

# JUDICIAL COUNCIL OF GEORGIA

General Session

**Friday, December 8, 2023**

10 a.m. – 12:30 p.m.



Zoom Conference

**Judicial Council of Georgia  
General Session**

**By Remote Conferencing**

**Friday, December 8, 2023**

10 a.m. – 12:30 p.m.

Livestream at <https://www.youtube.com/judicialcouncilofgeorgia>

- 1. Call to Order & Swearing In of New Members**  
(Chief Justice Michael P. Boggs, Est. Time – 5 Min.)
- 2. Roll Call of Judicial Council Members**  
(Ms. Cynthia H. Clanton, Est. Time – 2 Min.)
- 3. Pledge of Allegiance**  
(Chief Magistrate Judge Brandon Bryson, Est. Time – 1 Min.)
- 4. Approval of Minutes (*Action Item*)** **TAB 1**  
(Chief Justice Michael P. Boggs, Est. Time – 2 Min.)
- 5. Presentation: Update on the Work of the Competency to Stand Trial Committee**  
(Chief Judge Kathlene Gosselin, Superior Court, Northeastern Circuit, Est. Time – 15 Min.)
- 6. Judicial Council Committee Reports**
  - A. ARPA Funding Committee** **TAB 2**  
(Chief Justice Michael P. Boggs, Est. Time – 5 Min.)
  - B. Legislation Committee (*Action Item*)** **TAB 3**  
(Presiding Justice Nels S.D. Peterson, Est. Time – 5 Min.)
  - C. Judicial Security Committee**  
(Justice Shawn Ellen LaGrua, Est. Time – 5 Min.)
  - D. Court Interpreters Committee** **TAB 4**  
(Justice Carla Wong McMillian, Est. Time – 5 Min.)
  - E. Technology Committee** **TAB 5**  
(Justice Shawn Ellen LaGrua & Judge Stephen D. Kelley, Est. Time – 5 Min.)
  - F. Judicial Workload Assessment Committee (*Action Item*)**  
(Judge Robert D. Leonard, Est. Time – 10 Min.) **TAB 6**
  - G. Budget Committee (*Written Report*)** **TAB 7**
  - H. Court Reporting Matters Committee (*Written Report*)** **TAB 8**

- 7. Report from Judicial Council/AOC** **TAB 9**  
(Ms. Cynthia H. Clanton, Est. Time – 10 Min.)
- 8. Reports from Courts, Councils, & State Bar** **TAB 10**  
(Est. Time – 15 min.)
- A. Supreme Court**
  - B. Court of Appeals**
  - C. State-wide Business Court**
  - D. Council of Superior Court Judges**
  - E. Council of State Court Judges**
  - F. Council of Juvenile Court Judges**
  - G. Council of Probate Court Judges**
  - H. Council of Magistrate Court Judges**
  - I. Council of Municipal Court Judges**
  - J. State Bar of Georgia**
- 9. Reports from additional Judicial Branch Agencies** **TAB 11**  
(Est. Time – 10 Min.)
- A. Council of Accountability Court Judges**
  - B. Georgia Commission on Dispute Resolution**
  - C. Council of Superior Court Clerks**
  - D. Chief Justice’s Commission on Professionalism**
  - E. Georgia Council of Court Administrators**
  - F. Institute of Continuing Judicial Education**
  - G. Judicial Qualifications Commission**
  - H. Georgia Association of Juvenile Court Clerks**
- 10. Old/New Business**  
(Chief Justice Michael P. Boggs, Est. Time – 3 Min.)
- 11. Concluding Remarks & Adjournment of Meeting**  
(Chief Justice Michael P. Boggs, Est. Time – 3 Min.)

**Next Judicial Council Meeting – General Session**

Friday, February 9, 2024      10 a.m. – 12:30 p.m.    Zoom Conferencing

**CY 2024 Meeting Calendar – Judicial Council General Session**

Friday, April 12, 2024      10 a.m. – 12p.m.      Nathan Deal Judicial Center, Atlanta

Friday, August 16, 2024      10 a.m. – 12p.m.      Nathan Deal Judicial Center, Atlanta

Friday, December 13, 2024    10 a.m. – 12p.m.      Zoom Conferencing



# Judicial Council of Georgia

## Members as of July 1, 2023

Chief Justice Michael P. Boggs <b>Chair</b>	Supreme Court	Nathan Deal Judicial Center 330 Capitol Avenue, S.E. 1 <sup>st</sup> Floor, Suite 1100 Atlanta, GA 30334	P: 404-657-3470 F: 404-656-2253	<a href="mailto:boggsm@gasupreme.us">boggsm@gasupreme.us</a>
Presiding Justice Nels S.D. Peterson <b>Vice-Chair</b>	Supreme Court	Nathan Deal Judicial Center 330 Capitol Avenue, S.E. 1 <sup>st</sup> Floor, Suite 1100 Atlanta, GA 30334	P: 404-656-3470 F: 404-656-2253	<a href="mailto:petersonn@gasupreme.us">petersonn@gasupreme.us</a>
Chief Judge Amanda H. Mercier	Court of Appeals	Nathan Deal Judicial Center 330 Capitol Avenue, S.E. Suite 1601 Atlanta, GA 30334	P: 404-656-3450 F: 404-651-6187	<a href="mailto:merciera@gaappeals.us">merciera@gaappeals.us</a>
Vice Chief Judge Trenton Brown III	Court of Appeals	Nathan Deal Judicial Center 330 Capitol Avenue, S.E. Suite 1601 Atlanta, GA 30334	P: 404-656-3450 F: 404-651-6187	<a href="mailto:brownt@gaappeals.us">brownt@gaappeals.us</a>
Judge William “Bill” Grady Hamrick III	Georgia State-Wide Business Court	Nathan Deal Judicial Center 330 Capitol Avenue, S.E. Suite BC320 Atlanta, GA 30334	P: 404-656-3080	<a href="mailto:hamrickb@gsbc.us">hamrickb@gsbc.us</a>
Judge John E. Morse <b>President, CSCJ</b>	Superior Court	Eastern Judicial Circuit Chatham County Courthouse 133 Montgomery St., Suite 213 Savannah, GA 31401	P: 912-652-7236	<a href="mailto:jemorse@chathamcounty.org">jemorse@chathamcounty.org</a>
Vice Chief Judge Ann B. Harris <b>President-Elect, CSCJ</b>	Superior Court	Cobb Judicial Circuit Cobb County Courthouse 70 Haynes Street Marietta, GA 30090	P: 770-528-1822 F: 770-528-8141	<a href="mailto:ann.harris@cobbcounty.org">ann.harris@cobbcounty.org</a>
Judge D. Jay Stewart <b>1st JAD</b>	Superior Court	Atlantic Judicial Circuit Evans County Courthouse P.O. Box 842 Claxton, GA 30417	P: 912-739-4922 F: 912-739-4950	<a href="mailto:jaystewart217@hotmail.com">jaystewart217@hotmail.com</a> <a href="mailto:stewart.judicial.assistant@gmail.com">stewart.judicial.assistant@gmail.com</a>
Judge Melanie B. Cross <b>2nd JAD</b>	Superior Court	Tifton Judicial Circuit PO Box 7090 Tifton, GA 31793	P: 229-386-7904	<a href="mailto:melanie.cross@tiftcounty.org">melanie.cross@tiftcounty.org</a>
Judge W. James Sizemore, Jr. <b>3rd JAD</b>	Superior Court	Southwestern Judicial Circuit PO Drawer 784 Americus, GA 31709	P: 229-924-2269 F: 229-924-1614	<a href="mailto:wjsizemorej@gmail.com">wjsizemorej@gmail.com</a>

