

**Your assigned ICJE Staff:**

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## CJE MANDATE FOR EXPERIENCED CLERKS

**FAQ #1 - EXPERIENCED CHIEF CLERKS/MANDATE:** *Is the CJE Mandate for experienced Municipal Court Chief Clerks the same this year as last year?*

**ANSWER:** Yes, the requirement remains the same—eight (8) Continuing Judicial Education (CJE) hours per year. This mandate is outlined in OCGA § 36-32-13(b)(2) and the Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training for Chief Clerks of Municipal Court, updated as of June 2010. However, if a clerk experiences a **break in service of twelve (12) months or more**, they are required to retake the Basic Certification Course.

*To obtain a copy of the “Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training for Chief Clerks of Municipal Court”, updated as of June 2010, contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).*

## CJE MANDATE FOR NEW CHIEF CLERKS

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

**ANSWER:** OCGA § 36-32-13 (b)(1) requires that for initial certification you “...shall satisfactorily complete a **minimum of 16 hours** of training related to the operation of municipal court as prescribed by the Georgia Municipal Courts Training Council...”. This requirement is also mandated by the “Policy Statement of the Georgia

Municipal Courts Training Council – Mandatory Training for Chief Clerks of Municipal Court”, updated as of June 2010.

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

**ANSWER:** OCGA § 36-32-13 (b)(1) requires that you complete the 16-Hour Certification within your first year of service as a Municipal Court Chief Clerk. This requirement applies regardless of how many consecutive years you have attended training as a Municipal Court Clerk (Deputy or Other).

## CHIEF CLERK STATUS VS. NON-CHIEF CLERK STATUS

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

**ANSWER:** Municipal Court Chief Clerks are required to obtain CJE training. For all other Municipal Court Clerks, training is encouraged but not mandatory. The status of Chief Clerk is defined by both Georgia statutory law (OCGA § 36-32-13(a)(2)) and the *Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training for Chief Clerks of Municipal Court*, updated as of June 2010.

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

**ANSWER:** Yes, ICJE is pleased to facilitate training for anyone performing the duties of a Municipal Court Clerk, as an accommodation to both those required to obtain annual training (the Chief Clerks) and all other Clerks. However, Chief Clerks will be given priority based on space availability.

## CHANGE IN PERSONNEL

**FAQ #6 - CHANGE IN PERSONNEL NOTIFICATION:** *There has been a change in Municipal Court personnel (e.g., a new clerk or judge appointment, retirement, resignation, etc.). Who should I contact regarding this change?*

**ANSWER:** You will need to update your records with both ICJE and the Georgia Courts Registrar.

1. **For ICJE:** Please contact your ICJE Point of Contact, and ICJE staff will assist you with updating this information.
2. **For the Georgia Courts Registrar (GCR):** You will need to submit a “Change in Municipal Court Personnel” form to Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## OVERVIEW OF THIS YEAR'S TRAININGS

**FAQ #7 - OVERVIEW OF TRAININGS AVAILABLE THIS YEAR:** *Are the current CJE opportunities similar to those offered in recent years? Have there been any changes in CJE training opportunities?*

**ANSWER:** In 2026, ICJE will offer two in-person 16-Hour Certifications for new Municipal Court Clerks. Additionally, there will be two in-person Recertification events, each providing 16 hours of CJE credit. For added flexibility, beginning in August, ICJE will offer one synchronous, online 8-Hour Recertification, followed by a taped replay available for the remainder of the year.

## CONFIRMATION OF YOUR REGISTRATION

**FAQ #8 - CONFIRMATION OF ENROLLMENT:** *Why haven't I received a confirmation email for the courses I requested?*

**ANSWER:** If you didn't select a course in addition to your training fee, your registration is incomplete. Also, confirmation emails from [outreachregistration@uga.edu](mailto:outreachregistration@uga.edu) may be flagged as spam. Reach out to your designated ICJE contact with any questions.

