

FAQs For
PROBATE COURT JUDGE (TRAFFIC)

SEE SEPARATE FAQs FOR (NON-TRAFFIC) JURISDICTION

FAQ # 1 – FOR NON-TRAFFIC JURISDICTION: I am a Probate Court Judge, but I do not have Traffic Jurisdiction. Is there a separate set of FAQs for Probate Court Judges (Non-Traffic) Jurisdiction?

ANSWER: Yes, this set of FAQs is for Probate Judges with Traffic Jurisdiction (OCGA § 15-9-30). There is a separate set of FAQs for Non-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") Traffic Certificate Committee 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 Hour Mandates for Probate Judges with Traffic Jurisdiction?

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 W/EXPERIENCE - FAQ

FAQ # 5 – ELECTED JUDGES/CJE MANDATE: I am an Elected Probate Court Judge with Traffic Jurisdiction and experience. Is the 12 CJE Hour Mandate (for all Elected Probate Judges); and, the 9 CJE Hour Mandate for Traffic, still the same this year as they were last year?

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

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 Probate Judges' Traffic Certificate Program: In addition to the above mandate, PJTC Traffic Certificate Committee policy requires that you complete and graduate from the Probate Judges' Traffic 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, review the Probate Judges' Training Requirements Policy <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 with Traffic Jurisdiction and experience. Is the 12 CJE Hour Mandate (for all Elected Probate Judges); and, the 9 CJE Hour Mandate for Traffic, still the same this year as they were last year?

ANSWER: Yes, it's still the same. There are no changes in your CJE Hour 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 with Traffic Jurisdiction to complete 12 CJE credit hours per calendar year; and 9 CJE credit hours of traffic training.

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 Probate Judges' Traffic Certificate Program: In addition to the above mandate, PJTC Traffic Certificate Committee policy requires that you complete and graduate from the Probate Judges' Traffic 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, review the Probate Judges' Training Requirements Policy <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 with Traffic Jurisdiction and 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 with Traffic Jurisdiction to complete 9 CJE credit hours per calendar year.

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

The Probate Judge Traffic Certificate Program: PJTC Traffic Certificate Committee policy does not require Part-Time Associate Probate Court Judges to complete and graduate from the Probate Judge Traffic 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, review the Probate Judges' Training Requirements Policy <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 with Traffic Jurisdiction. 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 Hour 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 with Traffic Jurisdiction to complete 12 CJE credit hours per calendar year; and 9 CJE credit hours of traffic training.

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, review the Probate Judges' Training Requirements Policy <https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/view?usp=sharing>.

CJE & NEWLY ELECTED PROBATE COURT JUDGES - FAQ

FAQ # 9 – NEWLY ELECTED JUDGES WITH TRAFFIC JURISDICTION/CJE MANDATE: I am a Newly Elected Probate Court Judge with Traffic jurisdiction. What are my applicable CJE Hour Mandates?

ANSWER: In summary, you have the following requirements:

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

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 New Judge Orientation Course ("NJO") for Probate Court Judges with Traffic Jurisdiction, required by statute (OCGA § 15-9-1.1 (a)); by Uniform Rule (UPCR 14.2 (A)); and by PJTC Traffic Committee policies;

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

(C) 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.

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

(E) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judges with Traffic Jurisdiction, required by PJTC policies;

Your Next Steps To Complete 9 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 3 hours of the 9 CJE Hour requirement. See the FAQs on "Other Allowable Sources".

(F) 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".

(G) Completion of the Probate Court Judges' Traffic Certificate Program, required by PJTC policy;

Your Next Steps To Complete Probate Court Judges' Traffic Certificate Program: (1) The Probate Court Traffic training that includes "Traffic Certificate Program" content will be reflected on the Registration Form; (2) Register for that training 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' Traffic 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 with Traffic jurisdiction. What are my applicable CJE Hour Mandates?

ANSWER: In summary, you have the following requirements:

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

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 New Judge Orientation Course ("NJO") for Probate Court Judges with Traffic jurisdiction, required by statute (OCGA § 15-9-1.1 (a)); by Uniform Rule (UPCR 14.2 (A)); and by PJTC Traffic Committee policies;

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

(C) 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.