Chief Judge LaTisha Dear Jackson <b>4th JAD</b>	Superior Court	Stone Mountain Judicial Circuit 556 N. McDonough Street Room 7220 Decatur, GA, 30030	P: 404-371-4710	<a href="mailto:ldearjackson@dekalbcountyga.gov">ldearjackson@dekalbcountyga.gov</a>
Chief Judge Ural D. Glanville <b>5th JAD</b>	Superior Court	Atlanta Judicial Circuit T-8905 Justice Center Tower 185 Central Avenue SW STE T-8905 Atlanta, GA 30303	P: 404-612-8591 F: 404-893-6605	<a href="mailto:ural.glanville@fultoncountyga.gov">ural.glanville@fultoncountyga.gov</a>
Chief Judge W. Fletcher Sams <b>6th JAD</b>	Superior Court	Griffin Judicial Circuit Fayette County Justice Center One Center Drive Fayetteville, GA 30214	P: 770-716-4282 F: 770-716-4862	<a href="mailto:fletcher@fayettecountyga.gov">fletcher@fayettecountyga.gov</a>
Chief Judge D. Scott Smith <b>7th JAD</b>	Superior Court	Cherokee Judicial Circuit 135 West Cherokee Avenue Suite 335 Cartersville, GA, 30120	P: 678-721-3242	<a href="mailto:smiths@bartowga.org">smiths@bartowga.org</a>
Chief Judge Sarah Wall <b>8th JAD</b>	Superior Court	Oconee Judicial Circuit PO Box 1096 Hawkinsville, GA 31036	P: 478-783-2900 F: 478-783-2902	<a href="mailto:walls@eighthdistrict.org">walls@eighthdistrict.org</a>
Judge David L. Dickinson <b>9th JAD</b>	Superior Court	Bell-Forsyth Judicial Circuit 101 E. Courthouse Square Suite 5039 Cumming, GA 30040	P: 770-781-2133 F: 770-888-8862	<a href="mailto:dld@forsythco.com">dld@forsythco.com</a>
Judge Sheryl B. Jolly <b>10th JAD</b>	Superior Court	Columbia Judicial Circuit 640 Ronald Reagan Drive Suite 1039 Evans, GA 30809	P: 706-312-7231 F: 706-312-7365	<a href="mailto:sjolly@columbiacountyga.gov">sjolly@columbiacountyga.gov</a>
Chief Judge John Kent Edwards, Jr. <b>President, CStCJ</b>	State Court	Lowndes County P.O. Box 1661 Valdosta, GA 31603	P: 229-671-2600	<a href="mailto:jedwards@lowndescounty.com">jedwards@lowndescounty.com</a>
Chief Judge Jeff Hanson <b>President-Elect, CStCJ</b>	State Court	Bibb County 601 Mulberry Street Macon, GA 31201	P: 478-310-3635	<a href="mailto:jhanson@maconbibb.us">jhanson@maconbibb.us</a>
Judge Warner L. Kennon <b>President, CJ CJ</b>	Juvenile Court	Chattahoochee Judicial Circuit P.O. Box 311 Columbus, GA 31902	P: 706-225-3549	<a href="mailto:wkennon@columbusga.org">wkennon@columbusga.org</a> <a href="mailto:wlk@wlkpc.com">wlk@wlkpc.com</a>

# Judicial Council of Georgia

## Members as of July 1, 2023

Judge T. Neal Brunt <b>President-Elect, CJCJ</b>	Juvenile Court	Cherokee Judicial Circuit 135 W. Cherokee Avenue Suite 333 Cartersville, GA 30120	P: 770-387-5039 F: 770-387-5044	<a href="mailto:bruntn@bartowga.org">bruntn@bartowga.org</a>
Judge Danielle McRae <b>President, CPCJ</b>	Probate Court	Upson County P.O. Box 906 Thomaston, GA 30286	P: 706-647-7015 F: 706-646-3341	<a href="mailto:dmcrae@upsoncountyga.org">dmcrae@upsoncountyga.org</a>
Judge Christopher A. Ballar <b>President-Elect, CPCJ</b>	Probate Court	Gwinnett County 75 Langley Drive Lawrenceville, GA 30046	P: 770-822-8350 F: 770-822-8217	<a href="mailto:christopher.ballar@gwinnettcounty.com">christopher.ballar@gwinnettcounty.com</a>
Chief Judge Brandon Bryson <b>President, CMCJ</b>	Magistrate Court	Bartow County 112 W. Cherokee Ave Suite 101 Cartersville, GA 30120	P: 770-387-5070 F: 770-387-5073	<a href="mailto:brysonb@bartowcountyga.com">brysonb@bartowcountyga.com</a>
Judge Robert Wolf <b>President-Elect, CMCJ</b>	Magistrate Court	Fulton County 185 Central Ave SW Suite T-1605 Atlanta, GA 30303	P: 404-216-4162	<a href="mailto:robert.wolf@fultoncountyga.gov">robert.wolf@fultoncountyga.gov</a>
Chief Judge Matthew M. McCord <b>President, CMuCJ</b>	Municipal Court	Municipal Court of Stockbridge 4602 N. Henry Blvd Stockbridge, GA 30303	P: 770-389-7906	<a href="mailto:matt@mmccordlaw.com">matt@mmccordlaw.com</a>
Chief Judge David C. Will <b>President-Elect, CMuCJ</b>	Municipal Court	Municipal Court of Clarkston 3921 Church Street Clarkston, GA 30021	P: 404-292-9465 F: 404-298-1522	<a href="mailto:dwill@royallaw.net">dwill@royallaw.net</a>
Honorable J. Antonio DelCampo <b>President, State Bar of Georgia</b>	State Bar of GA	5455 Chamblee Dunwoody Road Atlanta, GA 30338	P: 770-481-0444 F: 770-395-0806	<a href="mailto:tony@dglattorneys.com">tony@dglattorneys.com</a>