ICJE Points of Contact			
Constituent Groups	ICJE Staff	Office Number	Email Address
Superior Court Judges Superior Court Clerks Magistrate Court Judges Magistrate Court Clerks Multi-Class Synchronous & Asynchronous USCR 43.6	<b>Susan Blount</b> Event Coordinator & <b>Thomas Erwin</b> Event Planner	706-542-1129  706-542-1150	<a href="mailto:susan.blount@uga.edu">susan.blount@uga.edu</a>  <a href="mailto:terwin21@uga.edu">terwin21@uga.edu</a>
Accountability Court Judges State Court Judges Probate Court Judges (Non-Traffic) Probate Court Judges (Traffic) Probate Court Clerks International Groups	<b>Laura Kathryne Hogan</b> Event Coordinator & <b>Virginia Kerrigan</b> Event Planner	706-542-1126  706-542-1128	<a href="mailto:lkhogan@uga.edu">lkhogan@uga.edu</a>  <a href="mailto:virginia.kerrigan@uga.edu">virginia.kerrigan@uga.edu</a>
Municipal Court Judges Municipal Court Clerks Juvenile Court Judges Juvenile Court Clerks Judicial Staff Attorneys	<b>Annelle Berry</b> Event Coordinator & <b>Ashley Peace</b> Event Planner	706-542-1164  706-542-1158	<a href="mailto:awberry@uga.edu">awberry@uga.edu</a>  <a href="mailto:ashley.peace@uga.edu">ashley.peace@uga.edu</a>
Office Manager Financials	<b>Emily Rashidi</b> Business Operations Manager	706-542-1160	<a href="mailto:emily.rashidi@uga.edu">emily.rashidi@uga.edu</a>
ICJE Executive Director	<b>Lynne Moore Nelson</b>	706-542-1124	<a href="mailto:lynnemoore.nelson@uga.edu">lynnemoore.nelson@uga.edu</a>

**FAQ #9 - IN-COMPLETE REGISTRATION: May I show up to in-person trainings without completing registration?**

**ANSWER:** *Walk-ons, or individuals who arrive without prior registration, are not guaranteed training materials, meals, or seating. Attendance is planned based on participants who have completed registration only. Complete registration includes both payment and course selections more than 3 business days prior to the start of training.*

## **CANCELLATIONS, REFUNDS, & FEE TRANSFERS**

**FAQ #10 - CANCELLATIONS: What's your cancellation policy for in-person and online/taped trainings?**

**ANSWER:** All cancellation requests must be submitted in writing, via email, to the assigned ICJE staff member at least three business days before the class start time. Excused exceptions may be considered for emergencies or extenuating circumstances (e.g., medical emergencies, court-related conflicts) on a case-by-case basis.

**FAQ #11 - NO SHOWS: What's your no-show policy for in-person and live online trainings?**

**ANSWER:** Effective January 1, 2026, learners who fail to attend their registered training without notifying ICJE three (3) business days before the start of the training will be marked as a No-Show and subject to the following:

- First Unexcused No-Show: A written reminder of the ICJE Board of Trustees' policy will be issued.
- Second Unexcused No-Show: A \$50.00 non-refundable No-Show administrative fee will be assessed. Payment is due within 60 days of the invoice date.
- Third and Subsequent Unexcused No-Shows: A \$50.00 non-refundable No-Show administrative fee will be assessed for each additional occurrence. The learner will also be suspended from registering for or attending future ICJE trainings until a written explanation is submitted to their Council's Training Committee Chair (with a copy to the ICJE Executive Director) and reviewed by the Council.

All no-show administrative fees will be deposited into the learner's Class of Court ICJE training fund account. Failure to comply with this policy may result in additional consequences, including denial of future training opportunities, such as access to online training courses.

Note: For in-person classes, no refunds will be issued for no-shows if an annual training fee was paid.

**FAQ #12 - REFUNDS: What's your refund policy for paid ICJE annual training fees?**

**ANSWER:** If you are unable to attend a training and are not subject to the No-Show Policy, you may request a refund. To be eligible, you must submit your request in writing, via email, at least three (3) business days before the start of the training to your assigned ICJE support team members. Please note that processing fees assessed by the payment processor and required by state contracts are non-refundable. Refunds will not be issued for weather-related issues, travel delays, or other circumstances beyond ICJE's control. All refund decisions are at the discretion of ICJE leadership.