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

(E) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judges with Traffic Jurisdiction, required by PJTC policies;

Your Next Steps To Complete 9 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 3 hours of the 9 CJE Hour requirement. See the FAQs on “Other Allowable Sources”.

(F) 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”.**

(G) Completion of the Probate Court Judges’ Traffic Certificate Program, required by PJTC policy;

Your Next Steps To Complete Probate Court Judges’ Traffic Certificate Program: (1) The Probate Court Traffic training that includes “Traffic Certificate Program” content will be reflected on the Registration Form; (2) Register for that training 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’ Traffic 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 with Traffic jurisdiction. What are my applicable CJE Hour Mandates?

ANSWER: In summary, you have the following requirements:

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

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 New Judge Orientation Course (“NJO”) for Probate Court Judges with Traffic Jurisdiction, required by statute (OCGA § 15-9-1.1 (a)); by Uniform Rule (UPCR 14.2 (A)); and by PJTC Traffic Committee policies;

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

(C) Completion of 9 Hours of Accredited CJE Activities for Probate Court Judges with Traffic Jurisdiction, 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 9 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 3 hours of the 9 CJE Hour requirement. See the FAQs on “Other Allowable Sources”.

PROBATE JUDGES’ CERTIFICATE PROGRAM - FAQ

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

FAQ # 12 – PROBATE COURT JUDGES’ CERTIFICATE PROGRAM: What is the “Probate 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 creditable 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 on the most current requirements, review the Probate Judges' Training Requirements Policy <https://drive.google.com/file/d/1Qxrqvwm6LorV4ojapzmsuCD4WWKSF2X/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 the trainings of your choice on the registration form; (3) Attach the check for the CJE support fee(s); 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/1Qxrqvwm6LorV4ojapzmsuCD4WWKSF2X/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 regarding spacing 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 regarding spacing availability.

PROBATE JUDGES' TRAFFIC CERTIFICATE PROGRAM - FAQ

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

FAQ # 17 – PROBATE COURT JUDGES' TRAFFIC CERTIFICATE PROGRAM: What is the "Probate Judges' Traffic Certificate Program?"

ANSWER: PJTC Traffic Committee Policy requires successful completion of and graduation from the “Probate Judges’ Traffic Certificate Program”. The “Traffic Certificate Program” was originally created by the PJTC Traffic Certificate Committee in 2017. The Program consists of several courses, which must be completed within four years. All of the courses are intended to enhance the knowledge and skills of Probate Court Judges and Associate Probate Court Judges with Traffic Jurisdiction.

FAQ # 18 – TRAFFIC CERTIFICATE PROGRAM REQUIREMENTS: What are the required courses in the “Probate Judges’ Traffic Certificate Program?”

ANSWER: The PJTC Traffic Committee determines the Traffic Certificate Program requirements, which are subject to change from time to time. For details on the most current requirements, review the Probate Judges’ Training Requirements Policy

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

Your Next Steps To Complete Probate Court Judges’ Traffic Certificate Program: (1) The Probate Court Traffic training that includes “Traffic Certificate Program” content will be reflected on the Registration Form; (2) Register for that training 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’ Traffic Certificate Program”.

FAQ # 19 – TIME LIMIT TO COMPLETE CERTIFICATE PROGRAM REQUIREMENTS: How long do I have to complete the “Probate Judges’ Traffic Certificate Program?”

ANSWER: Currently, PJTC Traffic Certificate Committee policy requires that each Elected Probate Court Judge and Full-Time Associate Probate Court Judge with Traffic Jurisdiction be required to complete and graduate from the program within four years of beginning their first class. However, the PJTC Traffic Certificate Committee determines the Traffic 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 # 20 – GRADUATES OF TRAFFIC CERTIFICATE PROGRAM & CERTIFICATE PROGRAM ATTENDANCE: I have graduated from the Traffic Certificate Program. May I sit in on Traffic 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 regarding space availability.

FAQ # 21 – NON-JUDGES & TRAFFIC CERTIFICATE PROGRAM ATTENDANCE: I am not serving as a Probate Judge, but I am interested in learning the Traffic Certificate Program content. May I sit in on Traffic 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 regarding space availability.