## **Administrative Office of the Courts**

244 Washington St. SW, Suite 300  
Atlanta, GA 30334

*Cynthia H. Clanton, Director*  
404-656-5171

*As of December 1, 2023*

### **Director's Office**

#### **Administration**

Alexis Bauman  
404-463-3820

*Front Desk*  
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#### **Budget**

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LaShawn Murphy  
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Cheryl Karounos  
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Shirley Roberts  
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Celesta Murray  
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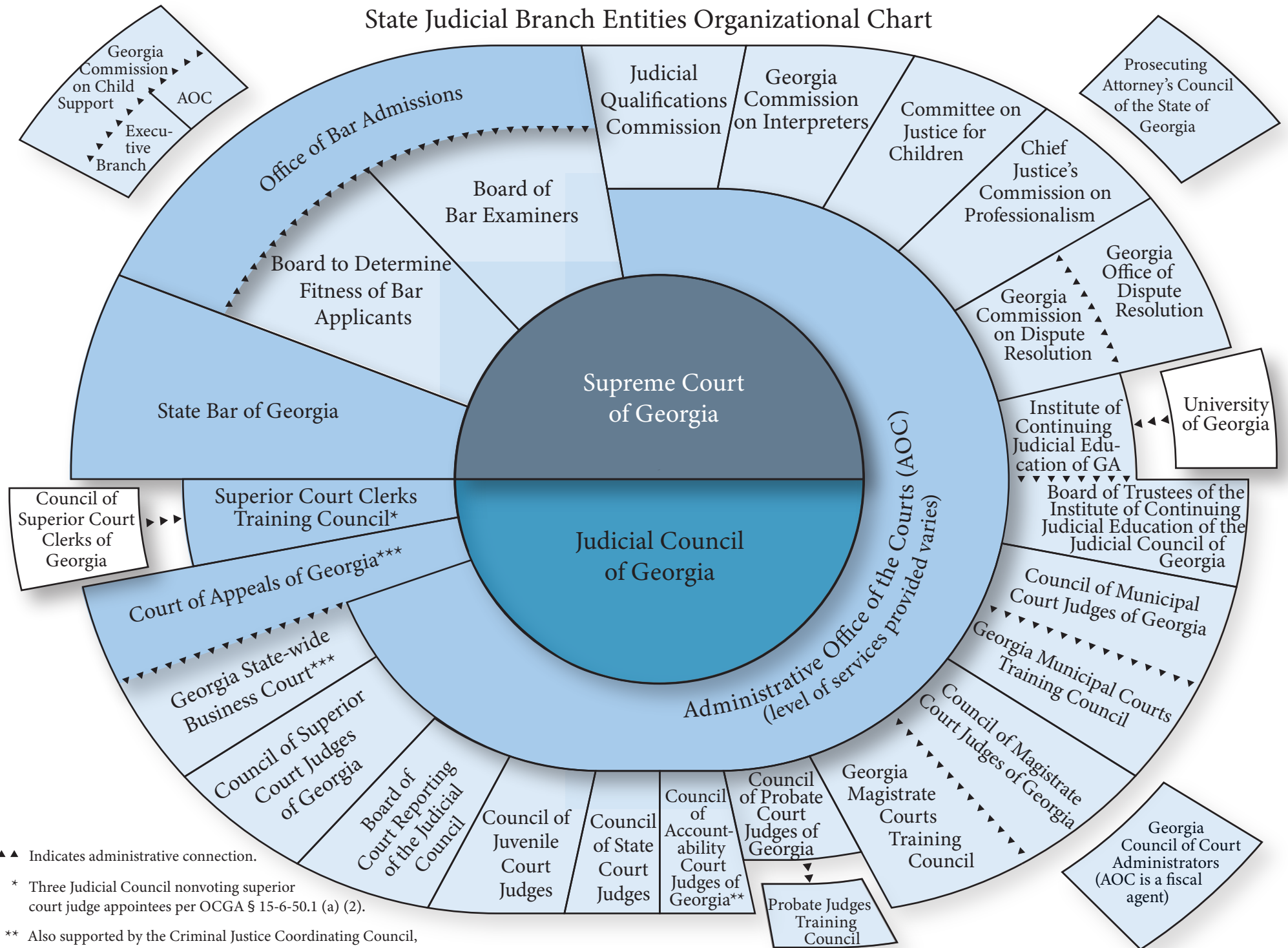
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# State Judicial Branch Entities Organizational Chart



▲ ▲ Indicates administrative connection.

\* Three Judicial Council nonvoting superior court judge appointees per OCGA § 15-6-50.1 (a) (2).

\*\* Also supported by the Criminal Justice Coordinating Council, an Executive Branch agency.

\*\*\* The GSBC is "assigned for administrative purposes only to the Court of Appeals" per OCGA § 15- 5A-16.



# Judicial Council of Georgia

# STRATEGIC PLAN

FY 2020-2023  
Revised

## VISION

To improve justice in all Georgia courts through **collaboration, innovation, and information.**

## MISSION

The Judicial Council and AOC lead collaboration on policy across Georgia's courts to **improve the administration of justice in Georgia.**

## GUIDING PRINCIPLES

Uphold the independence and integrity of the judiciary.

Promote efficient and effective administration of justice.

Use data to lead to data-driven services and programs for the Judicial Branch.

Collaborate and communicate with key stakeholders in judicial, executive, and legislative branches.

### STRATEGIC OBJECTIVE 1

1

## IMPROVE CITIZEN EXPERIENCE WITH GEORGIA COURTS

### KEY INITIATIVES

#### 1.1 Modernize the regulations of Court professionals

Measurable action: Monitor and assist with the update of rules and regulations regarding Court Reporters and Court Interpreters. (MT)

Measurable action: Report back to the Judicial Council. (LT)

#### 1.2 Increase resources for public accessibility

Measurable action: Flesh out what public accessibility means. (ST)

Measurable action: Frame what it would look like to help citizens with public accessibility as defined. (MT)

#### 1.3 Educate citizens on the use of case-related filing technology

Measurable action: Create a toolkit of existing resources citizens can access from one portal which will provide information on Court-related questions. (LT)

#### 1.4 Develop plan for public/self-represented party accessibility to courts during crisis when physical access to courts are limited

Measurable action: Analyze access and response issues of current crisis on each class of court. Collect the data differences between the technology used in urban and rural areas of the State. (ST)

Measurable action: Create a planned response for each class of court according to technology capabilities to address public/self-represented party accessibility during crisis with limited physical access to the courts. (LT)





## STRATEGIC OBJECTIVE 2

2

## IMPROVE COLLABORATION AND PLANNING

### KEY INITIATIVES

#### 2.1 Foster ongoing executive and legislative branch communications and initiatives of mutual interest

Measurable action: Monitor the communication and advocacy done on behalf of the Judiciary. (ongoing)

