

Frequently Asked Questions (“FAQs”) for MAGISTRATE COURT JUDGES

Your assigned ICJE Staff are:



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Event Coordinator

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Mr. Thomas A. Erwin

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FOR EXPERIENCED JUDGES

FAQ # 1 – EXPERIENCED JUDGES/MANDATE: I am an Experienced Magistrate 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. OCGA § 15-10- 25; and, OCGA § 15-10-137 (c) (1), still require Magistrate Court Judges to complete training; and, OCGA § 15-10-136 (2) still requires “not less than 12 nor more than 20 hours...in a calendar year.”

FOR NON-ATTORNEY / NEW JUDGES

NOTE: Georgia Law provides that the CJE mandates for Non-Attorney New Magistrate Judges are different from the CJE mandates for Attorney New Magistrate Judges.

FAQ # 2 – NON-ATTORNEYS WHO ARE NEW JUDGES/MANDATE: I am a Non-Attorney who is a New Magistrate Court Judge. What is the CJE Mandate for Non-Attorneys who are New Magistrate Court Judges?

ANSWER: A Non-Attorney who is a New Magistrate Judge is required by statute to become a “Certified Magistrate” - OCGA § 15-10-131. You become a “Certified Magistrate” by completing both: (A) CJE Training; and, (B) Mentoring. **The specific requirements are:**

a. 80 Hours of Training specified by Magistrate Court Training Council (“MCTC”) during the first two years after becoming a Magistrate. OCGA § 15-10-137 (a);

and,

b. The Mentoring Program specified by MCTC during the initial year of service as a Magistrate. OCGA § 15-10- 137 (b).

Your Next Step is to Complete 80 Hours of Training: (1) register for the 40 Hour Criminal Basic Certification and (2) Register for the 40 Hour Civil Basic Certification.

Your Next Step is to Complete Mentoring: Once ICJE receives notification of a new Judge through the AOC, a Mentor Request form will be emailed to you. Please fill out the Mentor Request Form and return it to the Chair of the Mentoring Committee listed on the form. A Mentor will then be assigned to you and you will have 12 months from the day you take office to complete this Mentoring program.

FAQ # 3 – NON-ATTORNEYS WHO ARE NEW JUDGES/TIME REQUIREMENT: I am a Non-Attorney who is a New Magistrate Court Judge. How long do I have to complete the CJE Mandate for New Magistrate Court Judges?

ANSWER: (A) CJE Training = within 2 years of taking the bench; and, (B) Mentoring = within 1 year of taking the bench. The operative statute setting out the time requirement is OCGA § 15-10-137.

FAQ # 4 – ATTENDANCE BY NEW JUDGES AT TRAININGS FOR EXPERIENCED JUDGES: I am a New Judge. In addition to the CJE mandated training for New Judges, can I also participate in the other CJE trainings for Magistrate Court Judges?

ANSWER: Yes, by selecting the courses of your choice within the ICJE registration portal.

FOR ATTORNEY / NEW JUDGES

NOTE: Georgia Law provides that the CJE mandates for Non-Attorney New Magistrate Judges are different from the CJE mandates for Attorney New Magistrate Judges.

FAQ # 5 – ATTORNEYS WHO ARE NEW JUDGES/MANDATE: I am an Attorney who is a New Magistrate Court Judge. What is the CJE Mandate for Attorneys who are New Magistrate Court Judges?

ANSWER: An Attorney who is a New Magistrate Judge is required by statute to become a “Certified Magistrate” - OCGA § 15-10-131. You become a “Certified Magistrate” by completing Mentoring – (you do not have to complete the 80 Hours of training that is required for Non-Attorneys). The specific requirements are set out in OCGA § 15-10-137 (d).

Your Next Steps Regarding CJE Training Opportunities: Although you are not required to obtain the 80 hours of CJE training required for Non-Attorney Judges, you are still required to complete 12 CJE hours of training, within the calendar year. You may register for any of the ICJE course offerings provided within the calendar year to obtain the 12 CJE hours training mandate.