**FAQ #13 - SUBSTITUTIONS/TRANSFERS: What's your training fee substitution or transfer policy?**

**ANSWER:** If you are unable to attend a training for which you have already registered and paid, you must submit your request in writing, via email, to your assigned ICJE staff member for your Class of Court at least three business days before the start of the training.

To process a substitution, include the following in your email:

- Your full name
- Full name, phone number, and email address of the substitute attendee
- Reason for the substitution

Substitutions will only be accepted if the training support fee has been paid in full. **Additionally, substitutions will not be permitted if the original learner has already attended an ICJE training during the same calendar year.** Replacement attendees must meet the eligibility requirements for the training.

## SUSTAINABILITY INITIATIVE

**FAQ #14 - SUSTAINABILITY INITIATIVE: What is the sustainability initiative?**

**ANSWER:** The sustainability initiative is an option that allows you to “opt out” of receiving a physical training book when attending an in-person ICJE training.

- **If you select YES:** You will receive the training book **ONLY** in digital format via an email link. Please come prepared by bringing a fully charged laptop or other device to follow along during the training.
- **If you select NO:** You will receive a physical training book on-site at conference registration.

## PROGRAM CHANGES

**FAQ #15 - PROGRAM CHANGES/INCLEMENT WEATHER OR OTHER EMERGENCY SITUATIONS: What happens if the training location experiences severe weather or another emergency?**

**ANSWER:** ICJE staff will monitor severe weather and other factors that could affect training locations. As noted during the registration process, the delivery format of every training is subject to change due to unforeseen circumstances.

**FAQ #16 - PROGRAM CHANGES/COMMUNICATION: Who decides if a scheduled training is changed, and how will I find out?**

**ANSWER:** Both your group's leadership and ICJE collaborate on decisions regarding schedule changes. Full logistical information is emailed to you as promptly as possible after any decision.

## OTHER CJE OPPORTUNITIES

**FAQ #17 - OTHER TRAINING OPPORTUNITIES:** *Are Municipal Court Clerks allowed to obtain CJE hours from educational events other than those listed on the ICJE registration form?*

**ANSWER:** Yes. ICJE-facilitated trainings are only one of several categories of CJE activities accredited pursuant to the *Policy Statement* of the Municipal Courts Training Council. Contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov) for the most current copy of the *Policy Statement* and instructions for submitting external training credits for approval through the Georgia Courts Registrar (GCR).

## CHECKING YOUR CJE TRANSCRIPT STATUS

**FAQ #18 - CERTIFICATION OF CJE HOURS REQUIREMENT:** *How do I prove what CJE hours I completed?*

**ANSWER:** You complete and return the Attendance Form provided by ICJE. Every ICJE-facilitated training includes an Attendance Form. You complete the form, sign and date it, and return it to ICJE.

**FAQ #19 - CJE TRANSCRIPT REPOSITORY:** *Who maintains the transcript of my CJE hours?*

**ANSWER:** OCGA § 36-32-13(c) provides that the Georgia Municipal Courts Training Council is the official repository of Municipal Court Clerks' CJE Transcripts. The Administrative Office of the Courts (AOC) provides logistical support to the Council and uses the Georgia Courts Registrar (GCR) to maintain these hours.