#### 2.2 Improve the process for data collection and data integrity

Measurable action: Create basic plan for the process of data collection to share with the various councils. (MT)

Measurable action: Share with the councils and stakeholders to obtain buy-in. (LT)

#### 2.3 Pursue flexibility and efficiency in judicial education

Measurable action: Study the possibilities for flexibility and efficiency in judicial education across different classes of court. (MT)

Measurable action: Collaborate with ICJE to offer classes on topics requested by the Judicial Council such as sexual harassment prevention and ethics. (MT)

Measurable action: Compile and maintain a listing of all trainings sponsored or provided by the JC/AOC. (ST)

#### 2.4 Improve technology access, support and training across all classes of courts

Measurable action: Audit/Survey technology access, support and electronic capabilities across all class of courts, including identifying video and telephone conference platforms in use by each class of court. (ST)

Measurable action: Collaborate with AOC and Councils to offer support and solutions to technology issues for courts without support or funding. (LT)

Measurable action: Create resource (bench card) of best practices and options for video and teleconferencing proceedings – Rules of Engagement. (MT)

Measurable action: Collaborate with ICJE to offer classes or online training on video conferencing particular to each class of court, including instructions on the use of video conferencing applications such as Web Ex, Zoom, Microsoft Teams. (LT)

#### 2.5 Support all classes of Court in crisis management response taking into consideration both rural and urban areas and socio-economic factors for courts

Measurable action: Assist and support Councils for each class of court in identifying emergency functions and prioritizing other court functions that may be performed even during certain crisis situations. (LT)

Measurable action: Assist and support Councils for each class of court to create a well-defined emergency response plan. (MT)

Measurable action: Create reference guide to Pandemic issues in the Courts. (ST–MT)

## STRATEGIC OBJECTIVE 3

3

## PROMOTE THE WELLBEING, HEALTH, AND INTEGRITY OF THE JUDICIARY

### KEY INITIATIVES

#### 3.1 Develop a toolkit of wellness resources

Measurable action: Create a definition for “wellness” to be used when deciding which items belong in the toolkit. (ST)

Measurable action: Create the toolkit, which will be a compilation of resources to support “wellness”, possibly including State Bar resources among others. (LT)

#### 3.2 Communicate and promote the toolkit

Measurable action: Leverage relationships with ICJE and each Council to offer training on the toolkit to each Council for one year. (LT)

Measurable action: Develop feedback survey for the trainings. (LT)

Measurable action: Encourage a “wellness” event at each Judicial Council and court meeting. (LT)

## STRATEGIC OBJECTIVE 4

4

## ENHANCE THE PROFESSIONAL AND ETHICAL IMAGE OF THE JUDICIARY

### KEY INITIATIVES

#### 4.1 Support judges in community engagement

Measurable action: Continue to create and gather positive stories about the judiciary. (ongoing)

Measurable action: Develop practical rules for social media engagement. (ST)

#### 4.2 Develop a clearinghouse of resources for community engagement

Measurable action: Create the clearinghouse, which will be a compilation of existing resources members of the Judiciary can access when participating in community-facing programs. (MT)

#### 4.3 Communicate and promote the clearinghouse

Measurable action: Set a schedule for communicating the clearinghouse; set a calendar with events to support community engagement. (LT)



# TAB 1

**Judicial Council of Georgia**  
**General Session**  
**Nathan Deal Judicial Center**  
**Friday, August 18, 2023 • 10:00 a.m.**

**Members Present**

Chief Justice Michael P. Boggs, Chair  
Presiding Justice Nels S.D. Peterson, Vice  
Chair  
Vice Chief Judge Trent Brown  
Judge T. Neal Brunt  
Chief Judge Brandon Bryson  
Judge Scott Chastain (for Judge Chris  
Ballar)  
Judge Melanie B. Cross  
The Honorable J. Antonio DelCampo  
Chief Judge David L. Dickinson  
Chief Judge John Kent Edwards, Jr.  
Chief Judge Ural D. Glanville  
Judge William “Bill” Grady Hamrick  
Chief Judge Jeff Hanson  
Vice Chief Judge Ann B. Harris  
Chief Judge LaTisha Dear Jackson  
Judge Sheryl B. Jolly  
Presiding Judge Warner L. Kennon  
Chief Judge Matthew M. McCord  
Judge Danielle McRae  
Chief Judge Amanda H. Mercier  
Judge John E. Morse  
Chief Judge W. Fletcher Sams III  
Chief Judge D. Scott Smith

Judge D. Jay Stewart  
Judge W. James Sizemore, Jr.  
Chief Judge Sarah Wall  
Chief Judge David C. Will  
Judge Robert Wolf

**Staff Present**

Ms. Cynthia H. Clanton  
Ms. Alexis Bauman  
Ms. Michelle Barclay  
Mr. Peterson David  
Ms. Shimike Dodson  
Ms. Stephanie Hines  
Mr. Robby Lee  
Mr. Ben Luke  
Ms. Tracy Mason  
Mr. Deonte Mayfield  
Ms. Lashawn Murphy  
Mr. Bruce Shaw  
Ms. Sharmaine Small  
Mr. Andrew Zoll

**Guests (Appended)**

**Call to Order and Swearing In of New Members**

The meeting of the Judicial Council of Georgia (Council) was called to order at 10:00 a.m. by Chief Justice Boggs. He welcomed everyone and reminded attendees that the meeting would be recorded, livestreamed, and open to the press and public. Guests were asked to submit their attendance via e-mail for the purpose of the minutes. Chief Justice Boggs then recognized designees attending for absent members<sup>1</sup> and special guests. Chief Justice Boggs administered the Council oath to the following new members: Vice Chief Judge Brown, Vice Chief Judge Harris,

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<sup>1</sup> See Members Present on page 1.

Chief Judge Dickinson, Judge Jolly, Chief Judge Hanson, Judge Brunt, Judge Chastain, Judge Wolf, Chief Judge Will, and Mr. DelCampo. At its conclusion, Chief Justice Boggs asked Mr. DelCampo to lead The Pledge of Allegiance. Ms. Cynthia Clanton called roll call for members.

### **Approval of Minutes**

Chief Justice Boggs directed the Council's attention to the minutes of the April 21, 2023, General Session, provided in the materials. A motion to approve the minutes was offered by Chief Judge Wall, followed by a second from Chief Judge Sams. No discussion was offered, and the motion was approved without opposition.

### **Presentation: Judicial Council/AOC 50<sup>th</sup> Anniversary Proclamations**

Chief Justice Boggs introduced Senator and President Pro Tempore John F. Kennedy. Senator Kennedy thanked the Council for its work and noted that the positive effects of the collaboration between the Legislature and the Judicial Council on his sponsorship of SB 272 (2023) concerning the management of criminal records in Georgia. That issue reached a crescendo recently with millions of records being without final disposition, which negatively impacts Georgia's citizens, employers, and public safety. Senator Kennedy noted there are many factors that go into the cause of the problem, but the legislature and judiciary were able to work together to find a good policy and solution to address this issue; he encouraged the Council's continued focus and leadership in this area. Senator Kennedy concluded by congratulating the Judicial Council/Administrative Office of the Courts for 50 years of leadership.

