

FAQs For
MAGISTRATE COURT CLERKS

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 covers 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 - FAQs

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 training using the registration form; and (2) mail the form and fee (if applicable) to ICJE using the mailing address shown on the form. Online registration is not available.

NO CJE MANDATE FOR NEW CLERKS - FAQs

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 training using the registration form; and (2) mail the form and fee (if applicable) to ICJE using the mailing address shown on the form. Online registration is not available.

JUDGES’ ATTENDANCE AT CLERKS’ TRAININGS - FAQs

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.

CLERKS' ATTENDANCE AT JUDGES' TRAININGS - FAQs

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

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?

ICJE Points of Contact			
Constituent Groups	ICJE Staff	Office Number	Email Address
Superior Court Judges Superior Court Clerks State Court Judges Magistrate Court Judges Magistrate Court Clerks Judicial Staff Attorneys	Lindsey Colley Event Coordinator Susan Mason Event Planner	706-369-5813 706-369-5809	icolley@uga.edu susan.mason@uga.edu
Juvenile Court Judges Juvenile Court Clerks Probate Court Judges Probate Court Clerks Municipal Court Judges Municipal Court Clerks Accountability Court Judges	Laura Kathryne Hogan Event Coordinator Casey Semple Event Planner	706-369-5836 706-369-5807	lk Hogan@uga.edu csemple@uga.edu
Office Manager Financials	Emily Rashidi Business Operations Manager	706-369-5842	Emily.rashidi@uga.edu
All ICJE Online Course Judicial Ethics Course Humanities Course International Groups	Alex Ferraro Electronic Media Specialist	706-369-5818	aferraro@uga.edu
ICJE Executive Director	Doug Ashworth	706-369-5793	dashworth@uga.edu

(3) Completed Registration Forms are processed as promptly as possible; to check on the status of your form, contact Mrs. Lindsey Colley (icolley@uga.edu or 706-369-5813) or Mrs. Susan Mason (susan.mason@uga.edu or 706-369-5809)

COVID - FAQs

FAQ # 7 – PROGRAM CHANGES/IMPACT OF COVID: What impact will COVID have on the annual training this calendar year?

ANSWER: ICJE staff anticipates that COVID will continue to impact the format of ICJE-facilitated training in Calendar Year 2021, just as it did during Calendar Year 2020. As noted on the registration form, the program delivery format of this event is subject to change due to COVID. At this time, your event is scheduled to occur as noted at the dates and location shown on the registration form.

FAQ # 8 – PROGRAM CHANGES/COMMUNICATION: Who decides if a scheduled event is changed due to COVID, and how will I find out?

ANSWER: Both ICJE and your group's leadership collaborate on any decisions regarding schedule changes. Full logistical information is emailed to you as promptly as possible after any decision. During CY 2020, over 40 ICJE facilitated events had to be either cancelled, rescheduled or restructured due to COVID. In every case, the decisions were made collaboratively with both ICJE and constituent group leadership, and were communicated promptly to everyone affected. This same, successful practice will be followed during CY 2021.

2021 ANNUAL CJE SUPPORT FEE PAID TO ICJE - FAQs

FAQ # 9 – CJE SUPPORT FEE PAYABLE TO ICJE: Is the annual CJE Support Fee, due and payable to ICJE with the registration form, the same for CY 2021 year as it was for CY 2020?

ANSWER: It depends upon whether or not you paid a CJE Support Fee to ICJE for CY 2020. During CY 2020, did you (or your office) pay the CJE Support Fee of \$150.00?

- If "Yes", then this CY 2020 Fee Payment will be credited towards CY 2021, and your CY 2021 CJE Support Fee will be \$0.00 (zero).
- If "No", then a CJE Support Fee in the amount of \$150.00 is due and payable to ICJE with your 2021 Registration Form.

The credit being provided to those who paid \$150.00 in CY 2020 is due to the CY 2020 Training being cancelled due to COVID.

FAQ # 10 – REDUCTION IN FEES – PERMANENT OR TEMPORARY? Is the credit towards the annual CJE Support Fee that would otherwise be due and payable to ICJE with the registration form, a permanent reduction?

ANSWER: No, it is a one-time, temporary credit, due to a buildup of the fund balance created by the cancellation of your CY 2020 event, due to COVID. CJE Support Fees are reviewed every year, and local governments should not assume that future annual CJE support fees will remain at these lower levels.

CJE AGENDA CONTENT - FAQs

FAQ # 11 – 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 # 12 – 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 PRESENTERS - FAQs

FAQ # 13 – PRESENTERS: Who chooses the speakers/presenters 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 # 14 – FUTURE PRESENTER: I would like to volunteer to be a presenter for a future seminar; and/or I have a suggestion for an excellent presenter for a future seminar – who should I contact?

ANSWER: The leadership of the Council of Magistrate Court Clerks, Incorporated (“CMCC”).

CJE VENUES - FAQ

FAQ # 15 – 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.

MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs

FAQ # 16 – 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 # 17 – 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 # 18 – 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 # 19 – 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 - FAQ

FAQ # 20 – 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 # 21 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: Please contact Mrs. Lindsey Colley at 706-369-5813 or via email at lcolley@uga.edu OR Mrs. Susan Mason at 70-369-5809 or via email at susan.mason@uga.edu .