

FAQs For  
**PROBATE COURT JUDGES (NON-TRAFFIC)**

**SEE SEPARATE FAQs FOR TRAFFIC JURISDICTION**

**FAQ # 1 – FOR TRAFFIC JURISDICTION:** I am a Probate Court Judge with Traffic Jurisdiction, is there a separate set of FAQs for Probate Court Judges with Traffic Jurisdiction?

**ANSWER:** Yes, this set of FAQs is for Probate Non-Traffic. There is a separate set of FAQs for Traffic, because there are different CJE mandates for Probate Court Judges who have Traffic Jurisdiction, versus the CJE mandates for Probate Judges who do not have Traffic Jurisdiction.

**SEE SEPARATE FAQs FOR CLERKS**

**FAQ # 2 – FOR CLERKS:** I am a Probate Court Clerk. Is there a separate set of FAQs for Probate Court Clerks?

**ANSWER:** Yes, please see the FAQs for Probate Clerks for a discussion of programming provided for Probate Clerks.

**CALENDAR YEAR 2020 COMPLIANCE DEADLINE EXTENDED - FAQ**

**FAQ # 3 – CJE COMPLIANCE DEADLINE EXTENDED BY SIX MONTHS:** Did COVID cause the Calendar Year 2020 CJE Compliance deadline to be extended?

**ANSWER:** Yes. The normal CJE Compliance deadline for Calendar Year 2020 would have been December 31, 2020. However, due to COVID, the Probate Judges' Training Council ("PJTC") approved a six-month extension. The new CJE Compliance deadline for Calendar Year 2020 is now June 30, 2021.

**PROBATE JUDGE STATUS DETERMINES YOUR CJE MANDATE - FAQ**

**FAQ # 4 – PROBATE STATUS AND APPLICABLE CJE MANDATE:** What are the CJE Mandates for Probate Judges (Non-Traffic)?

**ANSWER:** There are varying statutory, uniform rule, and PJTC policy mandates, depending upon your status. See the FAQs below to determine the applicable CJE mandate that corresponds with your status.

## **CJE & ELECTED PROBATE JUDGES WITH EXPERIENCE - FAQ**

**FAQ # 5 – ELECTED JUDGES/CJE MANDATE:** I am an Elected Probate Court Judge (Non-Traffic) with experience. Is the 12 CJE Hour Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same. There are no changes in your CJE requirements for the new calendar year. OCGA § 15-9-1.1; Uniform Probate Court Rule ("UPCR") 14.2 (B); and Probate Judges' Training Council ("PJTC") policy, still require Elected Probate Court Judges (Non-Traffic) to complete 12 CJE Credit hours per calendar year.

*The Probate Judges' Certificate Program: In addition to the above mandate, PJTC policy requires that you complete and graduate from the Probate Judges' Certificate Program if you have not already done so.*

*The Next Steps: (1) register for the trainings of your choice using the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available.*

*NOTE: Although there are no changes in the CJE requirements for 2021, the PJTC has made policy changes regarding the manner in which Probate Judges can complete their CJE requirements.*

*For details, please review the Probate Judges' Training Requirements Policy here:*

*<https://drive.google.com/file/d/1QxrqvwlM6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.*

## **CJE & FULL-TIME ASSOCIATE PROBATE JUDGES WITH EXPERIENCE - FAQ**

**FAQ # 6 – FULL-TIME ASSOCIATE JUDGES/CJE MANDATE:** I am a Full-Time Associate Probate Court Judge (Non-Traffic) with experience. Is the 12 CJE Hour Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same. There are no changes in your CJE requirements for the new calendar year. OCGA § 15-9-2.1 (c)(2); Uniform Probate Court Rule ("UPCR") 14.2 (B); and Probate Judges' Training Council ("PJTC") policy, still require Full-Time Associate Probate Court Judges (Non-Traffic) to complete 12 CJE Credit hours per calendar year.

*The Probate Judges' Certificate Program: In addition to the above mandate, PJTC policy requires that you complete and graduate from the Probate Judges' Certificate Program if you have not already done so.*

*The Next Steps: (1) register for the trainings of your choice using the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available.*

**NOTE:** Although there are no changes in the CJE requirements for 2021, the PJTC has made policy changes regarding the manner in which Probate Judges can complete their CJE requirements.

