

**Your assigned ICJE Staff:**

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## **CJE MANDATE FOR EXPERIENCED JUDGES – FAQs**

**FAQ #1 - ACTIVE JUDGES/MANDATE:** I am an Experienced Municipal Court Judge. Is the CJE Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same – twelve (12) CJE hours per year. This requirement is found in OCGA § 36-32-27 (c).

## **CJE MANDATE FOR NEW JUDGES – FAQs**

**FAQ #2 - NEW JUDGES/MANDATE:** I am a New Municipal Court Judge. What is the CJE Mandate for New Municipal Court Judges?

**ANSWER:** OCGA § 36-32-27 (b) requires New Municipal Court Judges to complete 20 hours of training to become "Certified". You can satisfy this 20-hour requirement by participating in the 5-hour online New Judges Orientation offered in March and November in addition to the in-person "Basic Certification" course offered twice during the year (Summer and Fall).

**FAQ #3 - ATTENDANCE/NEW JUDGES:** I am a New Judge. May I also participate in the other CJE trainings available for Experienced Municipal Court Judges?

**ANSWER:** Yes. While you must complete the required 20-hours of Municipal Court training, ALL Municipal Judges (New/Experienced) have the opportunity to participate in any of the ICJE Multi-Class of Court Virtual Trainings, which are educational seminars open to attendance by multiple classes of court (i.e. Magistrate Court Judges, Probate Court Judges, etc.). These trainings are topic-specific and are applicable to all Courts (i.e. Cyber Security, Judicial Ethics, etc.). Please see the *“ICJE Multi-Class of Court Training Opportunities”* handout for additional details on these.

**FAQ #4 - NEW JUDGES/TIME REQUIREMENT:** I am a New Judge. How long do I have to complete the CJE Mandate for New Municipal Court Judges?

**ANSWER:** OCGA § 36-32-27 (b) requires that you complete this requirement within one year after the date of your election or appointment.

## CHANGE(S) IN PERSONNEL – FAQs

**FAQ #5 - 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 to **Ms. LaShawn Murphy** at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## CONFIRMATION OF YOUR REGISTRATION – FAQs

**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? 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 Blount</b> Event Coordinator & <b>Thomas Erwin</b> Event Planner	706-542-1129  706-542-1150	<a href="mailto:susan.blount@uga.edu">susan.blount@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>Ashley Peace</b> Event Planner	706-542-1164  706-542-1158	<a href="mailto:awberry@uga.edu">awberry@uga.edu</a>  <a href="mailto:ashley.peace@uga.edu">ashley.peace@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 #7 - PROGRAM CHANGES/INCLEMENT WEATHER OR OTHER EMERGENCY SITUATIONS:** What happens if the training location experiences severe weather or another emergency?

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

**FAQ #8 - PROGRAM CHANGES/COMMUNICATION:** Who decides if a scheduled event is changed and how do 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.

## USCR 43.6

**FAQ # 9 – ANNUAL REQUIREMENT:** I was appointed to sit as a Superior Court Judge, what do I need to do in order to comply with the training mandate?

**ANSWER:** The annual requirement for USCR 43.6 is a total of 12 CJE hours, derived from pre-approved, taped replay trainings, for the calendar year. You must reach out to Event Planner Thomas Erwin ([terwin21@uga.edu](mailto:terwin21@uga.edu)), in order to be provided with the training materials, and necessary reporting forms to comply. For more information regarding the USCR 43.6 training mandate, please visit the ICJE website at [Institute of Continuing Judicial Education \(uga.edu\)](http://Institute of Continuing Judicial Education (uga.edu)).

## 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.

## ROLLOVER OF EXCESS CJE HOURS EARNED – FAQs

**FAQ #11 - ROLLOVER OF EXCESS CJE HOURS:** If I obtain more than 12 CJE Hours of Municipal Court Judge training in one year, will the excess hours rollover and count toward the next year’s CJE requirement?