Chief Justice Boggs then introduced Representative Soo Hong; she began her presentation by detailing her experience being a part of one of the largest freshman classes of legislators and highlighted the benefits of being an attorney while serving on both House Judiciary committees and subcommittees. Representative Hong announced that she sponsored House Resolution 594, recognizing May 4<sup>th</sup> as the Judicial Council/Administrative Office of the Courts 50<sup>th</sup> Anniversary Day, and concluded by presenting the Council with a framed copy of the Resolution.

Chief Justice Boggs thanked Senator Kennedy and Representative Hong for the recognition, and for their service and continuing partnership.

### **Presentation: Updated from the State Ethics Commission**

Chief Justice Boggs introduced Mr. Emadi and thanked him for attending. Mr. Emadi reminded the Council of the Commission's work to remove the Affidavit of Public Officer filing requirement for judges, given the Rule 3.1 filing with the Supreme Court. This change was made

last year and will be further refined to account for both election and non-election years. Senior judges have been fully exempted from being required to file the affidavit. For superior and appellate court judges, the Commission has upgraded the financial disclosure statement, and the information can now be imported from the previous year's submission. Mr. Emadi announced that contribution limits have been increased, allowing non-appellate judges an extra \$300 per cycle and an extra \$800 for appellate judges, per cycle. In conclusion, Mr. Emadi reported that the Commission will be a partner with the Judicial Security Committee during the legislative session. Chief Justice Boggs thanked Mr. Emadi for the updates and specifically noted the value of being able to import prior data to new reports.

### **Judicial Council Committee Reports**

American Rescue Plan Act Committee. Chief Justice Boggs referred members to the written report provided in the materials and noted new and important information posted on the ARPA website. He reported that last month he met with new Office of Planning and Budget Director Richard Dunn and members of the Governor's Office staff; it was a positive meeting and all requests made on behalf of the Judicial Council ARPA grant program were approved. Those requests, as well as administrative program changes made as a result, included: extension of the grant program through December 31, 2026 (previously December 31, 2024); extension of the performance period for all current CY 2023 ARPA Grants through December 31, 2025; moving up and extending the next application period from August 28, 2023, through September 15, 2023; and, a 9-month grant for the final year of the program (CY 2026), subject to available funding. Chief Justice Boggs reported OPB's approval for the Committee to extend and expand eligible grant fund uses to now include legal research software licenses for ARPA-funded staff attorneys and prosecutors, and evidence management software.

The next committee meeting will be held Friday, November 3, to make award decisions for CY 2024-2025. The Chief Justice reported that at its May 19 meeting, the Committee awarded over \$15 million to 25 judicial circuits, with \$12.9 million of that being awarded for audio-visual equipment modernization projects in existing courtrooms. Overall, in CY 2023, the Committee awarded grants to 39 of the 50 judicial circuits for a total of \$54,992,894. Chief Justice Boggs reported that as of Friday, August 11, \$15,385,657 has been reimbursed for CY 2022 expenses and \$3,458,078 has been reimbursed for CY 2023 (including audio-visual equipment modernization expenses). He reminded the members of the online dashboard that provides real time status of

reimbursement requests and asked circuits to consult the dashboard before reaching out to the AOC team regarding reimbursement statuses.

Legislation Committee. Presiding Justice Peterson referred members to the written report provided in the materials and presented four action items. He summarized each item and offered a motion on behalf of the Committee.

First, the Committee recommends the Judicial Council support legislation to provide for technical and conforming amendment cleanup to the OCGA as a result of the passage of HB 916 (2022). Chief Justice Boggs asked for any discussion; hearing none, the recommendation was approved without opposition.

Presiding Justice Peterson introduced the second item, sponsored by the Council of Probate Court Judges. The Committee recommends the Judicial Council support legislation to update and streamline the probate court fee schedule. Chief Justice Boggs asked for any discussion; hearing none, the recommendation was approved without opposition. The third item is a proposal from the Council of Accountability Court Judges. The Committee recommends the Judicial Council support legislation authorizing the Council of Accountability Court Judges to oversee certification and peer review processes for juvenile treatment courts, as it does for the other accountability court types under its statutory purview. Chief Justice Boggs asked for any discussion concerning the proposal; hearing none, the recommendation was approved without opposition.

Lastly, the Committee requests the authority to make decisions or take positions on legislation and related policy issues on behalf of the Judicial Council during the 2024 legislative session when time constraints prevent the convening of the full Judicial Council. Chief Justice Boggs asked for any discussion; hearing none, the request was approved without opposition. Presiding Justice Peterson announced that the committee plans to meet again on Wednesday, November 15. He concluded by asking the Council to continue to share information and legislative initiatives through the committee process so that the judicial branch remains coordinated.

Budget Committee. Justice Bethel referred members to the written report provided in the materials and presented three actions items on behalf of the committee. The first item consists of three enhancement requests for the AFY 2024 Judicial Council budget, which include: \$125,000 requested by the Access to Justice Committee to fund an impact study on legal self-help centers; \$419,000 to fully fund the Medical Legal Partnerships grant program; and, \$18,951 requested by the Council of Municipal Court Judges for operations and to restore pre-pandemic allocations.

Chief Justice Boggs asked for any discussion; hearing none, the AFY 2024 enhancement requests (totaling \$562,951) and the total AFY 2024 budget request (\$20,750,820.00, a 2.79 percent increase over FY 2024) were approved without opposition. Chief Justice Boggs noted that the annual budget instructions had been distributed this week and agencies were authorized to request up to a 3 percent increase; the Council's AFY 2024 request falls below that threshold.

Justice Bethel then reported on the enhancement requests made for the FY 2025 Judicial Council budget, which include: \$419,000 to fully fund the Medical Legal Partnerships grant program (annualized); \$18,951 requested by the Council of Municipal Court Judges for operations and to restore pre-pandemic allocations (annualized); \$87,807 requested by the Administrative Office of the Courts for a Project Coordinator position; \$10,723 requested by the Council of Magistrate Judges for operations; \$32,444 requested by the Council of Accountability Court Judges to fully annualize the Medication-Assisted Treatment Statewide coordinator position which was partially funded in the FY24 budget; and \$100,000, requested by the Georgia Resource Center for a staff attorney position. Justice Bethel also reported a transfer of \$273,470 from the Supreme Court's budget to the Judicial Council budget, for the National Center for State Courts annual dues; no new funds are requested, this would just simply move the funds to the statewide administrative agency for the judiciary and result in a net-zero increase. Justice Bethel detailed the breakdown of these requests between operational and grant-funding. Chief Justice Boggs asked for any discussion to the request; hearing none, the FY 2025 enhancement requests (totaling \$664,925, a 3.29 percent increase over FY 2024, plus the transfer (\$273,470)), and the total FY 2025 budget request (\$21,126,264.00, a 3.29 percent increase over FY 2024) were approved without opposition.