For details, please review the Probate Judges' Training Requirements Policy here:

<https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

## CJE & PART-TIME ASSOCIATE PROBATE JUDGES WITH EXPERIENCE - FAQ

**FAQ # 7 – PART-TIME ASSOCIATE JUDGES/CJE MANDATE:** I am a Part-Time Associate Probate Court Judge (Non-Traffic) with experience, is the 9 CJE Hour Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same. There are no changes in your CJE requirements for the new calendar year. OCGA § 15-9-2.1 (c)(2) still requires Part-Time Associate Probate Court Judges (Non-Traffic) to complete 9 CJE Credit hours per calendar year.

*The Probate Judges' Certificate Program: PJTC policy does not require Part-Time Associate Probate Court Judges to complete and graduate from the Probate Judges' Certificate Program. You are welcome to participate as space allows at each venue.*

*The Next Steps: (1) register for the trainings of your choice using the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available.*

**NOTE:** Although there are no changes in the CJE requirements for 2021, the PJTC has made policy changes regarding the manner in which Probate Judges can complete their CJE requirements.

For details, please review the Probate Judges' Training Requirements Policy here:

<https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

## CJE & SENIOR PROBATE COURT JUDGES - FAQ

**FAQ # 8 – SENIOR PROBATE COURT JUDGE/CJE MANDATE:** I am a Senior Probate Court Judge (Non-Traffic). Is the 12 CJE Mandate still the same this year as it was last year?

**ANSWER:** Yes, it's still the same. There are no changes in your CJE requirements for the new calendar year. Uniform Probate Court Rule ("UPCR") 14.2 (B); and Probate Judges' Training Council ("PJTC") policy, still require Senior Probate Court Judges (Non-Traffic) to complete 12 CJE Credit hours per calendar year.

*The Next Steps: (1) register for the trainings of your choice using the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available.*

**NOTE:** Although there are no changes in the CJE requirements for 2021, the PJTC has made policy changes regarding the manner in which Probate Judges can complete their CJE requirements.

For details, please review the Probate Judges' Training Requirements Policy here:

<https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

## CJE & NEWLY ELECTED PROBATE COURT JUDGES - FAQ

**FAQ # 9 – NEWLY ELECTED JUDGES (NON-TRAFFIC)/CJE MANDATE:** I am a Newly Elected Probate Court Judge (Non-Traffic). What are my applicable CJE Mandates?

**ANSWER:** In summary, you have the following four requirements:

**(A) Completion of the New Judge Orientation Course (“NJO”) for Probate Court Judges (Non-Traffic),** required by statute (OCGA § 15-9-1.1 (a)); and Uniform Rule (UPCR 14.2 (A));

*Your Next Steps To Complete NJO:* UPCR 14.2 provides that you complete the Probate NJO “at the first occasion such a course is offered” after your ascension to the bench. The Probate NJO is offered every four years, in late November or early December right after the general election. The most recent NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.

**(B) Completion of the Probate Mentoring Program,** required by PJTC policy;

*Your Next Steps To Complete Mentoring:* Please contact Judge Vickie Burnette and/or Judge Danielle McRae for additional details concerning Mentor assignments, tasks, etc.

**(C) Completion of 12 Hours of Accredited CJE Activities for Probate Court Judges (Non-Traffic),** required by statute (OCGA § 15-9-1.1 (b)); by Uniform Rule (UPCR 14.2 (B)); and, by PJTC policies.

*Your Next Steps To Complete 12 Hours:* (1) register for the trainings of your choice on the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available. You may also use “Other Allowable Sources” to satisfy up to 6 hours of the 12 Hour requirement. See the FAQs on “Other Allowable Sources”.

**(D) Completion of the Probate Court Judges’ Certificate Program,** required by PJTC policy.

*Your Next Steps To Complete Probate Court Judges’ Certificate Program:* (1) Any Probate Court trainings that include “Certificate Program” content will be reflected on the Registration Form; (2) Register for those trainings on the registration form; (3) Attach the check for the CJE support fee; and, (4) Mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available. **Also, see the FAQs on “Probate Court Judges’ Certificate Program”.**

## CJE & NEW FULL-TIME ASSOCIATE PROBATE COURT JUDGES - FAQ

**FAQ # 10 – NEWLY APPOINTED FULL-TIME ASSOCIATE JUDGES/CJE MANDATE:** I am a newly appointed Full-Time Associate Probate Court Judge (Non-Traffic). What are my applicable CJE Mandates?

