



## Full Set of Frequently Asked Questions (FAQs) for MUNICIPAL COURT CLERKS

### Your assigned ICJE Staff:

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## CJE MANDATE FOR EXPERIENCED CLERKS - FAQs

**FAQ #1 - EXPERIENCED CHIEF CLERKS/MANDATE:** I am an Experienced Municipal Court Chief Clerk. Is the CJE Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same – eight (8) CJE Hours per year. This requirement is found in: (1) **OCGA § 36-32-13 (b)(2)**; and, also (2) "Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court", updated as of June 2010.

*To obtain a copy of the "Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court", updated as of June 2010, contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).*

## CJE MANDATE FOR NEW CHIEF CLERKS - FAQs

**FAQ #2 - NEW CHIEF CLERKS/MANDATE:** I am a New Municipal Court Chief Clerk. What is the CJE Mandate for New Municipal Court Chief Clerks?

**ANSWER:** **OCGA § 36-32-13 (b)(1)** requires that for initial certification you "...shall satisfactorily complete a minimum of 16 hours of training related to the operation of municipal court as prescribed by the Georgia Municipal Courts Training Council...". This requirement is also mandated by the "Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court", updated as of June 2010.

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**FAQ #3 - NEW CHIEF CLERKS/TIME REQUIREMENT:** I am a New Chief Clerk. How long do I have to complete the training for New Chief Clerks?

**ANSWER:** OCGA § 36-32-13 (b)(1) requires that you complete the 16-Hour Certification within your first year of service as a municipal court chief clerk. This requirement applies regardless of the number of consistent years you have been attending training as a Municipal Court (Deputy or Other) Clerk.

## **“CHIEF” CLERK STATUS VERSUS “NON-CHIEF” CLERK STATUS - FAQs**

**FAQ #4 - MANDATED TRAINING FOR CHIEF CLERKS/NO MANDATE FOR OTHER CLERKS:** What is the difference – for purposes of CJE requirements – between Municipal Court “Chief” Clerks and all other Municipal Court Clerks?

**ANSWER:** Municipal Court “Chief” Clerks are required to obtain CJE training. For all other Municipal Court Clerks, training is optional, but it is not mandatory. The status of “Chief” Clerk is defined by both Georgia statutory law (OCGA § 36-32-13 (a)(2)); and also, by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June 2010.

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**FAQ #5 - TRAINING PARTICIPATION BY ALL CLERKS:** I am not serving as a “Chief” Clerk, so I have no mandated training requirements. Nevertheless, may I still obtain training?

**ANSWER:** Yes, ICJE is pleased to facilitate training for all performing the duties of a Municipal Court Clerk, as an accommodation to both those who are required to obtain annual training (the “Chief” Clerks) and all other Clerks, as well, with the exception that Chief Clerks will be given priority based on space availability.

## **CHANGE(S) IN PERSONNEL - FAQs**

**FAQ #6 - CHANGE IN PERSONNEL NOTIFICATION:** There has been a change in Municipal 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 Georgia Courts Registrar. 1) For ICJE, please contact your ICJE Point of Contact, and ICJE can assist you with updating this information. 2) For the GCR, you will need to submit a “Change in Municipal Court Personnel” form; please contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## CONFIRMATION OF YOUR REGISTRATION - FAQs

**FAQ #7 - WHERE IS MY CONFIRMATION EMAIL? Why haven't I received my email confirmation of the courses I registered for?**

**ANSWER: (1)** Have you checked your spam folder? Some email servers categorize emails sent from 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 Staff	Office Number	Email Address
Superior Court Judges Superior Court Clerks Magistrate Court Judges Magistrate Court Clerks Multi-Class Synchronous & Asynchronous USCR 43.6	<b>Susan Mason</b> Event Coordinator & <b>Thomas Erwin</b> Event Planner	706-542-1129  706-542-1150	<a href="mailto:susan.mason@uga.edu">susan.mason@uga.edu</a>  <a href="mailto:terwin21@uga.edu">terwin21@uga.edu</a>
Accountability Court Judges State Court Judges Probate Court Judges (Non-Traffic) Probate Court Judges (Traffic) Probate Court Clerks International Groups	<b>Laura Kathryne Hogan</b> Event Coordinator & <b>Casey Semple</b> Event Planner	706-542-1126  706-542-1128	<a href="mailto:lkhogan@uga.edu">lkhogan@uga.edu</a>  <a href="mailto:csemples@uga.edu">csemples@uga.edu</a>
Municipal Court Judges Municipal Court Clerks Juvenile Court Judges Juvenile Court Clerks Judicial Staff Attorneys	<b>Annelle Berry</b> Event Coordinator & <b>Robin Mendoza</b> Event Planner	706-542-1164  706-542-1158	<a href="mailto:awberry@uga.edu">awberry@uga.edu</a>  <a href="mailto:robin.mendoza@uga.edu">robin.mendoza@uga.edu</a>
Office Manager Financials	<b>Emily Rashidi</b> Business Operations Manager	706-542-1160	<a href="mailto:emily.rashidi@uga.edu">emily.rashidi@uga.edu</a>
ICJE Executive Director	<b>Lynne Moore Nelson</b>	706-542-1124	<a href="mailto:lynnemoore.nelson@uga.edu">lynnemoore.nelson@uga.edu</a>