Finally, Justice Bethel presented the Committee's request for the authority to make decisions or take positions on legislation and related policy on behalf of the Judicial Council during the 2024 legislative session when time constraints prevent the convening of the Judicial Council. This request is also made for any special session of the General Assembly during CY23. Chief Justice Boggs asked for any discussion; hearing none, it was approved without opposition.

Salaries and Supplements. Chief Justice Boggs expressed his appreciation to Justice Bethel and Chief Judge Russell Smith for their leadership with this Committee's work. Justice Bethel expressed his thanks to Chief Judge Smith, the members of the Committee, and the advisory members who participated. Justice Bethel referred members to the written report included in the

materials. To lay the framework and context for his presentation, Justice Bethel reviewed the history of this issue, referring to the 2016 report of the Commission created by the General Assembly, the subsequent creation of the Judicial Council Committee, and its charge. He reminded members of the committee's Initial Report which was primarily focused on updating the 2016 report with current data; since then, the committee worked hard to develop a proposal that was ultimately submitted to the superior court judges at August training conference.

Justice Bethel summarized the proposal as including the following provisions: creates a base-rate compensation structure; defers to the legislature in making any increases subject to appropriation; eliminates the current system of local supplements and implements a locality pay intended to account for a cost-of-living differential no greater than 10 percent of the state-appropriated salary; an opt-in structure for existing judges; grandfathering in of local vested benefits; and, recommends the creation of a standing Commission to review these issues on an ongoing basis. The results from the superior court poll have been publicized and show favorable participation from the bench; 90 percent of sitting superior court judges voted, with 86 percent voting in favor of this plan.

In conclusion, Justice Bethel stated the Committee presents this as its Final Report and presents as a motion that the Council accept the report and adopt the committee's recommendations made therein as official positions of the Judicial Council and the proposal be made a legislative priority of the Judicial Council. Chief Justice Boggs asked for any questions or opposition; hearing none, it was approved unanimously. Chief Justice Boggs thanked everyone for their work.

Judicial Security Committee. Justice LaGrua referred members to the written report provided in the materials. She reviewed the history of the Committee since its creation in February 2023. The committee held their first full meeting on April 18, 2023, and two subcommittees were created. Justice LaGrua reported that the Training and Situational Awareness committee has been working on designing security training for judges across all classes of courts. They met with the Georgia Public Safety Training Center (GPSTC) Director Chief Chris Wiggington and his team regarding formal security training for judges and law enforcement that interact with judges. GPSTC staff will build a training that will begin to be rolled out to each class of court in 2024 through semi-annual training conferences. Justice LaGrua reported that the Procedural and Legislative Subcommittee has been gathering information from across the state, identifying state

and local agencies that maintain personal identifying information of judges and their spouses, as well as reviewing legislation addressing restriction to this information across the country. Justice LaGrua concluded by encouraging members to relay any thoughts or concerns to Judge Rickman and herself.

Technology Committee. Judge Stephen Kelley referred members to the written report provided in the materials. The Committee met recently and has identified the need to review the *Statewide Minimum Standards for Electronic Filing* adopted years ago. He reported that great progress that has been made on the protective order registry forms, with beta testing going on around the state and continuing work with the Georgia Crime Information Center as it pertains to bond hearings. Judge Kelley highlighted that the AOC has created a virtual calendar call that may be used by any class of court and encouraged members to contact Mr. Luke, Judicial Council/AOC Chief Technology Officer, or himself if they are interested. He concluded by reminding members about the AOC IT team's training events and newsletter, which have been very successful. The Committee will begin looking at the issue of Artificial Intelligence and how that will affect the courts.

Judicial Workload Assessment Committee. Chief Justice Boggs recognized Judge Leonard and referred members to the written report included in the materials. Judge Leonard provided a summary of the workload assessment process, including the recent Time in Motion study, which led to the approval of new case weights at the April General Session. The data included in today's presentation will be the first workload assessment to utilize these new case weights. He also reminded members about the policy change approved in April to allow for electronic voting, which would be implemented in this meeting. Chief Judge Leonard stated six new circuits, in addition to three carryover circuits who have previously qualified and been recommended, will be presented to the Council for a new judgeship recommendation today.

Judge Leonard yielded the floor to Ms. Hines, who presented the new circuits that submitted a workload assessment request, were found to be qualified, and recommended for a new judgeship by the Committee under the Council's Policy: Tifton Judicial Circuit (workload value 1.41); Houston Judicial Circuit (workload value 1.40); Northern Judicial Circuit (workload value 1.25); Stone Mountain Judicial Circuit (workload value 1.25); Tallapoosa Judicial Circuit (workload value 1.25); and, Alapaha Judicial Circuit (workload value 1.24). She also presented the three circuits with standing recommendations: Douglas Judicial Circuit (workload value 1.36);



Clayton Judicial Circuit (workload value 1.34); and Augusta Judicial Circuit (workload value 1.32).

Following Ms. Hines' presentation of the workload assessment data for all nine circuits, she stated the Chief Judges present from each circuit would be recognized to address the Council. Before that, Judge Leonard reported that the three carryover circuits' workload assessments had been updated using the new case weights resulting from the recent time and motion study, so that all analyses utilized the same methodology.

Chief Justice Boggs asked to pause the Committee's presentation to allow Mr. DelCampo to deliver his report on behalf of the State Bar, as he will need to depart early for another Bar event. Mr. DelCampo thanked Chief Justice Boggs and members of the Council for their work. He shared that the priorities for the State Bar this year include the Bar's physical space, upgrading the website, and continuing the focus on attorney mental health and well-being. Chief Justice Boggs thanked Mr. DelCampo for his service to the Bar and as a member of the Judicial Council.

Going back to the Committee report, Chief Judge William Reinhardt, Chief Judge Edward Lukemire, Chief Judge Bo McClain, Chief Judge Robert Mack, Chief Judge Dear Jackson, Chief Judge Mark Murphy, and Judge Richard Perryman on behalf of Chief Judge Clayton Tomlinson, gave presentations detailing their circuits' need for a new judgeship. Chief Justice Boggs thanked the judges for their presentations and reminded everyone that this process is not a competition; a need exists in every circuit presented today and he expressed his support for each of these requests.

