

# Frequently Asked Questions (“FAQs”) for MAGISTRATE COURT CLERKS

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**Your assigned ICJE Staff are:**

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## SEE SEPARATE FAQs FOR MAGISTRATE JUDGES

**FAQ # 1 – SEPARATE FAQs FOR JUDGES:** I am a Magistrate Court Clerk, but I simultaneously serve as a Magistrate Judge also. Is there a separate set of FAQs for Magistrate Court Judges?

**ANSWER:** Yes, this set of FAQs cover information for Magistrate Court Clerks only. If you are also serving as a Magistrate Court Judge, then you should also consult the separate FAQs for Magistrate Court Judges.

## NO CJE MANDATE FOR EXPERIENCED CLERKS

**FAQ # 2 – EXPERIENCED CLERKS/NO MANDATE:** I am an Experienced Magistrate Court Clerk, is the “No CJE Required” status still the same this year as it was last year?

**ANSWER:** Yes, it’s still the same, you do not have any mandatory CJE requirement as a Magistrate Court Clerk. Although ICJE is pleased to offer an annual training opportunity for Magistrate Court Clerks as an accommodation, you are not required to participate.

*The Next Steps: (1) register for the annual clerk’s training online through PSO, or by mailing in your registration form. (2) If mailing your registration form, please include check payment to be sent to our mailing address shown on the form. (3) Online registration and electronic payment are available through PSO.*

## NO CJE MANDATE FOR NEW CLERKS

**FAQ # 3 – NEW CLERKS/NO MANDATE:** I am a New Magistrate Court Clerk, is there any CJE requirement for New Clerks?

**ANSWER:** No. You do not have any mandatory CJE requirement as a Magistrate Court Clerk. Although ICJE is pleased to offer an annual training opportunity for Magistrate Court Clerks as an accommodation, you are not required to participate.

*The Next Steps: (1) register for the annual clerk's training online through PSO, or by mailing in your registration form. (2) If mailing your registration form, please include check payment to be sent to our mailing address shown on the form. (3) Online registration and electronic payment are available through PSO.*

## JUDGES' ATTENDANCE AT CLERKS' TRAININGS

**FAQ # 4 – JUDGES & ATTENDANCE:** I have noticed Judges attending some Clerks' trainings as participants (not as speakers). Are Judges allowed to attend Clerks' training events?

**ANSWER:** Yes; however, any judge will have to pay the Clerks' fee to attend, and training at this conference cannot count towards the 12 mandated CJE hours as a Magistrate Court Judge.

## CLERKS' ATTENDANCE AT JUDGES' TRAININGS

**FAQ # 5 – CLERK ATTENDANCE AT JUDGES' TRAININGS:** I am a Magistrate Court Clerk who is not serving as a Magistrate Court Judge. Am I allowed to attend the Magistrate Judges' training events?

**ANSWER:** No, and this policy is set by the Magistrate Court Training Council ("MCTC").

## CONFIRMATION OF YOUR REGISTRATION

**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 insure delivery? (3) To check on the status of your registration, please contact your ICJE point of contact (please see the chart on the next page).

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>
State Court Judges Probate Court Judges (Non-Traffic) Probate Court Judges (Traffic) Probate Court Clerks Accountability Court Judges International Groups	<b>Laura Kathryne Hogan</b> Event Coordinator & <b>Virginia Kerrigan</b> Event Planner	706-542-1126  706-542-1128	<a href="mailto:lk Hogan@uga.edu">lk Hogan@uga.edu</a>  <a href="mailto:Virginia.Kerrigan@uga.edu">Virginia.Kerrigan@uga.edu</a>
Juvenile Court Judges Juvenile Court Clerks Municipal Court Judges Municipal 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 # 7 – 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.

## THE SUSTAINABILITY INITIATIVE

### **FAQ # 8 – 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 #9 – 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, 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.

## CJE AGENDA CONTENT

### **FAQ #10 – AGENDA PLANNING: Who plans the agendas and topics for CJE events?**

**ANSWER:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

### **FAQ #11 – IDEA FOR FUTURE AGENDA: I have a suggested topic for a future seminar – who should I contact?**

**ANSWER:** The President of the Council of Magistrate Court Clerks, Incorporated (“CMCC”); and, also your ICJE Staff Point of Contact.

## CJE SPEAKERS

### **FAQ # 12 – PRESENTERS: Who chooses the speakers/instructors for CJE events?**

**ANSWER:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

### **FAQ # 13 – FUTURE PRESENTER: 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:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”).

## CJE VENUES

**FAQ # 14 – LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site training events?

**ANSWER:** The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. In order to insure availability and the best possible pricing, venues are chosen and contracted well in advance.

## INFORMATION ABOUT CJE TRAINING FEES

**FAQ # 15 – WHY FEES ARE NECESSARY:** Why do ICJE constituent groups have to pay annual CJE Training Fees to ICJE?

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

**FAQ # 16 – 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.

**FAQ # 17 – 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 # 18 – 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

**FAQ # 19 – 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**

**FOR MORE INFORMATION:** I have a question that has not been answered, who can I contact?

**ANSWER:** Please contact Ms. Susan Blount at 706-542-1129 or via email at OR Mr. Thomas Erwin at 706-542-1150 or via email at [terwin21@uga.edu](mailto:terwin21@uga.edu).

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