**ANSWER:** In summary, you have the following four requirements:

**(A) Completion of the Probate New Judge Orientation Course (“NJO”) for Probate Court Judges (Non-Traffic),** required by statute (OCGA § 15-9-1.1 (a)); and Uniform Rule (UPCR 14.2 (A));

*Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Probate NJO “at the first occasion such a course is offered” after your ascension to the bench. The Probate NJO is offered every four years, in late November or early December right after the general election. The most recent NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.*

**(B) Completion of the Probate Mentoring Program,** required by PJTC policy;

*Your Next Steps To Complete Mentoring: Please contact Judge Vickie Burnette and/or Judge Danielle McRae for additional details concerning Mentor assignments, tasks, etc.*

**(C) Completion of 12 Hours of Accredited CJE Activities for Probate Court Judges (Non-Traffic),** required by statute (OCGA § 15-9-1.1 (b)); by Uniform Rule (UPCR 14.2 (B)); and, by PJTC policies.

*Your Next Steps To Complete 12 Hours: (1) register for the trainings of your choice on the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available. You may also use “Other Allowable Sources” to satisfy up to 6 hours of the 12 Hour requirement. See the FAQs on “Other Allowable Sources”.*

**(D) Completion of the Probate Court Judges’ Certificate Program,** required by PJTC policy.

*Your Next Steps To Complete Probate Court Judges’ Certificate Program: (1) Any Probate Court trainings that include “Certificate Program” content will be reflected on the Registration Form; (2) Register for those trainings on the registration form; (3) Attach the check for the CJE support fee; and, (4) Mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available. Also, see the FAQs on “Probate Court Judges’ Certificate Program”.*

## **CJE & NEW PART-TIME ASSOCIATE PROBATE COURT JUDGES - FAQ**

**FAQ # 11 – NEWLY APPOINTED PART-TIME ASSOCIATE JUDGES/CJE MANDATE: I am a newly appointed Part-Time Associate Probate Court Judge (Non-Traffic). What are my applicable CJE Mandates?**

**ANSWER:** In summary, you have the following three requirements:

**(A) Completion of the Probate New Judge Orientation Course (“NJO”) for Probate Court Judges (Non-Traffic),** required by statute (OCGA § 15-9-1.1 (a)); and Uniform Rule (UPCR 14.2 (A));

*Your Next Steps To Complete NJO: UPCR 14.2 provides that you complete the Probate NJO “at the first occasion such a course is offered” after your ascension to the bench. The Probate NJO is offered every four years, in late November or early December right after the general election. The most recent NJO occurred in December of 2020. ICJE staff will provide registration information to all judges needing to complete the NJO.*

**(B) Completion of the Probate Mentoring Program,** required by PJTC policy;

*Your Next Steps To Complete Mentoring: Please contact Judge Vickie Burnette and/or Judge Danielle McRae for additional details concerning Mentor assignments, tasks, etc.*

**(C) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judge/Non-Traffic**, required by statute (OCGA § 15-9-2.1 (c)(2)); by Uniform Rule (UPCR 14.2 (B)); and, by PJTC policies.

*Your Next Steps To Complete 12 Hours: (1) register for the trainings of your choice on the registration form; (2) attach the check for the CJE support fee(s); and, (3) mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available. You may also use "Other Allowable Sources" to satisfy up to 6 hours of the 12 Hour requirement. See the FAQs on "Other Allowable Sources".*

## **PROBATE JUDGES' CERTIFICATE PROGRAM - FAQ**

**NOTE:** This is the Certificate Program for Probate Court Judges required by PJTC policy. A separate Certificate Program for Probate Court Judges with Traffic Jurisdiction is required by PJTC Traffic Certificate Committee policy.

**FAQ # 12 – PROBATE COURT JUDGES' CERTIFICATE PROGRAM: What is the "Probate Court Judges' Certificate Program?"**

**ANSWER:** PJTC Policy requires successful completion of and graduation from the "Probate Court Judges' Certificate Program". The "Probate Court Judges' Certificate Program" was originally created by the PJTC, working with UGA's Carl Vinson Institute of Government. The Program consists of several courses, which must be completed within five years. All of the courses were intended to enhance the knowledge and skills of Probate Court Judges. The objectives of the Program included: (1) Increasing the knowledge of the primary functions of the Office of the Probate Court in Georgia; (2) Developing skills necessary to carry out the primary functions of the Office of the Probate Court in Georgia, including use of routine primary reference resources such as the Probate Court Judges' Benchbook and the Handbook; and, (3) Developing and maintaining high standards and professional abilities for the functioning of the Office of the Probate Court in every county in Georgia, including supporting credible use of a relevant variety of alternative training services and resources.