## PROGRAM CHANGES - FAQs

**FAQ #8 - PROGRAM CHANGES/INCLEMENT WEATHER OR OTHER EMERGENCY SITUATIONS:** What happens if the training location experiences severe weather or another emergency?

**ANSWER:** ICJE staff will always monitor severe weather or other factors that would affect training locations. As noted in the registration process, the program delivery format of every event is subject to change due to unforeseen circumstances.

**FAQ #9 - PROGRAM CHANGES/COMMUNICATION:** Who decides if a scheduled event is changed 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.

## THE SUSTAINABILITY INITIATIVE

**FAQ #10 – SUSTAINABILITY INITIATIVE:** What is the sustainability initiative?

**ANSWER:** The sustainability initiative is an option provided on your registration form to determine if you would like to “opt-out” of receiving a physical conference book, when attending an in-person ICJE training.

- If you select **YES** – You will **ONLY** receive the training book in a digital format via email. Please come prepared by bringing a fully charged laptop or other device to follow along during the training.
- If you select **NO** - You will receive a physical book at registration.

## OVERVIEW OF THIS YEAR'S TRAININGS – FAQs

**FAQ #11 - OVERVIEW/TRAININGS AVAILABLE THIS YEAR:** Generally speaking, are the overall CJE opportunities similar to the CJE opportunities from recent years? Are there any changes in CJE training opportunities?

**ANSWER:** Yes; as always, ICJE will be offering two live, on-site 16-Hour Certifications for New Municipal Court Clerks. For 2024 there will be only two live, on-site Recertifications (offering 12 hours of CJE Credits per event). In addition, there will be two virtual options for 8-Hour Recertifications offered via Zoom Video Conference. These Zoom Video Conferences will last one full day from 8:00 AM – 5:00 PM and consist of numerous relevant training topics.

## OTHER CJE OPPORTUNITIES - FAQs

**FAQ #12 - OTHER TRAINING OPPORTUNITIES:** Are Municipal Court Clerks allowed to obtain CJE hours from educational events other than those listed on the registration form?

**ANSWER:** Yes, ICJE-facilitated courses are only one of several categories of CJE activities accredited pursuant to the “Policy Statement” of the Municipal Courts Training Council. Contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov) for the most current copy of the “Policy Statement” and instructions for submitting those external training credits for approval through the Georgia Courts Registrar (GCR).

## CHECKING YOUR CJE TRANSCRIPT STATUS - FAQs

**FAQ #13 - 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 #14 - CJE TRANSCRIPT REPOSITORY:** Who maintains the transcript of my CJE hours?

**ANSWER:** OCGA § 36-32-13 (c) provides that the Georgia Municipal Courts Training Council is the official repository of Municipal Court Clerks’ CJE Transcripts. The Administrative Office of the Courts (“AOC”) provides logistical support for the Council.

**FAQ #15 - CJE TRANSCRIPT STATUS:** How can I check my CJE status?

**ANSWER:** All Municipal Court Judges and Clerks can log on to the Georgia Courts Registrar (<https://gcr.onegovcloud.com/#!/login>) to view their current CJE Status. This platform is administratively run by the Administrative Office of the Courts (NOT ICJE). You may use this portal to view your CJE status and print Certificates of Attendance. For any issues logging on to the GCR, printing your Certificates of Attendance, etc., please contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

**FAQ #16 - ERROR OR AN OMISSION ON CJE TRANSCRIPT:** There is an error or an omission on my CJE transcript, who do I contact?