**FAQ #20 - CJE TRANSCRIPT STATUS:** *How can I check my CJE status?*

**ANSWER:** All Municipal Court Judges and Clerks can log on to the Georgia Courts Registrar website at <https://gcr.onegovcloud.com/#!/login> to view their current CJE status. This platform is administratively managed by the Administrative Office of the Courts (not ICJE). You may use this portal to view your CJE status and print Certificates of Attendance. For any issues logging on to the GCR, printing your Certificates of Attendance, or other concerns, please contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

**FAQ #21 - ERROR OR OMISSION ON CJE TRANSCRIPT:** *If there is an error or omission on my CJE transcript, who should I contact?*

**ANSWER:** If your CJE credits do not appear to be accurate, please contact Ms. LaShawn Murphy with the Administrative Office of the Courts at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## NON-COMPLIANCE WITH CJE MANDATES

**FAQ #22 - NON-COMPLIANCE:** *What happens when a Municipal Court Chief Clerk fails to meet the required CJE mandates?*

**ANSWER:** OCGA § 36-32-13(d) provides, in part:

*“In any year that any municipal court clerk does not satisfactorily complete the required training, the Georgia Municipal Courts Training Council shall promptly notify the governing authority of the applicable municipality as well as the Chief Municipal Court Judge of the applicable municipality.”*

Non-compliance is also addressed in the *Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training for Chief Clerks of Municipal Court*, updated as of June 2010.

## HARDSHIP REQUESTS FOR CJE MANDATES

**FAQ #23 - EXEMPTION FROM OR EXTENSION FOR CJE REQUIREMENTS:** *May I request an exemption from or an extension for the CJE requirements?*

**ANSWER:** Yes, Exemptions from or extensions for Municipal Court Clerk CJE requirements are addressed in detail in a *Policy Statement* issued by the Municipal Court Training Council. For the most current copy of the *Policy Statement*, please contact Ms. LaShawn Murphy at [LaShawn.Murphy@georgiacourts.gov](mailto:LaShawn.Murphy@georgiacourts.gov).

## CJE AGENDA CONTENT

**FAQ #24 - AGENDA PLANNING:** *Who plans the agendas and topics for ICJE trainings?*

**ANSWER:** Your colleagues in the Georgia Municipal Court Clerks Council (GMCCC), using a collaborative, committee-based process in conjunction with ICJE Staff, are responsible for planning the agendas and topics. All agendas are developed in collaboration with ICJE staff and are also reviewed by the leadership of the Municipal Courts Training Council.

**FAQ #25 - IDEA FOR FUTURE AGENDAS:** *I have a suggested topic for a future training—who should I contact?*

**ANSWER:** Please forward your suggestions to your ICJE Point of Contact and the leadership of the Georgia Municipal Court Clerks Council (GMCCC). You are also welcome to include potential topic ideas for future training agendas in the final comment section of the ICJE Post-Conference Survey.

## CJE INSTRUCTORS

**FAQ #26 - INSTRUCTORS:** *Who chooses the instructors for ICJE trainings?*

**ANSWER:** Your colleagues in the Georgia Municipal Court Clerks Council (GMCCC), using a collaborative, committee-based process in conjunction with ICJE Staff, are responsible for selecting the instructors for ICJE trainings.

**FAQ #27 - INSTRUCTORS & CJE (JUDICIAL) CREDIT:** *When I serve as an instructor for an ICJE-facilitated training, can I receive extra CJE credit for my service?*

**ANSWER:** Yes. Your Instructor CJE Credits will be applied automatically by ICJE Staff and will be handled separately from any Attendance Form provided for that event.

**Calculation of Instructor CJE (Judicial) Credit:**

Instructor CJE Credit is calculated in accordance with the *Policy Statement of the Georgia Municipal Courts Training Council – Mandatory Training for Chief Clerks of Municipal Court*, updated as of June 2010.

**FAQ #28 - FUTURE INSTRUCTOR:** *I would like to volunteer to be an instructor for a future training, and/or I have a suggestion for an excellent instructor—who should I contact?*

**ANSWER:** Please forward your suggestions to your ICJE Point of Contact and to the leadership of the Georgia Municipal Court Clerks' Council. You are also welcome to include potential instructor recommendations for future training agendas in the final comment section of the ICJE Post-Conference Survey.

## CJE VENUES

**FAQ #29 - LOCATIONS FOR LIVE TRAININGS:** *Who chooses the locations for the live, on-site ICJE trainings?*

**ANSWER:** Your colleagues in the Georgia Municipal Court Clerks Council (GMCCC), using a collaborative, committee-based process in conjunction with ICJE Staff, select the training locations. All venue decisions are routed through your GMCCC leadership.