Your Next Step is to Complete Mentoring: Once ICJE receives notification of a new Judge through the AOC, a Mentor Request form will be emailed to you. Please fill out the Mentor Request Form and return it to the Chair of the Mentoring Committee listed on the form. A Mentor will then be assigned to you and you will have 12 months from the day you take office to complete this Mentoring program.

FAQ # 6 – ATTORNEYS WHO ARE NEW JUDGES/TIME REQUIREMENT: I am an Attorney who is a New Magistrate Court Judge. How long do I have to complete the CJE Mandate for New Magistrate Court Judges?

ANSWER: (A) CJE Training = within the first full calendar year following the year in which you take the bench; and, (B) Mentoring = within 1 year of taking the bench. The operative statute setting out the time requirement is OCGA § 15-10- 137.

FAQ # 7 – ATTENDANCE BY ATTORNEY/NEW JUDGE AT TRAININGS REQUIRED FOR NON-

ATTORNEY/NEW JUDGES: I am an Attorney/New Judge. I understand that I am not required to attend the 40 Hour Criminal Basic Certification that is required for Non-Attorney New Judges; and that I am not required to attend the 40 Hour Civil Basic Certification that is required for Non-Attorney New Judges. Nevertheless, can I attend one or both of them?

ANSWER: Yes, if you wish. However, it is the long-standing observation of ICJE staff and Magistrate Court Training Council leadership that very few, if any, attorneys stay past the opening time slots of 40 Hour Basic Certifications. The curriculum is basically a summary of basic criminal law and/or civil law for non-attorneys.

MENTORING

FAQ # 8 – LOCATING A MENTOR: How do I locate a Mentor for the Mentoring requirement?

ANSWER: Once ICJE receives notification of a new Judge through the AOC, a Mentor Request form will be emailed to you. Please fill out the Mentor Request Form and return it to the Chair of the Mentoring Committee listed on the form. A Mentor will then be assigned to you and you will have 12 months from the day you take office to complete this Mentoring program

CONFIRMATION OF YOUR REGISTRATION

FAQ # 9 – 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	Susan Blount Event Coordinator & Thomas Erwin Event Planner	706-542-1129 706-542-1150	susan.blount@uga.edu terwin21@uga.edu
State Court Judges Probate Court Judges (Non-Traffic) Probate Court Judges (Traffic) Probate Court Clerks Accountability Court Judges International Groups	Laura Kathryn Hogan Event Coordinator & Virginia Kerrigan Event Planner	706-542-1126 706-542-1128	lkhogan@uga.edu Virginia.Kerrigan@uga.edu
Juvenile Court Judges Juvenile Court Clerks Municipal Court Judges Municipal Court Clerks Judicial Staff Attorneys	Annelle Berry Event Coordinator & Ashley Peace Event Planner	706-542-1164 706-542-1158	awberry@uga.edu ashley.peace@uga.edu
Office Manager Financials	Emily Rashidi Business Operations Manager	706-542-1160	emily.rashidi@uga.edu
ICJE Executive Director	Lynne Moore Nelson	706-542-1124	lynnemoore.nelson@uga.edu

PROGRAM CHANGES

FAQ # 10 – 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.

USCR 43.6

FAQ # 11 – 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), 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 # 12 – What is the sustainability initiative?

ANSWER: The sustainability initiative is an option provided on your registration 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 #13 – 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 # 14 – MAGISTRATE COURT JUDGES AND OTHER TRAINING OPPORTUNITIES: Are Magistrate Court Judges allowed to obtain CJE hours from educational events other than those listed on this year's registration form?

ANSWER: Yes, but the maximum allowable external credit is 6 CJE hours, per calendar year. External Hours must be reported via the External Hours Reporting Form, along with any program support materials, to be provided to MCTC for review and approval.