**ANSWER:** If your CJE Credits do not appear to be accurate, please contact Ms. LaShawn Murphy with the Administrative Office of the Courts at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## NON-COMPLIANCE WITH CJE MANDATES - FAQs

**FAQ #17 - NON-COMPLIANCE:** What happens when a Municipal Court Chief Clerk fails to meet the requisite CJE mandates?

**ANSWER:** OCGA § 36-32-13 (d) provides, in part: “In any year that any municipal court clerk does not satisfactorily complete the required training, the Georgia Municipal Courts Training Council shall promptly notify the governing authority of the applicable municipality as well as the chief municipal court judge of the applicable municipality.” Non-compliance is also addressed by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June 2010.

## HARDSHIP REQUESTS FROM CJE MANDATES - FAQs

**FAQ #18 - EXEMPTION OR EXTENSION FROM CJE REQUIREMENTS:** May I request an exemption or extension from the CJE requirements?

**ANSWER:** Yes. Exemptions or extensions from Municipal Court Clerk CJE requirements are addressed, in detail, by a “Policy Statement” of the Municipal Court Training Council. For the most current copy of the “Policy Statement” contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## CJE AGENDA CONTENT - FAQs

**FAQ #19 - AGENDA PLANNING:** Who plans the agendas and topics for ICJE events?

**ANSWER:** Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based process in conjunction with the ICJE Staff. All agendas are planned in collaboration with ICJE staff, and they are also routed through the leadership of Municipal Courts Training Council.

**FAQ #20 - 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 the leadership of the Georgia Municipal Court Clerks Council (“GMCCC”). 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 SPEAKERS - FAQs

**FAQ #21 - SPEAKERS:** Who chooses the speakers for the ICJE events?

**ANSWER:** Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

**FAQ #22 - SPEAKERS & CJE (JUDICIAL) CREDIT:** When I serve as a speaker for an ICJE-facilitated seminar, can I get extra CJE credit for service as a speaker?

**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.

*Calculation of “Speaker CJE (Judicial) Credit”: Speaker CJE Credit is calculated in accordance with the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June 2010.*

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**FAQ #23 - FUTURE SPEAKER:** I would like to volunteer to be a speaker for a future seminar; and/or I have a suggestion for an excellent speaker for a future seminar – who should I contact?

**ANSWER:** Forward your suggestions to your ICJE Point of Contact, and also to the leadership of the Georgia Municipal Court Clerks’ 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 - FAQs

**FAQ #24 - LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site ICJE training events?

**ANSWER:** Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are routed through your GMCCC leadership. In order to ensure availability and the best possible pricing, venues are chosen and contracted well in advance. **Your Council has reserved a limited room block at discounted group room rate for training participants. Training participants are strongly urged to make reservations at the recommended venue to avoid attrition fees to the Council for not meeting the room block quota.**

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

**FAQ #25 - 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 § 36-32-13 (b)(3) provides, in part: "...the reasonable cost and expense of training...shall be paid by the governing authority of the municipality from municipal funds."

**FAQ #26 - 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 #27 - 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 #28 - ICJE AS A NON-PROFIT ENTITY:** What is ICJE's Profit Margin?"

**ANSWER:** On occasion, ICJE staff has been asked by constituent group representatives, "What is your profit margin?". The answer is that ICJE, as a state judicial branch agency, is not a "for-profit" entity. From an accounting standpoint, the term "profit margin" does not apply to ICJE. "Profit margin" is used to describe a for-profit company's income, after direct expenses to market or manufacture a product or service, and before deducting administrative costs. "Profit Margin" (or "Gross Profit", which is the actual term found on the financial statements of for-profit entities) is not a term found on the financial statements of a not-for-profit organization.

**FAQ #29 - OVERSIGHT/FINANCIAL REPORTING:** Describe the financial oversight of ICJE, the recipient of annual CJE support fees?

**ANSWER:** ICJE is governed by a Board of Trustees, comprised of representatives of all ICJE constituent groups. Monthly financial reports are provided to all Board members and also to all constituent group leaders by the ICJE staff. Additionally, financial spreadsheets showing the cost of each educational programming event are provided to all Board members and constituent group leaders as soon as practicable after each event.



## GENERAL INFORMATION ABOUT ICJE - FAQs

### **FAQ #30 - 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 #31 - FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?**

**ANSWER:** As always, you can contact Event Coordinator, Ms. Annelle Berry ([awberry@uga.edu](mailto:awberry@uga.edu), 706-542-1164) or Event Planner, Ms. Robin Mendoza ([robin.mendoza@uga.edu](mailto:robin.mendoza@uga.edu), 706-542-1158).

*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!*

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