To ensure availability and secure the best possible pricing, venues are chosen and contracted well in advance. **Your Council reserves a limited room block at a discounted group rate for training participants. Participants are strongly encouraged to make reservations at the recommended venue to avoid attrition fees to the Council for not meeting the room block quota. Please note that space is limited and room blocks will close once filled.**

## ONLINE TRAININGS

**FAQ #30 – CAMERAS FOR ONLINE TRAINING:** *Do I need to have my camera on for live online trainings?*

**ANSWER: Yes.** To ensure active engagement and uphold the integrity of continuing education credit, ICJE requires participants to adhere to the following camera usage guidelines during online training sessions:

- Participants are expected to keep their camera on for the majority of the training session. “Majority” is defined as at least 75% of the scheduled session duration, as witnessed and monitored by ICJE team members.
- Exceptions may be granted for documented technical issues, accessibility needs, and other concerns communicated to an ICJE team member before the start of the session.

This matters because active participation enables instructors and ICJE staff to verify learner engagement and involvement in the educational process. Failure to comply with the camera policy, without prior approval, may result in a request from ICJE staff to turn on the camera, removal from the training session for non-compliance, and an incomplete status for the session, with no CJE credit granted.

ICJE staff members are available to discuss any concerns related to camera use before or during the training.

## MORE INFORMATION ABOUT CJE TRAINING FEES

**FAQ #31 - COSTS OF PARTICIPATION IN EDUCATIONAL PROGRAMS:** *Is there any Georgia Law I can cite to the governing authority of my jurisdiction regarding authorization of expenses incurred for participating in educational programs?*

**ANSWER: Yes.** OCGA § 36-32-13 (b)(3) provides, in part:

*“...the reasonable cost and expense of training...shall be paid by the governing authority of the municipality from municipal funds.”*

**FAQ #32 - WHY FEES ARE NECESSARY:** *Why do ICJE constituent groups have to pay annual CJE Training Fees to ICJE?*

**ANSWER:** Revenues from Training Fees paid by ICJE Constituents fund the educational programming provided to those constituents.

**FAQ #33 - WHO DETERMINES THE FEES:** *Who sets the amounts of the annual CJE Training Fees?*

**ANSWER:** The ICJE Board of Trustees, in collaboration with the leadership of all ICJE constituent groups, sets the fees. The annual CJE Training Fees are reviewed every year in a collaborative process. The ICJE staff calculates the revenues received, subtracts the expenditures paid, and determines the resulting fund balance—whether positive or negative.

**FAQ #34 - ICJE AS A NON-PROFIT ENTITY: What is ICJE's Profit Margin?**

**ANSWER:** On occasion, ICJE staff have been asked by representatives of constituent groups, “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 related to marketing or manufacturing 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 #35 - OVERSIGHT/FINANCIAL REPORTING: Describe the financial oversight of ICJE, the recipient of annual CJE training fees?**

**ANSWER:** ICJE is governed by a Board of Trustees, comprised of representatives of all ICJE constituent groups. Monthly financial reports are provided by ICJE staff to all Board members and constituent group leaders. Additionally, financial spreadsheets detailing the cost of each educational programming event are provided to all Board members and constituent group leaders as soon as practicable after each event.

## GENERAL INFORMATION ABOUT ICJE

**FAQ #36 - 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 #37 - FOR MORE INFORMATION: I have a question that has not been answered. Who can I contact?**

**ANSWER:** You can contact Event Coordinator Ms. Annelle Berry ([awberry@uga.edu](mailto:awberry@uga.edu), 706-542-1164) or Event Planner Ms. Ashley Peace ([ashley.peace@uga.edu](mailto:ashley.peace@uga.edu), 706-542-1158). For additional resources, including information about training, the Georgia Domestic Violence Benchbook, USCR 43.6, and more, please visit ICJE’s website: <https://icje.law.uga.edu>.

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