Moving on, Chief Justice Boggs stated that the Council would take two votes. Judge Leonard explained that the first vote will be to approve the six new judgeship recommendations, and the second to rank all nine judgeship recommendations (six new, and three standing); both votes will be conducted electronically. Mr. Luke explained the procedures, referencing the instruction sheet provided in the materials, and provided several sample questions to acquaint members with the technology. During this time, Judge Leonard referenced the provision in the Council's policy that allows for deliberation on any of the requests, during which members in any affected circuits should not be present. Chief Justice Boggs asked if there were any questions or discussion; none were offered.

Upon completion of the sample ballots, Chief Justice Boggs restated that the first vote would be on the *approval* of the six new judgeship recommendations. Mr. Luke explained that the ballot will list the circuits as individual questions, in alphabetical order, for a *Yes/No* vote. Per

policy, Vice Chief Judge Brown supervised the administration of the electronic ballot, and each voting member completed a ballot on the first vote.

Upon completion of the first vote, Vice Chief Judge Brown reviewed and confirmed the results. The second vote, to *rank* all nine judgeship recommendations, was then administered. Chief Justice Boggs and Judge Leonard reminded members that, per policy, ballots must be complete to be submitted and counted. Once all ballots were completed, the results of the judgeship recommendation ranking were displayed on the screen. Vice Chief Judge Brown reviewed and confirmed the results and Mr. Luke was asked to read the complete list. The result of the Judicial Council's ranked judgeship recommendations is as follows: Tifton Judicial Circuit, Houston Judicial Circuit, Douglas Judicial Circuit, Clayton Judicial Circuit, Stone Mountain Judicial Circuit, Augusta Judicial Circuit, Northern Judicial Circuit, Tallapoosa Judicial Circuit, and Alapaha Judicial Circuit.

This concluded the Committee report. Chief Justice Boggs called for a 10-minute break.

Grants Committee. Chief Justice Boggs referred members to the written report provided in the materials.

Strategic Plan Committee. Chief Justice Boggs referred members to the written report provided in the materials.

### **Report from the Judicial Council/AOC**

Ms. Clanton delivered a report on behalf of the JC/AOC. She highlighted the swearing-in ceremonies of Chief Judge Mercier, Vice Chief Judge Brown, Judge Jeffrey Watkins, and Senior Judge Andrew Fuller, who will be with the court on a temporary basis while Judge Phipps addresses health challenges, to which Director Clanton expressed her well wishes.

Ms. Clanton provided highlights from each of the court councils' semi-annual conferences held throughout the spring and summer and congratulated the new officers from each group. She thanked the Council of Superior Court Judges for inviting AOC staff to present on topics such as IT and ARPA at its conference. The Council of State Court Judges celebrated its 35<sup>th</sup> anniversary at its Spring Conference, welcomed new president Chief Judge Edwards and president-elect Judge Hanson, and honored Executive Director Bob Bray with its legacy award. Chief Judge Edwards also received the Distinguished Leadership Award for his term as Chair of the Judicial Council's Board of Court Reporting. She highlighted the swearing in of Judge Kennon as President of the Council of Juvenile Court Judges, Judge McRae and Judge Chastain as President and Vice

President of the Council of Probate Court Judges, Chief Judge McCord and Chief Judge Will as President and President-Elect for the Council of Municipal Court Judges and, Mr. DelCampo as President of the State Bar. She thanked the Bar for providing the Judicial Council/AOC an exhibitor table at its Annual Conference, to highlight the 50<sup>th</sup> anniversary and the services the agency provides, and reviewed the many judicial events that took place during the conference.

Ms. Clanton reported on the first Criminal Case Data Exchange Board Meeting hosted at the AOC in early August and spoke to several other resources and projects provided to the judiciary by AOC staff. She referred members to the copy of the newly revised *Rules for Legal Interpreting*, adopted by the Supreme Court in June, provided in the materials. Ms. Clanton closed her remarks by reiterating the AOC's role as a service agency to the judiciary.

### **Reports from Courts, Councils, & State Bar**

Supreme Court. Chief Justice Boggs referred members to the written report provided in the materials.

Court of Appeals. Chief Judge Mercier referred members to the written report provided in the materials.

State-wide Business Court. Judge Hamrick referred members to the written report provided in the materials.

Council of State Court Judges. Chief Judge Edwards referred members to the written report provided in the materials.

Council of Juvenile Court Judges. Judge Kennon referred members to the written report provided in the materials.

Council of Probate Court Judges. Judge McRae referred members to the written report provided in the materials.

Council of Magistrate Court Judges. Chief Judge Bryson referred members to the written report provided in the materials.

Council of Superior Court Judges. Judge Morse referred members to the written report provided in the materials.

Council of Municipal Court Judges. Chief Judge McCord referred members to the written report provided in the materials.

State Bar of Georgia. *Presented earlier in the meeting.*

## **Reports from Other Judicial Branch Agencies**

Council of Accountability Court Judges. Ms. Alison Lerner thanked the Judicial Council for its support of the juvenile treatment court legislative initiative and referred members to the written report provided in the materials.

Georgia Commission on Dispute Resolution. Judge Cindy Morris thanked the Council of Probate Court Judges for its support in implementing probate court mediation, which will start training mid-January, and she thanked Chief Judge Mercier for her years of service on the Commission.

Council of Superior Court Clerks. Mr. Mike Holiman announced the Council will hold a strategic planning meeting at the end of the month.

Chief Justice's Commission on Professionalism. A written report was provided in the materials.

Georgia Council of Court Administrators. Ms. Lynne Ansley highlighted the Council's celebration of its 25<sup>th</sup> anniversary. She announced that Ms. LeNora Hawkins Ponzo will be sworn in as the Council's next President at the September 2023 conference and thanked the Council members for their continued support.

Institute of Continuing Judicial Education. A written report was provided in the materials.

Judicial Qualifications Commission. No report was provided.

Georgia Association of Juvenile Court Clerks. A written report was provided in the materials.

## **Old Business**

No old business was offered.

## **New Business**

No new business was offered.

## **Adjournment**

Chief Justice Boggs thanked everyone for their attendance and for their contribution to the Council. He reviewed the CY 2024 meeting schedule as printed in the materials, and reminded members that the next General Session meeting will be held on Friday, December 8, 2023, on Zoom only. Chief Justice Boggs asked members to gather for a group photo and enjoy the provided lunch.

The meeting was adjourned at approximately 1:10 p.m.