**FAQ # 13 – CERTIFICATE PROGRAM REQUIREMENTS: What are the required courses in the "Probate Judges' Certificate Program?"**

**ANSWER:** The PJTC determines the Certificate Program requirements, which are subject to change from time to time. For details, please review the Probate Judges' Training Requirements Policy here: <https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

*Your Next Steps To Complete Probate Court Judges' Certificate Program: (1) Any Probate Court trainings that include "Certificate Program" content will be reflected on the Registration Form; (2) Register for those trainings on the registration form; (3) Attach the check for the CJE support fee; and, (4) Mail the form and the check to ICJE using the mailing address shown on the form. Online registration is not available. Also, see the FAQs on "Probate Court Judges' Certificate Program".*

**FAQ # 14 – TIME LIMIT TO COMPLETE CERTIFICATE PROGRAM REQUIREMENTS: How long do I have to complete the "Probate Judges' Certificate Program?"**

**ANSWER:** Currently, PJTC policy requires that each Elected Probate Court Judge and Full-Time Associate Probate Court Judge be required to complete and graduate from the program within five years of beginning their first class. However, the PJTC determines the Certificate Program requirements, which are subject to change from time to time. For details, please review the Probate Judges' Training Requirements Policy here: <https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

**FAQ # 15 – GRADUATES OF CERTIFICATE PROGRAM & CERTIFICATE PROGRAM ATTENDANCE:** I have graduated from the Certificate Program. May I sit in on Certificate Program classes again, as a refresher?

**ANSWER:** It depends upon space. Classroom space is prioritized for those Judges who have not completed the Program. If space is available for Program graduates, then you would be allowed to sit in on the class. Contact your ICJE points of contact for more information regarding space availability.

**FAQ # 16 – NON-JUDGES & CERTIFICATE PROGRAM ATTENDANCE:** I am not serving as a Probate Judge, but I am interested in learning the Certificate Program content. May I sit in on Certificate Program classes?

**ANSWER:** It depends upon space. Classroom space is prioritized for those Judges who have not completed the Program. If space is available for non-Judges, then you would be allowed to sit in on the class. Contact your ICJE points of contact for more information regarding space availability.

## **MENTORING - FAQ**

**FAQ # 17 – MENTORING:** How do I find out who my Mentor is for the Mentoring program?

**ANSWER:** Please contact Judge Vickie Burnette and/or Judge Danielle McRae for additional details concerning Mentor assignments, tasks, etc.

**FAQ # 18 – FUTURE MENTOR:** I would like to volunteer to be a Mentor for the Probate Mentoring Program – who should I contact?

**ANSWER:** Please contact Judge Vickie Burnette and/or Judge Danielle McRae.

## **CONFIRMATION OF YOUR REGISTRATION - FAQ**

**FAQ # 19 – 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?

<b>ICJE Points of Contact</b>			
<b>Constituent Groups</b>	<b>ICJE Staff</b>	<b>Office Number</b>	<b>Email Address</b>
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	<a href="mailto:lcolley@uga.edu">lcolley@uga.edu</a>  <a href="mailto:susan.mason@uga.edu">susan.mason@uga.edu</a>
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  Casey Semple Event Planner	706-369-5836  706-369-5807	<a href="mailto:lkhogan@uga.edu">lkhogan@uga.edu</a>  <a href="mailto:csemple@uga.edu">csemple@uga.edu</a>
Office Manager Financials	Emily Rashidi Business Operations Manager	706-369-5842	<a href="mailto:Emily.rashidi@uga.edu">Emily.rashidi@uga.edu</a>
All ICJE Online Course Judicial Ethics Course Humanities Course International Groups	Alex Ferraro Electronic Media Specialist	706-369-5818	<a href="mailto:aferraro@uga.edu">aferraro@uga.edu</a>
ICJE Executive Director	Doug Ashworth	706-369-5793	<a href="mailto:dashworth@uga.edu">dashworth@uga.edu</a>

(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](mailto:lkhogan@uga.edu) or 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemple@uga.edu](mailto:csemple@uga.edu) or 706-369-5807).**

## **COVID - FAQs**

**FAQ # 20 – 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, all of the events are scheduled to occur as noted at the dates and locations shown on the registration form.

**FAQ # 21 – 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 the constituent group leadership, and were communicated promptly to everyone affected. This same, successful practice will be followed during CY 2021.