CHECKING YOUR CJE TRANSCRIPT STATUS

FAQ # 15 – 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 must complete the form, sign it, and return it to ICJE, according to the instructions on the form.

FAQ # 16 – CJE TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJE hours?

ANSWER: ICJE is the official repository of Magistrate Court Judges' CJE Transcripts.

FAQ # 17 – 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 "Magistrate 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 assigned Student Number, which ICJE can provide you.

FAQ # 18 – 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 (susan.blount@uga.edu OR 706-542-1129) or Mr. Thomas Erwin(terwin21@uga.edu OR 706-542-1150).

NON-COMPLIANCE WITH CJE MANDATES

FAQ #19 – NON-COMPLIANCE: What happens when a Magistrate Court Judge fails to meet the requisite CJE mandates?

ANSWER: Non-compliance with the Magistrate Court Judge CJE requirements is addressed, in detail, by statutory law and by Uniform Probate Court Rule. The applicable statute is OCGA § 15-9-1.1 (c) and the applicable Uniform Rule is UPCR 14.2 (C). Review both sources for details, including provisions for reporting of delinquencies, hardship requests, and more information.

MORE INFORMATION ABOUT CJE TRAINING FEES

FAQ #20 – LAW REGARDING EXPENSES INCURRED FOR TRAINING: Is there any Georgia Law or Uniform Rule that I can cite to the governing authority of my jurisdiction regarding authorization of expenses incurred for participating in educational programs?

ANSWER: Yes, OCGA § 15-1-11 (b) “Attendance of judges and court personnel at educational programs” provides, in part, that the expense incurred in connection with participation in educational programs is a proper expenditure of public funds, and should be paid by the governing authority from county funds. If additional authority is needed, OCGA § 15-9-1.1 (d) and also Uniform Probate Court Rule 14.2 (D) authorize payment by county funds.

FAQ #21 – WHY ARE ANNUAL TRAINING FEES 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 #22 – WHO DETERMINES THE ANNUAL TRAINING 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 #23 – 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 #24 – 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.**

C-J-E (JUDICIAL) HOURS VS. C-L-E (LEGAL) HOURS

FAQ # 25 – 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 to the State Bar?

ANSWER: You qualify for an exemption from CLE requirements, but you must proactively request it. If you are 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.

*The Next Steps: (1) Contact the State Bar CLE Department at 404.527.8710 or cle@gabar.org;
(2) inform them you are a full-time Judge prohibited from the practice of law; and,
(3) request the judicial CLE exemption.*

FAQ # 26 – 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 to the State Bar?

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 # 27 – CJE (JUDGE) HOURS COUNTING TOWARD CLE (LEGAL) HOURS IN GEORGIA:

When I participate in ICJE facilitated events, will any of those C-J-E (Judge) hours also count toward my C-L-E (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, per the instructions on the form.

FAQ # 28 – CLE (LEGAL) HOURS COUNTING TOWARD JUDGE (CJE) HOURS IN GEORGIA: When I participate in State Bar of Georgia ICLE-facilitated events, will any of those C-L-E (Legal) hours also count toward my C-J-E (Judge) 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 staff points of contact.**

Summary		
Form:	Used to Report:	Return To:
Attendance Form	CJE (Judicial) Hours	ICJE Staff
Lawyer Credit Form	CLE (Legal) Hours	State Bar CLE Department (the State Bar will send you an invoice for your reporting fee)

FAQ # 29 – Certificate of Completion: Will I get a Certificate of Completion once I have completed my annual training?

ANSWER: ICJE does not issue certificates, however, MCTC does issue certificates to Magistrate Judges who have successfully completed their annual training. The certificates are issued early in the upcoming calendar year once the CJE records have been reviewed. The registrar is no longer used for magistrate judges.