**ANSWER:** Yes, up to a limit, and upon request. OCGA § 36-32-27 (e) provides that if a judge completes more than twelve hours of credit in any calendar year, then the excess credit, up to a limit of six hours, can – upon the request of the Judge – be carried over and credited to the education requirement for the next succeeding year only. *This provision is presented with the notion that the judge is CJE compliant for past years.*

**FAQ #12 - REQUESTING ROLLOVER OF EXCESS CJE HOURS:** How do I make the request for excess CJE hours to rollover?

**ANSWER:** Check the box on the Attendance Form. Every ICJE-facilitated course will include the provision of an “Attendance Form”. You complete the form, sign it, and return it to ICJE. If you wish for excess CJE hours to rollover, simply check the corresponding box at the bottom of the form to make the request.

**FAQ #13 - CJ E TRANSCRIPT/ROLLOVER OF EXCESS CJ E HOURS:** How do I ensure that my rollover CJ E hours have been credited on my CJ E transcript?

**ANSWER:** All Municipal Court Judges and Clerks can log on to the Georgia Courts Registrar (<https://gcr.onegovcloud.com/#!/login>) to view their current CJ E Status. This platform is administratively run by the Administrative Office of the Courts (***NOT ICJE***). You may use this portal to view your CJ E status (including rollover hours) 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).

## OTHER CJ E OPPORTUNITIES – FAQs

**FAQ #14 - OTHER TRAINING OPPORTUNITIES:** Are Municipal Court Judges allowed to obtain CJ E hours from educational events other than those listed on the registration form?

**ANSWER:** Yes, ICJE-facilitated courses are only one of several categories of CJ E 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 CJ E TRANSCRIPT STATUS – FAQs

**FAQ #15 - 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 #16 - CJ E TRANSCRIPT REPOSITORY:** Who maintains the transcript of my CJ E hours?

**ANSWER:** The Council of Municipal Court Judges is the official repository of Municipal Court Judges’ CJ E Transcripts. The Administrative Office of the Courts provides logistical support for the Council.

**FAQ #17 - CJ E TRANSCRIPT STATUS:** How can I check my CJ E 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 CJ E Status. This platform is administratively run by the Administrative Office of the Courts (***NOT ICJE***). You may use this portal to view your CJ E status (including rollover hours) 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 #18 - ERROR OR AN OMISSION CJE TRANSCRIPT:** There is an error or an omission on my CJE certificate, 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).

## **SIMULTANEOUS SERVICE AS STATE COURT JUDGE - FAQs**

**FAQ #19 - SIMULTANEOUS SERVICE AS STATE COURT JUDGE:** I am simultaneously serving as a State Court Judge - if I obtain CJE Hours of Municipal Court Judge training in one year, will the Municipal 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 Municipal 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.

**FAQ #20 - SIMULTANEOUS SERVICE AS STATE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS:** I am simultaneously serving as a State Court Judge – does this 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 State 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 State event. This will also serve as your request to the Municipal Courts Training Council.

## **SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE - FAQs**

**FAQ #21 - SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE:** I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of Municipal Court Judge training in one year, will the Municipal 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/Certification Committee.

**FAQ #22 - SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS:** I am simultaneously serving as a Juvenile Court Judge – does this 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 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.

## **SIMULTANEOUS SERVICE AS PROBATE COURT JUDGE - FAQs**

**FAQ #23 - SIMULTANEOUS SERVICE AS PROBATE COURT JUDGE:** I am simultaneously serving as a Probate Court Judge - if I obtain CJE Hours of Municipal Court Judge training in one year, will the Municipal 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).

**FAQ #24 - SIMULTANEOUS SERVICE AS PROBATE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS:** I am simultaneously serving as a Probate Court Judge – does this 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.

## **SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE - FAQs**

**FAQ #25 - SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE:** I am simultaneously serving as a Magistrate Court Judge - if I obtain CJE Hours of Municipal Court Judge training in one year, will the Municipal 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 Municipal 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.

**FAQ #26 - SIMULTANEOUS SERVICE AS MAGISTRATE COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS:** I am simultaneously serving as a Magistrate Court Judge – does this 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 Magistrate 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 Magistrate event. This will also serve as your request to the Municipal Courts Training Council.