## **ANNUAL CJE SUPPORT FEE PAID TO ICJE - FAQs**

**FAQ # 22 – CJE SUPPORT FEE PAYABLE TO ICJE:** Is the annual CJE Support Fee for Probate Court Judges (Non-Traffic), due and payable to ICJE, the same this year as it was last year?

**ANSWER:** No, the amount of the annual CJE Support Fee for CY 2021 for Probate Court Judges (Non-Traffic) has been reduced to \$260.00 per Judge. For historical reference, the CY 2020 fee was \$410.00 per Judge.

*NOTE: This is the CJE Support Fee for Non-Traffic. A separate CJE Support Fee applies for Probate Court Judge/Traffic.*

**FAQ # 23 – 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 # 24 – 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 # 25 – CJE TRANSCRIPT REPOSITORY:** Who maintains the transcript of my CJE hours?

**ANSWER:** ICJE is the official repository of Probate Court CJE Transcripts.

**FAQ # 26 – CJE TRANSCRIPT STATUS:** How can I check my CJE status?

**ANSWER:** You can check your CJE hours on our website at <https://icje.uga.edu/>. Once you've arrived to the site click on "Judges and Clerks Training". A drop-down list should appear and then you will select PROBATE COURT/JUDGES CURRENT STATUS. From there select the year for which you would like to review your MCJE record. Hours are listed by your ICJE number. To verify or confirm this number, please contact Ms. Laura Kathryn Hogan (Event Coordinator; [lkhogan@uga.edu](mailto:lkhogan@uga.edu) or 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemple@uga.edu](mailto:csemple@uga.edu) or 706-369-5807).

**FAQ # 27 – 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 your ICJE points of contacts, Ms. Laura Kathryn Hogan (Event Coordinator; [lkhogan@uga.edu](mailto:lkhogan@uga.edu) or 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemple@uga.edu](mailto:csemple@uga.edu) or 706-369-5807).

## ROLLOVER OF EXCESS CJE HOURS EARNED - FAQs

**FAQ # 28 – ROLLOVER OF EXCESS CJE HOURS:** If I obtain more than 12 CJE Hours of the Probate Court Judges (Non-Traffic) training in one year, will the excess hours rollover and count toward the next year's CJE requirement?

**ANSWER:** Yes, up to a limit. PJTC policy provides that if a judge completes more than 12 hours of credit in any calendar year, then the excess credit, up to a limit of 6 hours, can be carried over and credited to the education requirement for the next succeeding year only.

*NOTE: This is the policy for Non-Traffic. A separate rollover policy applies for Probate Court Judges with Traffic jurisdiction.*

**FAQ # 29 – 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 PJTC policy.

**FAQ # 30 – CJE TRANSCRIPT/ROLLOVER OF EXCESS CJE HOURS:** How do I ensure 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.uga.edu/>. Once you've arrived to the site click on "Judges and Clerks Training". A drop-down list should appear and then you will select PROBATE COURT/JUDGES CURRENT STATUS. From there select the year for which you would like to review your MCJE record. Hours are listed by your ICJE number. To verify or confirm this number, please contact Ms. Laura

Kathryne Hogan (Event Coordinator; [lkhogan@uga.edu](mailto:lkhogan@uga.edu) or 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemples@uga.edu](mailto:csemples@uga.edu) or 706-369-5807).

## **ALSO SERVING AS STATE COURT JUDGE - FAQ**

**FAQ # 31 – SIMULTANEOUS SERVICE AS STATE COURT JUDGE:** I am simultaneously serving as a State Court Judge - if I obtain CJ E Hours of Probate Court Judge training in one year, will the Probate Court Judge CJ E hours count towards my CJ E 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 CJ E Committee of the Council of State Court Judges, and they will weigh whether or not the Probate Court CJ E content is applicable to your service as a State Court Judge. The "Cross-Court CJ E Credit" policy is set by the Council of State Court Judges' Mandatory CJ E Committee. To start the process, email or call your ICJ E staff points of contact.

## **ALSO SERVING AS JUVENILE COURT JUDGE - FAQ**

**FAQ # 32 – SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE:** I am simultaneously serving as a Juvenile Court Judge - if I obtain CJ E Hours of Probate Court Judge training in one year, will the Probate Court Judge CJ E hours count towards my CJ E 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.