If, for some reason you need it earlier, please contact **Antarica Boyce** at antarica.boyce@georgiacourts.gov

ROLLOVER OF EXCESS CJE HOURS EARNED

FAQ # 30 – ROLLOVER OF EXCESS CJE HOURS: If I obtain more than 12 CJE Hours of Magistrate 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. OCGA § 15-10-137 (c)(2) 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 be carried over and credited to the education requirement for the next succeeding year only.

FAQ # 31 – REQUESTING ROLLOVER OF EXCESS CJE HOURS: How do I make the request for excess CJE hours to rollover?

ANSWER: You don't have to, the ICJE staff will automatically credit the rollover hours to the next calendar year, in accordance with the statute.

FAQ # 32 – CJE TRANSCRIPT/ROLLOVER OF EXCESS CJE HOURS: How do I insure that my rollover CJE hours have been credited on my CJE transcript?

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 "Magistrate 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 assigned profile ID number, which ICJE can provide you.

Your reported CJE hours are recorded by ICJE staff, and may take a couple days before credits are applied. You may also reach out to your ICJE points of contact directly for any inquiries regarding CJE hours & transcript information.

"SPECIALTY" C-J-E (JUDICIAL) HOURS

FAQ # 33 – DEFINITION OF "SPECIALTY" CJE OR CLE HOURS: What are the "Specialty" CJE or CLE Hours?

ANSWER: Ethics; Professionalism; and / or Trial Practice. Some ICJE constituent groups require "Specialty" CJE Hours, and some do not.

FAQ # 34 – C-J-E (JUDICIAL) "SPECIALTY" REQUIREMENT FOR MAGISTRATE COURT JUDGES: Are Magistrate Court Judges mandated to obtain any "Specialty" CJE hours each year?

ANSWER: No.

FAQ # 35 – C-J-E (JUDGE) "SPECIALTY" HOURS COUNTING AS C-L-E (LEGAL) HOURS: Can C-J-E (Judge) "Specialty" hours also count as C-L-E (Legal) "Specialty" hours?

ANSWER: Yes, and this will be clearly reflected on both the "Attendance Form" (you return to ICJE to claim CJE hours) and also on the "Lawyer Credit Form" (you submit to the State Bar CLE Department to claim CLE hours).

FAQ # 36 – DETERMINATION OF “SPECIALTY” CJE OR CLE HOURS: Who is authorized to determine what ICJE - facilitated programming content constitutes a “Specialty” CJE or CLE Hour?

ANSWER: The ICJE Staff, using the provisions prescribed in the Rules and Regulations of the State Bar of Georgia. For “Ethics”, see **Regulation 3 to State Bar Rule 8-104(B)**; for “Professionalism” see **Regulation 4 to State Bar Rule 8-104 (B)**; and, for “Trial Practice”, see **State Bar Rule 8-104 (D)(2)**.

ALSO SERVING AS STATE COURT JUDGE

FAQ # 37 – CAN MY MAGISTRATE JUDGE CJE HOURS COUNT TOWARD MY STATE COURT JUDGE CJE REQUIREMENTS? I am simultaneously serving as a State Court Judge - if I obtain CJE Hours of Magistrate Court Judge training in one year, will the Magistrate 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 Magistrate 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 for State Court Judges.**

ALSO SERVING AS JUVENILE COURT JUDGE

FAQ # 38 – CAN MY MAGISTRATE COURT JUDGE CJE HOURS COUNT TOWARD MY JUVENILE COURT JUDGE CJE REQUIREMENTS? I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of Magistrate Court Judge training in one year, will the Magistrate 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 and Certification Committee. **The ICJE Staff refers to this issue as “Cross-Court CJE Credit” and every class of court handles the issue of “Cross-Court CJE Credit” differently.**

ALSO SERVING AS PROBATE COURT JUDGE

FAQ # 39 – CAN MY MAGISTRATE JUDGE CJE HOURS COUNT TOWARD MY PROBATE COURT JUDGE CJE REQUIREMENTS? I am simultaneously serving as a Probate Court Judge - if I obtain CJE Hours of Magistrate Court Judge training in one year, will the Magistrate 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).

