

FAQs For
MUNICIPAL COURT CLERKS

CJE MANDATE FOR EXPERIENCED CLERKS - FAQs

FAQ # 1 – EXPERIENCED CHIEF CLERKS/MANDATE: I am an Experienced Municipal Court Chief Clerk. Is the CJE Mandate still the same this year as it was last year?

ANSWER: Yes, it's still the same – eight (8) CJE Hours per year. This requirement is found in: (1) OCGA § 36-32-13 (b)(2); and, also (2) “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010. **However, the compliance period for Calendar Year 2020 has been extended by the Municipal Courts Training Council (MuCTC), due to COVID.** The normal CJE Compliance deadline for CY 2020 would have been December 31, 2020. The MuCTC approved a six-month extension to allow Chief Clerks to complete their 2020 CJE hours, so the new CJE Compliance deadline for Calendar Year 2020 is now June 30, 2021. **NOTE: CY 2021 hours will still need to be obtained by December 31, 2021 in order to be considered compliant with the annual CJE hour requirement for Municipal Court Chief Clerks.**

The Next Steps: (1) register for the training of your choice using the registration form; and, (2) mail the form to ICJE using the address shown on the form. No CJE Support Fee is due for this calendar year. Online registration is not available.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

CJE MANDATE FOR NEW CLERKS - FAQs

FAQ # 2 – NEW CHIEF CLERKS/MANDATE: I am a New Municipal Court Chief Clerk. What is the CJE Mandate for New Municipal Court Chief Clerks?

ANSWER: OCGA § 36-13-13 (b)(1) requires that you “...shall satisfactorily complete a minimum of 16 hours of training related to the operation of municipal court as prescribed by the Georgia Municipal Courts Training Council...”. This requirement is also mandated by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

The Next Steps: (1) register for the 16-Hour Certification Course of your choice using the registration form; and, (2) mail the form to ICJE using the address shown on the form. No CJE Support Fee is due for this calendar year. Online registration is not available.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

FAQ # 3 – NEW CHIEF CLERKS/TIME REQUIREMENT: I am a New Chief Clerk. How long do I have to complete the training for New Chief Clerks?

ANSWER: OCGA § 36-13-13 (b)(1) requires that you complete the 16-Hour Certification within your first year of service as a municipal court chief clerk. This requirement applies regardless of the number of consistent years you have been attending training as a Municipal Court (Deputy or Other) Clerk.

“CHIEF” CLERK STATUS VERSUS “NON-CHIEF” CLERK STATUS

FAQ # 4 – MANDATED TRAINING FOR CHIEF CLERKS/NO MANDATE FOR OTHER CLERKS: What is the difference – for purposes of CJE requirements - between Municipal Court “Chief” Clerks and all other Municipal Court Clerks?

ANSWER: Municipal Court “Chief” Clerks are required to obtain CJE training. For all other Municipal Court Clerks, training is optional, but it is not mandatory. The status of “Chief” Clerk is defined by both Georgia statutory law (OCGA § 36-13-13 (a)(2); and also, by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

FAQ # 5 – TRAINING PARTICIPATION BY ALL CLERKS: I am not serving as a “Chief” Clerk, so I have no mandated training requirements. Nevertheless, may I still obtain training?

ANSWER: Yes, ICJE is pleased to facilitate training for all Municipal Court Clerks as an accommodation to both those who are required to obtain annual training (the “Chief” Clerks) and all other Clerks, as well, with the exception that space availability will be given priority to Chief Clerks.

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 ensure 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 | 706-369-5813 | lcolley@uga.edu |
| | Susan Mason Event Planner | 706-369-5809 | 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 Kathryn Hogan Event Coordinator | 706-369-5836 | lkhogan@uga.edu |
| | Casey Semple Event Planner | 706-369-5807 | 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 Ms. Laura Kathryn Hogan (Event Coordinator; lkhogan@uga.edu or 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu or 706-369-5807).

COVID - FAQs

FAQ # 7 – PROGRAM CHANGES/IMPACT OF COVID: What impact will COVID have on the training opportunities 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 every event is subject to change due to COVID. At this time, the February 16-Hour Certification and March Recertifications have been converted to virtual events. All other events are 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, the Executive Board of the Georgia Municipal Court Clerks' Council, 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 the 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 this year as it was last year?

ANSWER: No, the amount of the annual CJE Support Fee has been reduced to \$0.00 (zero).