## **ALSO SERVING AS MUNICIPAL COURT JUDGE - FAQ**

**FAQ # 33 – SIMULTANEOUS SERVICE AS MUNICIPAL COURT JUDGE:** I am simultaneously serving as a Municipal Court Judge – does my simultaneous service as a Probate Judge affect my Municipal Court Judge CJ E 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 CJ E 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 CJ E requirements for Probate Court Judges. By selecting the Municipal Court Judge box on the attendance form, you are notifying ICJ E of your request to claim Municipal Credit from a Probate event. This will also serve as your request to the Municipal Courts Training Council.

## CJE AGENDA CONTENT - FAQs

**FAQ # 34 – AGENDA PLANNING: Who plans the agendas and topics for CJE events?**

**ANSWER:** Your colleagues in the Council of Probate Court Judges (CPCJ), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All agendas are planned by the Probate Judges’ Training Council of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

**FAQ # 35 – 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 to your Chair of the Probate Judges’ 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. It’s always a good idea to copy your Council Executive Director, too.

## CJE PRESENTERS - FAQs

**FAQ # 36 – PRESENTERS: Who chooses the speakers/presenters for the CJE events?**

**ANSWER:** Your colleagues in the Council of Probate Court Judges (CPCJ), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All agendas are planned by the Probate Judges’ Training Council of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

**FAQ # 37 – PRESENTERS & CJE (JUDICIAL) CREDIT: When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CJE (Judicial) 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”: The ICJE Staff calculates the amount of “Speaker CJE Credit” in accordance with Uniform Probate Court Rule 14.2 (B)(4); and PJTC Policies on Speaker CJE Credit. The current guidelines are as follows: “Lecturer with no detailed handout = 3.0 CJE Credit Hours; Lecturer with detailed handout = 6.0 CJE Credit Hours; Panel Member = 2.0 CJE Credit Hours per 1.0 Hour of service on panel; Mock Trial Coach = 3.0 Credit Hours; Mock Trial Judge = 2.0 CJE Credit Hours; Mock Trial Evaluator = 1.0 CJE Credit Hour.”*

***NOTE: PJTC Policies Are Subject To Change:*** To confirm the most current PJTC policies, contact your PJTC Chair; or your Council of Probate Court Judges’ Executive Director.

**FAQ # 38 – PRESENTERS & CLE (LEGAL) CREDIT:** When I serve as a presenter for an ICJE-facilitated seminar, can I get extra CLE (Legal) credit for service as a presenter?

**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 presenter upon your request, our observation is that the majority of presenters 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 presenters.*

*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 # 39 – 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 Probate Judges’ 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. It’s always a good idea to copy your Council Executive Director, too.

## **CJE VENUES - FAQ**

**FAQ # 40 – LOCATIONS FOR LIVE EVENTS:** Who chooses the locations for the live, on-site training events?

**ANSWER:** Your colleagues in the Council of Probate Court Judges (CPCJ), using a collaborative, committee-based, process in conjunction with the ICJE Staff. All events are planned by the Probate Judges’ Training Council of the CPCJ, in collaboration with ICJE staff. All venue decisions are also routed through the Council Executive Committee, as well. In order to ensure availability and the best possible pricing, venues are chosen and contracted well in advance.

## **MORE ABOUT THIS YEAR’S TRAININGS - FAQs**

**FAQ # 41 – OVERVIEW/TRAININGS AVAILABLE THIS YEAR:** Generally speaking, are the overall CJE opportunities similar to the CJE opportunities from recent years?

**ANSWER: Yes.** ICJE is facilitating live, on-site events planned for the Spring and for the Fall. Numerous virtual/online courses are also being offered. See the registration form for the full details on dates and locations.

**NOTE: Although there are no changes in the CJE requirements for 2021, the PJTC has made policy changes regarding the manner in which Probate Judges can complete their CJE requirements. For details, please review the Probate Judges' Training Requirements Policy here:**

<https://drive.google.com/file/d/1Qxrqvwm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

**NOTE: PJTC Policies Are Subject To Change:** To confirm the most current PJTC policies, contact your PJTC Chair; or your Council of Probate Court Judges' Executive Director.

**FAQ # 42 – LIVE, ON-SITE - TRAININGS AVAILABLE THIS YEAR:** Generally speaking, are the live, on-site CJE opportunities similar to the live, on-site CJE opportunities from recent years?

**ANSWER: Yes,** but note that, due to COVID, the program delivery format may be subject to change.

**FAQ # 43 – ONLINE TRAININGS AVAILABLE THIS YEAR:** Generally speaking, are the online CJE opportunities similar to the online CJE opportunities from recent years?

