GAP”). Generally Accepted Governmental Accounting Principles Are Promulgated By The Governmental Accounting Standards Board (GASB).

SOURCES OF REVENUE: ICJE Operations Can Currently Be Funded By Four Revenue Sources: (1) Appropriations From The State Of Georgia (Appropriated On A Fiscal Year); (2) Continuing Judicial Education Support Fees (Categorized As “Other Funds” Pursuant To G-GAP; Assessed On A Calendar Year); (3) Grants (Primarily From Federal Sources, Mostly On Fiscal Year Reporting Cycle); And, (4) Fees For Contracted Services (e.g. - International Programs; CACJ). For Purposes Of Financial Reporting, The Separate Types Of Fund Sources Have To Be Managed Differently.

ICJE LOGISTICS/FINANCES – PART 3

ICJE USE OF APPROPRIATED FUNDS: Regarding ICJE’s Revenue Source Of *State Appropriations* Specifically, Financial Reports Examining ICJE Are Found In The “State Of Georgia Budgetary Compliance Report” Published For Each Fiscal Year By The State Accounting Office. (Available At [Http://Sao.Georgia.Gov/](http://Sao.Georgia.Gov/)) The Line Item For “Institute Of Continuing Judicial Education” Is Found Within The Section “Judicial Council”.

ICJE USE OF CJE SUPPORT FEES: Regarding ICJE’s Revenue Source Of *Educational Fees And/Or Grants Specifically*, Financial Reports Examining ICJE, Entitled “Federal And Other Funds Analysis”, Are Generated By The Administrative Office Of The Courts, Finance Division. The Direct Contact For This Information Is Mr. Peterson David, AOC Chief Financial Officer, peterson.david@georgiacourts.Gov, Or (404)323-4882.

ICJE LOGISTICS/FINANCES – PART 4

AUDIT BY UGA INTERNAL AUDIT DIVISION:

As Is Customary For Any UGA Unit, ICJE Is Subject To Random Audits By The UGA Internal Audit Division. The Most Recent Internal Audit Report Was For the Twelve Months Ending July 31, 2022 for FY22 Funds

MONTHLY FINANCIAL REPORTS

Monthly financial reports are emailed to ICJE Board Members and Leadership of ICJE Constituent Groups Throughout Each Fiscal Year

QUESTIONS?

Any Additional ICJE Operational Or Financial Information Will Promptly Be Made Available Upon Request. We Appreciate Your Continued Partnership And Collaboration As We Work Together For Georgia's Judiciary



ICJE POINT OF CONTACTS

ICJE STAFF 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 & Thomas Erwin Event Planner	706-542-1129 706-542-1150	susan.mason@uga.edu terwin21@uga.edu
State Court Judges Probate Court Judges/Non-Traffic Probate Court Judges/Traffic Probate Court Clerks Accountability Court Judges International Judicial Groups	Laura Kathryne 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 Municipal Court Judges Municipal Court Clerks Judicial Staff Attorneys	Annelle Brunson Event Coordinator & Robin Mendoza Event Planner	706-542-1164 706-542-1158	awberry@uga.edu robin.mendoza@uga.edu

ICJE ADMINISTRATION POINTS OF CONTACT

ADMINISTRATIVE STAFF	ICJE STAFF	OFFICE NUMBER	EMAIL ADDRESS
General Office Operations Business/Financial	Emily Rashidi Business Operations Manager	706-542-1160	emily.rashidi@uga.edu
ICJE Executive Director	Lynne Moore Nelson, Esq.	706-542-1124	LynneMoore.Nelson@uga.edu

CONTINUING EDUCATION FOR ICJE STAFF

ACLEA

ACLEA Is The “Association Of Continuing Legal Education Administrators”. The ICJE Executive Director Is An Active Member of This Organization.

NACM

NACM is The “National Association for Court Management”. The ICJE Executive Director Is An Active Member of This Organization.

NASJE

NASJE Is The “National Association Of State Judicial Educators”. The ICJE Executive Director Is An Active Member of This Organization.

Continued Participation In These Organizations Allows ICJE Staff To Monitor Best Practices; Identify Future Trends; Provide Fresh Programming Ideas; And Identify Grant Funding Opportunities.

INVITATION TO VISIT ICJE



<https://icje.law.uga.edu/>

ICJE Constituents Are Cordially Invited
To Visit The ICJE Staff
When Traveling In Athens.
Please Feel Free To Drop By.

**ICJE Office Location:
1150 S. Milledge Avenue
(Near 5 Points)
Athens, Georgia 30605**

General Office Hours:
Monday-Friday, 8:00 am to 5:00 pm

ICJE Was Housed At UGA Law School From
1979 Until 2008. The Current 5-Points
Location Has Been Rented Since 2008



Updated 11/9/2023

ICJE ORIENTATION

THANK YOU FOR VIEWING