ALSO SERVING AS MUNICIPAL COURT JUDGE

FAQ # 40 – SIMULTANEOUS SERVICE AS MUNICIPAL COURT JUDGE AND EXEMPTION FROM MUNICIPAL COURT JUDGE CJE REQUIREMENTS: I am simultaneously serving as a Municipal Court Judge – does my simultaneous service as a Magistrate Judge affect my Municipal Court Judge CJE requirements?

ANSWER: Yes, and the applicable statute is OCGA § 36-32-37 (d), which provides as follows: "This Code Section [36-32- 37(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, but you should notify both ICJE and Municipal Court Training Council that you are claiming this exemption as a Magistrate Court Judge.

CJE AGENDA CONTENT

FAQ # 41 – AGENDA PLANNING: Who plans the agendas and topics for CJE events?

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

FAQ # 38 – IDEA FOR FUTURE AGENDA: I have a suggested topic for a future seminar – who should I contact?

ANSWER: The Chair of your Magistrate Court Training Council; and your ICJE staff point of contact. It's always a good idea to copy your Council Executive Director, too.

CJE SPEAKERS

FAQ # 42 – SPEAKERS: Who chooses the speakers/instructors for the CJE events?

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

FAQ # 43 – SPEAKERS & C-J-E (JUDGE) CREDIT: When I serve as a speaker for an ICJE-facilitated seminar, can I get extra CJE (Judge) credit?

ANSWER: Yes. The ICJE staff will automatically process this “speaker CJE credit” for you.

Calculation of “Speaker CJE (Judge) Credit”: The ICJE Staff calculates the amount of “Speaker CJE Credit” in accordance with MCTC Policy on Speaker CJE Credit. The following credits shall be given: 1.) Three additional hours for each hour of instructional responsibility as a lecturer when no handout paper is prepared, and six hours for each hour of lecture when a handout is required. 2.) Two hours for each hour as a panelist or mock trial judge. 3.) When the same lecture or other instructional activity is repeated in a single calendar year, additional credit shall be given equivalent to the actual time spent.

FAQ # 44 – SPEAKERS & C-L-E (LEGAL) CREDIT: When I serve as a speaker for an ICJE-facilitated seminar, can I get extra CLE (Legal) credit?

ANSWER: Yes, upon request. If you want the CLE credit, please request it from ICJE staff.

FAQ # 45 – 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: The Chair of your Magistrate Court Training Council and your ICJE staff point of contact. **It’s always a good idea to copy your Council Executive Director, too.**

CJE VENUES

FAQ # 46 – LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site training events?

ANSWER: Your colleagues in the Council of Magistrate Court Judges, 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. In order to insure availability and the best possible pricing, venues are chosen and contracted well in advance.**

COSTS OF PARTICIPATION IN CJE TRAINING

FAQ # 47 – 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 § 15-10-25 (d) “Training Requirements: Payment of Training Costs” **provides, in part, that the expense incurred in connection with participation in educational programs is a proper expenditure of public funds, and should be paid by the governing authority from county funds.**

NON-COMPLIANCE WITH CJE MANDATES

FAQ # 48 – NON-COMPLIANCE: What happens when a Magistrate Court Judge fails to meet the requisite CJE mandates?

ANSWER: Non-compliance with the Magistrate Court Judge CJE requirements is addressed, in detail, by statutory law and by Uniform Probate Court Rule. The applicable statute is OCGA § 15-9-1.1 (c) and the applicable Uniform Rule is UPCR 14.2 (C). **Review both sources for details, including provisions for reporting of delinquencies, hardship requests, and more information.**

GENERAL INFORMATION ABOUT ICJE

FAQ # 49 – 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: You can always reach out to our ICJE staff for assistance, Ms. Susan Blount, Event Coordinator at susan.blount@uga.edu 706-542-1129 or Mr. Thomas Erwin, Event Planner at terwin21@uga.edu 706-369-5809.

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