**ANSWER: Yes.** Many of the online courses are similar in content from recent years, based upon popular demand, and there are also some new online topics, as well.

## MORE ABOUT MULTI-CLASS OF COURT TRAININGS - FAQs

**FAQ # 44 – ABOUT MULTI-CLASS OF COURT TRAININGS:** What does “Multi-Class of Court” training mean?

**ANSWER: A “Multi-Class of Court” training means an educational seminar that is open to attendance by multi-classes of court, as opposed to attendance by just one class of court.** For example, your Spring and Fall COAG Conferences are open only to Probate Court colleagues. By contrast, when you participate in a “multi-class of court” training, you may be in the event with fellow jurists serving in other classes of courts.

**FAQ # 45 – ONLINE TRAININGS – MORE INFORMATION:** Can you provide more information about the content of the online multi-class of court CJE opportunities available this year?

**ANSWER: Yes, please see below.**

Topic	Description
Court Proceedings in the Era of COVID (6 Hours CJE Credit)	Online/Zoom Seminar - This course will explore best practices that can help to maintain a sense of normalcy regarding court proceedings while still in the midst of COVID-19.

Mental Illness (6 Hours CJE Credit)	Online/Zoom Seminar - An introduction on how to recognize individuals who may be suffering from mental health challenges and an exchange of resources available to assist those individuals.
Implicit Bias and the Courts (12 Hours CJE Credit)	Online/Zoom Seminar – This course is designed to promote an understanding of what implicit bias means and how it may influence decisions in the courts. Course coverage will include learning to recognize some behaviors that may suggest bias or differential treatment; and, exploring techniques that help debias perceptions and improve interactions.
Media Relations (6 Hours CJE Credit)	Online/Zoom Seminar - A primer that includes the best tips for how to handle talking to a variety of media personnel and case study of examples.
Substance Abuse (6 Hours CJE Credit)	Online/Zoom Seminar - A survey of current issues related to drug addiction and abuse in Georgia Courts. Plus, a discussion and exchange of resources available to assist individuals all over the state.
Judicial Ethics & Its Impact on Others (12 Hours CJE Credit)	Online/Zoom Seminar - This course will explore the ways to remain compliant with the Code of Judicial Conduct, how to recognize misconduct in attorneys in your court, and the consequences that could impact the citizens around you.
Sovereign Citizens & Self-Representing Litigants (6 Hours CJE Credit)	Online/Zoom Seminar - A legal primer on sovereign citizens and individuals who represent themselves.
Cyber Security (6 Hours CJE Credit)	Online/Zoom Seminar - A general course that will cover a variety of preventative tips and how to develop a worst-case scenario recovery plan.
New Technology in the Courts (6 Hours CJE Credit)	Online/Zoom Seminar - A brief introduction of the newest technologies available in Georgia Courts and training resources available.
Processing Trauma (6 Hours CJE Credit)	Online/Zoom Seminar - An introduction on how to recognize and manage the effects of vicarious trauma in yourself and others.

## OTHER CJE OPPORTUNITIES - FAQ

**FAQ # 46 – PROBATE JUDGES (NON-TRAFFIC) AND OTHER TRAINING OPPORTUNITIES: Are Probate Court Judges (Non-Traffic) 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 Uniform Probate Court Rules; and, Probate Judge Training Council Policy. **Review Uniform Probate Court Rule 14.2 (B)(1) for the complete list of other training opportunities.** In addition to the Uniform Rule, the current PJTC policy specifies that “Other Allowable Sources” may satisfy up to 6 hours of the 12 Hour requirement. For details, please review the Probate Judges’ Training Requirements Policy here: <https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

**NOTE: This is the PJTC policy for Non-Traffic. A separate policy on “Other Allowable Sources” applies for Probate Court Judges with Traffic Jurisdiction.**

**NOTE: PJTC Policies Are Subject To Change:** To confirm the most current PJTC policies, contact your PJTC Chair; or your Council of Probate Court Judges’ Executive Director.

## COSTS OF PARTICIPATION IN CJE TRAINING - FAQ

**FAQ # 47 – COSTS OF PARTICIPATION IN EDUCATIONAL PROGRAMS:** 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 “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 (e) and also Uniform Probate Court Rule 14.2 (D) authorize payment by county funds.