## **NON-COMPLIANCE WITH CJE MANDATES – FAQs**

**FAQ #27 - NON-COMPLIANCE:** What happens when a Municipal Court Judge fails to meet the requisite CJE mandates?

**ANSWER:** Noncompliance with the Municipal Court Judge CJE requirements is addressed, in detail, by both statutory law, and also by a "Policy Statement" of the Municipal Courts Training Council. The applicable statute is **OCGA § 36-32-11 (c)**. For the most current copy of the "Policy Statement" contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov). Review both sources for details, including provisions for reporting of delinquencies, reprimands, and more information.

## **HARDSHIP REQUESTS FROM CJE MANDATES - FAQs**

**FAQ #28 - 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 Judge CJE requirements are addressed, in detail, by a "Policy Statement" of the Municipal Courts 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 (JUDICIAL) HOURS VS. CLE (LEGAL) HOURS - FAQs

**FAQ #29 - 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](mailto:cle@gabar.org). **An exemption request must be submitted annually, and the form can be found on the State Bar of Georgia website.**

**FAQ #30 - 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 #31 - 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 #32 - 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:** It’s possible, but you have to proactively request for this to be authorized by the appropriate educational apparatus for your class of court, and they will weigh whether or not the State Bar ICLE seminar content is applicable to your service for your class of court. Every class of court has different rules on this issue. To start the process, email or call your ICJE points of contact.

## “SPECIALTY” CJE (JUDICIAL) HOURS - FAQs

**FAQ #33 - 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 #34 - CJE (JUDICIAL) “SPECIALTY” REQUIREMENT FOR MUNICIPAL COURT JUDGES:** Are Municipal Court Judges mandated to obtain any “Specialty” CJE hours each year?

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

## **CJE AGENDA CONTENT - FAQs**

**FAQ #35 - AGENDA PLANNING: Who plans the agendas and topics for ICJE events?**

**ANSWER: Your colleagues in the Municipal Courts Training Council, using a collaborative, committee-based, process in conjunction with the ICJE Staff.** All events are planned by the Municipal Courts Training Council, in collaboration with ICJE staff. Agenda content is also routed through the Council of Municipal Court Judges’ Executive Committee, as well.

**FAQ #36 - 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 to your Chair of the Municipal Court 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 SPEAKERS - FAQs**

**FAQ #37 - SPEAKERS: Who chooses the speakers for the ICJE events?**

**ANSWER: Your colleagues in the Municipal Courts Training Council, using a collaborative, committee-based, process in conjunction with the ICJE Staff.** All events – including the selection of speakers - are planned by the Municipal Courts Training Council, in collaboration with ICJE staff. Agenda content is also routed through the Council of Municipal Court Judges’ Executive Committee, as well.

**FAQ #38 - 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”, updated as of June, 2010.*

*To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council”, updated as of June, 2010, contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).*

**FAQ #39 - SPEAKERS & CLE (LEGAL) CREDIT: When I serve as a speaker for an ICJE-facilitated seminar, can I get extra CLE (Legal) Credit for service as a speaker?**

**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 speaker upon your request, our observation is that the majority of speakers 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 speakers.

**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 #40 - 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 Points of Contact, and also to the leadership of the Georgia Municipal Courts 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 - FAQs

**FAQ #41 - LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site ICJE training events?

**ANSWER:** Your colleagues in the Municipal Courts Training Council, using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are also routed through the Council Executive Committee, as well as the Municipal Courts Training Council. 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 TRAINING FEES - FAQs

**FAQ #42 - 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 #43 - WHY FEES ARE NECESSARY:** Why do ICJE constituent groups have to pay annual CJE Training Fees to ICJE?

**ANSWER:** Revenues from Training Fees paid by ICJE Constituents pays for the educational programming for those ICJE Constituents.

**FAQ #44 - WHO DETERMINES THE FEES: Who sets the amounts of the annual CJE Training Fees?**

**ANSWER:** The ICJE Board of Trustees, in collaboration with the leadership of all ICJE constituent groups. The annual CJE Training 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 #45 - 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 #46 - OVERSIGHT/FINANCIAL REPORTING: Describe the financial oversight of ICJE, the recipient of annual CJE training 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 #47 - 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 #48 - 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. Ashley Peace ([ashley.peace@uga.edu](mailto:ashley.peace@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!