

Registration Set of Frequently Asked Questions (“FAQs”) for SUPERIOR COURT JUDGES

Your assigned ICJE Staff are:



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FOR EXPERIENCED JUDGES - FAQs

FAQ # 1 – EXPERIENCED JUDGES/MANDATE: I am an Experienced Superior 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 annual requirement for active superior Court Judges is 12 Hours of CJE, and at least 1 specialty hour, either Ethics or Professionalism.

CONFIRMATION OF YOUR REGISTRATION – FAQ

FAQ #2 – WHERE IS MY CONFIRMATION EMAIL? Why haven't I received my email confirmation of the course 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? (3) To check on the status of your registration, please contact your ICJE point of contact.

PROGRAM CHANGES

FAQ #3 – PROGRAM CHANGES OR OTHER EMERGENCY SITUATIONS: What happens if the training is impacted by inclement weather or another emergency?

ANSWER: ICJE and your group’s leadership, will collaborate on any decisions regarding schedule changes. As noted on the registration process, the program delivery format of every event is subject to change due unforeseen circumstances, and will be communicated to you in a timely manner.

THE SUSTAINABILITY INITIATIVE

FAQ #4 – 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. Attendees who have requested to NOT receive a hard copy of the program’s training-book will receive a digital PDF version, via email. Opting-out of a hard copy helps ICJE reduce the expenses for your training council and conference facilitation for registered attendees.

FAQ #5 – Sustainability Initiative: I prefer a physical book, how do I ensure I can get a copy for my training?

ANSWER: If you did not select YES to opt-out of a receiving a training book on your registration form, you will receive a physical copy of the book, when you attend an in-person training, as normal. If you opted-out of receiving a book, but would like to receive a hard copy for a particular training, please notify ICJE at least 3 weeks before the training is set to occur.

OTHER CJE OPPORTUNITIES

FAQ #6 – SUPERIOR COURT JUDGES AND OTHER TRAINING OPPORTUNITIES: Are Superior Court Judges’ allowed to obtain CJE hours from educational events other than those listed on this year’s registration form?

ANSWER: Yes, however, External Hours must be reported to your ICJE Points of Contact, so that they may provide it to your training council for review and approval.

CHECKING YOUR CJE TRANSCRIPT STATUS

FAQ #7 – CERTIFICATION OF CJE HOURS REQUIREMENT: How do I prove what CJE hours I participated 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 #8 – CJE TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJE hours?

ANSWER: ICJE is the official repository of Superior Court Judges’ CJE Transcripts.

FAQ #9 – CJE TRANSCRIPT STATUS: How can I check my CJE status?

ANSWER: You can check your CJE Hours 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 “Superior Court Judges”, and then click on “CJE Status” 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 your Bar Number.

FAQ #10 – 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. Susan Blount (Event Coordinator, susan.blount@uga.edu or 706-542-1129) or Mr. Thomas Erwin (Event Planner, terwin21@uga.edu or 706-542-1150).

FOR MORE INFORMATION

FAQ #11 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: You can always reach out to our ICJE staff for assistance, Ms. Susan Blount, Event Coordinator at susan.blount@uga.edu or 706-542-1129 or Mr. Thomas Erwin, Event Planner at terwin21@uga.edu or 706-542-1150 or you can visit our website at <https://www.law.uga.edu/icje/> for the full set of FAQs for your class