## **NON-COMPLIANCE WITH CJE MANDATES - FAQ**

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

**ANSWER:** Noncompliance with the Probate 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.

## **CJE (JUDICIAL) HOURS VS. CLE (LEGAL) HOURS - FAQs**

**FAQ # 49 – 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).

*The Next Steps: (1) Contact the State Bar CLE Department at 404.527.8710 or [cle@gabar.org](mailto: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 # 50 – 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 # 51 – 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: (1) return the completed form to the State Bar of Georgia; and, (2) attach a check payable to the State Bar of Georgia for the CLE reporting fees.

**FAQ # 52 – 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:** Yes, this is authorized by UPCR 14.2 (B)(3) and also by PJTC policy, but it’s not automatic - you have to proactively request for this to be authorized by the PJTC. The PJTC will weigh whether or not the State Bar ICLE seminar content is applicable to your service as a Probate Judge. 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 (along with reporting fee)

**FAQ # 53 – TOTAL OF CJE HOURS IS DIFFERENT FROM TOTAL OF CLE HOURS FOR SAME EXACT TIME PERIOD:** I have noticed that the amount of CJE (Judicial) Hours available on the “Attendance Form” never equals the amount of CLE (Legal) Hours available on the “Lawyer Credit Form” for the same exact time slot – why don’t the total hours ever match up?

**ANSWER:** Until pertinent regulations change, they never will match up, and this is often a point of confusion. Under current pertinent regulations, the calculation of CJE (Judicial) credit is different from the calculation of CLE (Legal) credit. 60 minutes ordinarily constitutes 1 hour; but not necessarily for purposes of calculating units of time for accredited adult learning activities. ICJE uses a “50-minute” calculation for CJE (meaning that 50 minutes of activity will suffice for 1 hour of CJE Credit). However, the State Bar of Georgia uses a “60-minute” calculation for CLE (meaning that 60 minutes of activity is required for 1 hour of CLE Credit).

*Example of CJE (Judicial) Hour Calculation: ICJE Board of Trustees' policy designates that the CJE educational program hour is comprised of fifty (50) minutes of instructional activity. Therefore, a topic timeslot that starts at 8:00 am and concludes fifty minutes later at 8:50 am = 1.0 CJE Credit Hour.*

**-versus-**

*Example of CLE (Legal) Hour Calculation: State Bar of Georgia Rule 8-106 (A) (2) designates that the CLE educational program hour is comprised of sixty (60) minutes of instructional activity. Therefore, a topic timeslot that starts at 8:00 am and concludes fifty minutes later at 8:50 am = 0.8 CLE Credit Hour.*

**Explanatory Note:** *Is this confusing to you? If so, you've got plenty of company. Nationwide, continuing judicial educational and continuing legal education administrators refer to their jurisdictions as either a "50-minute jurisdiction" or a "60-minute jurisdiction". There is no uniformity on this issue.*

## **"SPECIALTY" CJE (JUDICIAL) HOURS - FAQs**

**FAQ # 54 – DEFINITION OF "SPECIALTY" CJE (JUDICIAL) OR CLE (LEGAL) HOURS: What are the "Specialty" CJE or CLE Hours?**

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

**FAQ # 55 – CJE (JUDICIAL) "SPECIALTY" REQUIREMENT FOR PROBATE COURT JUDGES: Are Probate Court Judges (Non-Traffic) mandated to obtain any "Specialty" CJE hours each year?**

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

## **MORE INFORMATION ABOUT CJE SUPPORT FEES - FAQs**

**FAQ # 56 – 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 # 57 – 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 CJ 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 # 58 – 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 # 59 – OVERSIGHT/FINANCIAL REPORTING: Describe the financial oversight of ICJE, the recipient of annual CJ 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.

## **CHANGE IN PROBATE COURT PERSONNEL - FAQs**

**FAQ # 60 – CHANGE IN PERSONNEL NOTIFICATION:** There has been a change in Probate 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 Council of Probate Court Judges.

- 1) For ICJE, please contact your ICJE Point of Contact, and ICJE can assist you with updating this information.
- 2) For the CPCJ, you will need to submit a “Change in Probate Court Personnel” form; please contact **Mr. Kevin Holder** at [kevin.holder@georgiacourts.gov](mailto:kevin.holder@georgiacourts.gov).

## **GENERAL INFORMATION ABOUT ICJE - FAQ**

**FAQ # 61 – 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 # 62 – 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; [lkhogan@uga.edu](mailto:lkhogan@uga.edu) or 706-369-5836) or Mrs. Casey Semple (Event Planner; [csemple@uga.edu](mailto:csemple@uga.edu) or 706-369-5807).**

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