FAQ # 10 – REDUCTION IN FEES – PERMANENT OR TEMPORARY? Is the reduction in 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 reduction, due to a buildup of the fund balance created by the cancellation of CY 2020 events, 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.

CHECKING YOUR CJE TRANSCRIPT STATUS - FAQs

FAQ # 11 – CERTIFICATION OF CJE HOURS REQUIREMENT: How do I prove what CJE 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 # 12 – CJE TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJE hours?

ANSWER: OCGA § 36-32-13 (c) provides that the Georgia Municipal Courts Training Council is the official repository of Municipal Court Clerks’ CJE Transcripts.

FAQ # 13 – CJE TRANSCRIPT STATUS: How can I check my CJE 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 CJE Status. This platform is administratively run by the Administrative Office of the Courts (NOT ICJE). You may use this portal to view your CJE status 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.

FAQ # 14 – ERROR OR AN OMISSION ON CJE TRANSCRIPT: There is an error or an omission on my CJE transcript, 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.

CJE AGENDA CONTENT - FAQs

FAQ # 15 – AGENDA PLANNING: Who plans the agendas and topics for CJE events?

ANSWER: Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based process in conjunction with the ICJE Staff. All agendas are planned in collaboration with ICJE staff, and they are also routed through the leadership of Municipal Courts Training Council.

FAQ # 16 – 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 also the leadership of the Georgia Municipal Court Clerks Council (“GMCCC”). 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 PRESENTERS - FAQs

FAQ # 17 – PRESENTERS: Who chooses the speakers/presenters for the CJE events?

ANSWER: Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff.

FAQ # 18 – PRESENTERS & CJE (JUDICIAL) CREDIT: When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CJE credit for service as a presenter?

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

Calculation of “Speaker CJE (Judicial) Credit”: Speaker CJE credit is calculated in accordance with the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010, contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

FAQ # 19 – 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: Forward your suggestions to your ICJE Point of Contact, and also to the leadership of the Georgia Municipal Court Clerks’ 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 - FAQ

FAQ # 20 – LOCATIONS FOR LIVE EVENTS: Who chooses the locations for the live, on-site training events?

ANSWER: Your colleagues in the Georgia Municipal Court Clerks Council (“GMCCC”), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All venue decisions are routed through your GMCCC leadership. In order to ensure availability and the best possible pricing, venues are chosen and contracted well in advance.

OTHER CJE OPPORTUNITIES - FAQ

FAQ # 21 – OTHER TRAINING OPPORTUNITIES: Are Municipal Court Clerks allowed to obtain CJE hours from educational events other than those listed on the registration form?

ANSWER: Yes, ICJE-facilitated courses are only one of several categories of CJE activities accredited pursuant to the “Policy Statement” of the Municipal Court Training Council. **Contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov for the most current copy of the “Policy Statement”.**

COSTS OF PARTICIPATION IN CJE TRAINING - FAQ

FAQ # 22 – 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.”

NON-COMPLIANCE WITH CJE MANDATES - FAQ

FAQ # 23 – NON-COMPLIANCE: What happens when a Municipal Court Chief Clerk fails to meet the requisite CJE mandates?

ANSWER: OCGA § 36-32-13 (d) provides, in part: “In any year that any municipal court clerk does not satisfactorily complete the required training, the Georgia Municipal Courts Training Council shall promptly notify the governing authority of the applicable municipality as well as the chief municipal court judge of the applicable municipality.” Noncompliance is also addressed by the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training For Chief Clerks of Municipal Court”, updated as of June, 2010.

HARDSHIP REQUESTS FROM CJE MANDATES - FAQ

FAQ # 24 – EXEMPTION FROM CJE REQUIREMENTS: May I request an exemption from the CJE requirements?

ANSWER: Yes. Exemptions from Municipal Court Clerks CJE requirements are addressed, in detail, by a “Policy Statement” of the Municipal Court Training Council. For the most current copy of the “Policy Statement” contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

CHANGE IN PERSONNEL - FAQs

FAQ # 25 – 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; please contact Ms. LaShawn Murphy at LaShawn.Murphy@georgiacourts.gov.

MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs

FAQ # 26 – 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 # 27 – 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 # 28 – 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 # 29 – 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 # 30 – 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 # 31 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

ANSWER: As always, you can contact Ms. Laura Kathryn Hogan (Event Coordinator; lhogan@uga.edu or 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu or 706-369-5807).

- END -