

Delinquent notices

Attending training this year qualifies you to sit as a judge next year. For example: 12 (or 20) hours of training in 2008 certifies a judge to sit in court through December of 2009. If you fail to attend the minimum number of hours in 2008, you will receive a notice of delinquency from the Judicial Qualifications Commission. The next hours you earn are applied first to the delinquency, so unless you attend extra hours in 2009, you will still be behind.

Can I apply municipal training to my legal CLE ?

Most ICJE-sponsored programs are eligible for State Bar ICLE credit. It is your responsibility to claim this credit after the seminar. A separate form is provided for this purpose.

How do I get my Municipal Benchbook?

Every December ICJE mails a CD containing the current Benchbook to all known municipal court judges. A form is included to order printed copies for \$25.00 each.

Be sure to keep your contact information current with AOC, since they share your address information with ICJE.

For Further Information

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Georgia Municipal Courts Training Council



Training Policies And Guidelines

There are five members of the Georgia Municipal Courts Training Council.

They serve a two-year term and they are elected at the annual business meeting in June. The Council meets quarterly and is responsible for developing training standards and educational products, approving training requests for credit, and issuing the verification of training. The Council works closely with the Institute of Continuing Judicial Education (ICJE) for program development, and is staffed by the Administrative Office of the Courts (AOC).

Am I required to attend training?

Yes. Anyone appointed or elected to serve as a municipal court judge, whether full-time or part-time, pro hac vice, or pro tem must be certified according to OCGA §36-32-21. New judges must attend a 20-hour Basic Certification course within 12 months of appointment. Every year thereafter, judges must attend 12 hours of Recertification training.

Contact Information

Please help us maintain accurate records. Send a “Municipal Change of Personnel Form” to the Administrative Office of the Courts with your current contact information. The AOC database is used by ICJE and many other state agencies. If you are replacing another judge, be sure to note that on the form. This form is available on the judges’ and clerks’ web sites: <http://georgiacourts.org/councils/>

Verification of Attendance

Sign and turn in an attendance form after each ICJE training event stating how many hours you attended. That is forwarded to AOC for credit and verification will be mailed. Without a form, the AOC does not know what training event you attended or how many hours you earned.

- Classes specifically approved for municipal judges are eligible for full credit hours every year.
- Classes designed for other classes of Georgia courts are eligible for full credit every other year.
- Institute of Continuing Legal Education (ICLE) will not be approved for credit for municipal judge training.
- Education sponsored by the American Bar Association, the National Judicial College, or the Institute for Court Management may count toward municipal credit, if approved in advance by the Training Council.

What if I attend training elsewhere?

Preferably in advance of training, write a letter (or e-mail) to the Training Council asking if it will be approved for municipal credit. Include all the course information you have available. The Council may give no credit, or only partial credit, depending on the applicability to municipal court duties.

Certification

By law, the Training Council must report judges who are delinquent in their hours to the Judicial Qualifications Commission.

What does AOC have to do with it?

The Director of the Administrative Office of the Courts (AOC) or a designee serves as the Secretary to the Training Council. As such, AOC is responsible for maintaining all training records, issuing training verification, and keeping a record of all proceedings of the Council.

Can I be refused credit for training?

Possibly, if you are not eligible to be a municipal court judge, or if the training is not applicable to the municipal courts. For instance, credit cannot be granted to a judge who has not yet taken office. ICJE reserves the right to restrict access to training based upon priority of legal requirements and space availability.

Does credit carry over?

No. No judge may carry hours over from one year to the next for any reason.