MENTORING - FAQ

FAQ # 22 – 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 # 23 – 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 # 24 – 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
Superior Court Judges Superior Court Clerks State Court Judges Magistrate Court Judges Magistrate Court Clerks Judicial Staff Attorneys	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	lk Hogan@uga.edu
Juvenile Court Judges Juvenile Court Clerks Probate Court Judges Probate Court Clerks Municipal Court Judges Municipal Court Clerks Accountability Court Judges	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 # 25 – 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 traffic conference is scheduled to occur as noted at the dates and location shown on the registration form.

FAQ # 26 – 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.

ANNUAL CJE SUPPORT FEE PAID TO ICJE - FAQs

FAQ # 27 – CJE SUPPORT FEE PAYABLE TO ICJE: Is the annual CJE Support Fee for Probate Court Judges with Traffic Jurisdiction, 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 with Traffic Jurisdiction has been reduced to \$185.00 per Judge. For historical reference, the CY 2020 fee was \$300.00 per Judge.

NOTE: This is the CJ E Support Fee for Probate Court Judges' with Traffic Jurisdiction. A separate CJ E Support Fee applies for ALL Probate Court Judges/Non-Traffic.

FAQ # 28 – REDUCTION IN FEES – PERMANENT OR TEMPORARY? Is the reduction in the annual CJ E Support Fee that would otherwise be due and payable to ICJ E 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. CJ E Support Fees are reviewed every year, and local governments should not assume that future annual CJ E support fees will remain at these lower levels.

CHECKING YOUR CJ E TRANSCRIPT STATUS - FAQs

FAQ # 29 – CERTIFICATION OF CJ E HOURS REQUIREMENT: How do I prove what CJ E hours I participate in?

ANSWER: By signing and returning an Attendance Form provided by ICJ E. Every ICJ E-facilitated course will include the provision of an "Attendance Form". You complete the form, sign it, and return it to ICJ E.

FAQ # 30 – CJ E TRANSCRIPT REPOSITORY: Who maintains the transcript of my CJ E hours?

ANSWER: ICJ E is the official repository of Probate Court CJ E Transcripts.

FAQ # 31 – CJ E TRANSCRIPT STATUS: How can I check my CJ E status?

ANSWER: You can check your CJ E 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 MCJ E record. Hours are listed by your ICJ E number. To verify or confirm this number, please contact Ms. Laura Kathryne Hogan, lkhogan@uga.edu, 706-369-5836, or Mrs. Casey Semple, csemple@uga.edu, 706-369-5807

FAQ # 32 – ERROR OR AN OMISSION ON CJ E TRANSCRIPT: There is an error or an omission on my CJ E transcript, who do I contact?

ANSWER: Please contact your ICJ E points of contacts, Ms. Laura Kathryne Hogan (Event Coordinator; lkhogan@uga.edu or 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu or 706-369-5807).

ROLLOVER OF EXCESS CJ E HOURS EARNED - FAQs

FAQ # 33 – ROLLOVER CJ E HOURS - DIFFERENT RULES FOR PROBATE NON-TRAFFIC VS. PROBATE TRAFFIC: Are the rules on “Rollover” of excess CJ E Hours different for Probate Judges (Non-Traffic) than they are for Probate Judges with Traffic Jurisdiction?

ANSWER: Yes. The PJTC policy on “Rollover” of excess CJ E Hours obtained by Probate Judges (Non-Traffic) is different than the PJTC Traffic Committee policy on “Rollover” of excess CJ E Hours obtained by Probate Judges with Traffic Jurisdiction.

FAQ # 34 – FOR TRAFFIC - ROLLOVER OF EXCESS CJ E HOURS: If I obtain more than 9 CJ E Hours of Probate Court Judge Traffic training in one year, will the excess hours rollover and count toward the next year’s CJ E requirement?

ANSWER: Yes, up to a limit. PJTC Traffic Committee policy provides that if a judge completes more than 9 Traffic hours of CJ E credit in any calendar year, then the excess credit, up to a limit of 3 hours, can be carried over and credited to the education requirement for the next succeeding year only.

NOTE: This is the rollover policy for Traffic CJ E hours. A separate rollover policy applies for Non-Traffic CJ E hours.

FAQ # 35 – FOR NON-TRAFFIC - ROLLOVER OF EXCESS CJ E HOURS: If I obtain more than 12 CJ E Hours of Probate Court Judge (Non-Traffic) training in one year, will the excess hours rollover and count toward the next year’s CJ E requirement?

ANSWER: Yes, up to a limit. PJTC policy provides that if a judge completes more than 12 hours of CJ E 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 rollover policy for Non-Traffic CJ E hours. A separate rollover policy applies for Traffic CJ E hours.

FAQ # 36 – REQUESTING ROLLOVER OF EXCESS CJ E HOURS: How do I make the request for excess CJ E 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 and/or PJTC Traffic Committee policy.

FAQ # 37 – CJ E TRANSCRIPT/ROLLOVER OF EXCESS CJ E HOURS: How do I ensure that my rollover CJ E hours have been credited on my CJ E 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 Kathryn Hogan (Event Coordinator; lkhogan@uga.edu or 706-369-5836) or Mrs. Casey Semple (Event Planner; csemple@uga.edu or 706-369-5807).

ALSO SERVING AS STATE COURT JUDGE - FAQ

FAQ # 38 – SIMULTANEOUS SERVICE AS STATE COURT JUDGE: I am simultaneously serving as a State Court Judge - if I obtain CJE Hours of Probate Court Judge Traffic training in one year, will the Probate Court Judge Traffic 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 Probate Court Judge Traffic 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.

ALSO SERVING AS JUVENILE COURT JUDGE - FAQ

FAQ # 39 – SIMULTANEOUS SERVICE AS JUVENILE COURT JUDGE: I am simultaneously serving as a Juvenile Court Judge - if I obtain CJE Hours of Probate Court Judge Traffic training in one year, will the Probate Court Judge Traffic 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.

ALSO SERVING AS MUNICIPAL COURT JUDGE - FAQ

FAQ # 40 – 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 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 Probate Court Judges. By selecting the Municipal Court Judge box on the attendance form, you are notifying ICJE 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 # 41 – 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 PJTC Traffic Certificate Committee of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

FAQ # 42 – 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 Traffic Committee. 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 # 43 – 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 PJTC Traffic Certificate Committee of the CPCJ, in collaboration with ICJE staff, and they are also routed through the Council of Probate Court Judges’ Executive Committee.

FAQ # 44 – PRESENTERS & CJE (JUDICIAL) CREDIT: When I serve as a presenter for an ICJE-facilitated Traffic seminar, can I get extra Traffic 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 # 45 – 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 # 46 – 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 your Chair of the Probate Judges’ Training Council Traffic Committee. 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 # 47 – 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 PJTC Traffic Certificate Committee 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 # 48 – 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 a live, on-site event planned for Traffic training. See the registration form for the full details on the dates and location.

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.

<https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/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 # 49 – 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.

OTHER CJE OPPORTUNITIES - FAQ

FAQ # 50 – PROBATE JUDGES WITH TRAFFIC JURISDICTION AND OTHER TRAINING OPPORTUNITIES: Are Probate Court Judges with Traffic Jurisdiction 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 3 hours of the 9 Hour requirement. For details, please review the Probate Judges’ Training Requirements Policy here:

<https://drive.google.com/file/d/1Qxrqvwlm6LorV4ojapzmsuCD4WWKSF2X/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.

COSTS OF PARTICIPATION IN CJE TRAINING - FAQ

FAQ # 51 – 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 # 52 – 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 # 53 – 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.

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 # 54 – 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 # 55 – 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 # 56 – 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 # 57 – 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 (Lawyer) 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 # 58 – DEFINITION OF "SPECIALTY" CJE OR CLE 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 # 59 – CJE (JUDICIAL) "SPECIALTY" REQUIREMENT FOR PROBATE COURT JUDGES: Are Probate Court Judges 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 # 60 – 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 # 61 – 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 # 62 – 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 # 63 – 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.

CHANGE IN PROBATE COURT PERSONNEL - FAQs

FAQ # 64 – 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.

GENERAL INFORMATION ABOUT ICJE - FAQ

FAQ # 65 – 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 # 66 – FOR MORE INFORMATION: I have a question that has not been answered, who can I contact?

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

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