Respectfully submitted:

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Tracy Mason and Alexis Bauman  
Director's Division, Judicial Council/AOC  
For Cynthia H. Clanton, Director and Secretary

The above and foregoing minutes  
were approved on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

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Michael P. Boggs  
Chief Justice

**Judicial Council of Georgia  
General Session  
Nathan Deal Judicial Center  
Friday, August 18, 2023 • 10:00 a.m.**

**Guest Present**

Judge Cynthia Adams, Douglas Judicial Circuit  
Judge G.E. “Bo” Adams, Houston Judicial Circuit  
Ms. Lynn Ansley, Seventh Judicial Administrative District  
Judge Shakara Barnes, Office of State Administrative Hearings  
Mr. James Beal, Georgia Senate  
Justice Charles J. Bethel, Georgia Supreme Court  
Mr. T.J. BeMent, Tenth Judicial District Court Administrator  
Mr. Bob Bray, Council of State Court Judges  
Ms. Alison Burleson, Eighth Judicial Administrative District  
Ms. Samantha Cannon, Director of Chattahoochee Juvenile Court, President of the Juvenile Court Clerks Association  
Mr. Brent Churchwell, Georgia Senate Budget and Evaluation Office  
Ms. Angie Davis, Georgia State-wide Business Court  
Mr. Richard F. Denney, First Judicial Administrative District  
Judge Sara Doyle, Georgia Court of Appeals  
Justice John Ellington, Georgia Supreme Court  
Ms. Karlise Grier, Chief Justice’s Commission on Professionalism  
Judge Bert Guy, Brunswick Judicial Circuit  
Mr. Mike Holiman, Council of Superior Court Clerks  
Representative Soo Hong, Georgia House of Representatives  
Mr. Kevin Holder, Council of Probate Court Judges  
Judge Stephen Kelley, Brunswick Judicial Circuit  
Senator John F. Kennedy, Georgia State Senate  
Justice Shawn Ellen LaGrua, Georgia Supreme Court  
Judge Robert D. Leonard, Superior Court, Cobb Judicial Circuit  
Ms. Alison Lerner, Council of Accountability Court Judges  
Judge Edward Lukemire, Houston Judicial Circuit  
Judge Kathrine Lumsden, Houston Judicial Circuit  
Chief Judge Robert L. Mack, Clayton Judicial Circuit  
Chief Judge William McClain, Douglas Judicial Circuit  
Ms. Grace McGowan, Ninth Judicial Administrative District  
Mr. David Mixon, Second Judicial Administrative District  
Chief Judge Cindy Morris, Conasauga Judicial Circuit  
Judge Mark Murphy, Tallapoosa Judicial Circuit  
Mr. Jay Neal, Criminal Justice Coordinating Council  
Ms. Debra Nesbit, Council of Superior Court Judges  
Mr. Brock Perry, Georgia House of Representatives  
Judge Richard Perryman, Alapaha Judicial Circuit  
Ms. Lenora Hawkins Ponzo, Fourth Judicial Administrative District  
Ms. Sharon Reiss, Council of Magistrate Court Judges

Ms. Karlie Sahs, Georgia Office of Dispute Resolution  
Mr. William Simmons, Sixth Judicial Administrative District  
Mr. Shannon Weathers, Council of Superior Court Judges  
Mr. Dave Williams, Metro Atlanta Chamber of Commerce  
Ms. Kirsten Wallace, Council of Juvenile Court Judges

DRAFT

# TAB 2





## **Judicial Council of Georgia Administrative Office of the Courts**

**Chief Justice Michael P. Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

### **PRESS RELEASE**

For more information:  
Bruce Shaw  
[bruce.shaw@georgiacourts.gov](mailto:bruce.shaw@georgiacourts.gov)  
470-585-2781

**For Immediate Release:**  
November 9, 2023

### **Judicial Council Announces American Rescue Plan Act Awards to 39 Judicial Circuits**

Atlanta – The Judicial Council of Georgia Ad Hoc Committee on ARPA Funding (“Committee”) has awarded grants totaling \$20,712,972 to be distributed among 39 judicial circuits that applied for CY 2024 – 2025 funding. This award constitutes nearly the full balance of ARPA funds committed to the judicial branch that have not been expended or encumbered by prior awards. Of these circuits, three applied for new awards and 36 applied for additional funds to amend an existing award. The Committee accepted applications from August 28, 2023, through September 15, 2023, for the award period beginning January 1, 2024, and ending on December 31, 2025.

In calendar year 2022, grants totaling \$44,147,105 were awarded to 42 of the 50 judicial circuits. The Committee has previously awarded more than \$54 million to 39 judicial circuits for calendar year 2023 funding; in a program change announced this year, the grant period for CY 2023 awards has been extended through December 31, 2025, and any unspent funds remaining at the end of this calendar year will carry over and be eligible for use through the entire grant period. Subject to available funds, the program is planned to run through CY 2026.

As of this round of funding, 46 of Georgia’s 50 judicial circuits will have received grants since the program began on January 1, 2022.

Included in this round of awards is first-time funding to seven circuits to add audio-visual equipment modernization in existing courtrooms to their current backlog response plans. Funds have been awarded around the state for temporary personnel to respond to the case backlog, such as senior judges, judges to serve by designation, court clerks, prosecutors, security personnel,

investigators, victim support staff, and court reporters; rental costs for temporary space to hold court; supplies and materials; mandatory education and training for certain personnel; and staff to support grant administration. The Committee previously awarded over \$12 million to 21 circuits for audio-visual equipment modernization in compliance with the Committee's Audio-Visual Equipment Modernization Policy. Approved expenses in this category include evidence presentation tools, assisted listening systems, video conferencing and remote appearance systems, improved court reporting interfaces, and general audio and video improvements aimed at assisting the circuits in reducing their backlog of serious violent felony cases.

“With the ability for circuits to carryover funds previously awarded in CY 2023 to CYs 2024-2025, the Committee carefully analyzed the available balance of the original \$96 million committed to the judicial branch and distributed this round of funds in what we believe was an equitable and beneficial way for all circuits,” said Supreme Court of Georgia Chief Justice Michael P. Boggs, Chair of the Judicial Council and the ARPA Committee. “The Committee will monitor the status of awards and the continuing progress being made to reduce pandemic-related case backlogs around the state.”

A complete list of CYs 2024-2025 grantees and award amounts is attached. Funding decisions are based on demonstrated need as long as funding is available. More information on grant requirements, Committee policies, frequently asked questions, timelines, and contact information is available at <https://jcaoc.georgiacourts.gov/arpa/>.

### Background on Judicial ARPA Funding

Georgia's judiciary operated under a Statewide Judicial Emergency Order from March 2020 through June 2021. The order placed necessary limitations on court operations to protect the health and safety of those working in and coming to courthouses during this time but also resulted in a backlog of criminal and civil cases, particularly those requiring jury trials to resolve.

In October 2021, Gov. Brian P. Kemp announced the allocation to the judicial branch of \$110 million of ARPA funds to address backlogs of court cases, particularly cases involving serious violent felonies. The Judicial Council is administering \$96 million of that total for eligible courts, prosecutors, and related agencies. The remaining \$14 million in ARPA funds was allocated to the Georgia Public Defender Council for grants to public defenders.

The Committee, chaired by Supreme Court of Georgia Chief Justice Michael P. Boggs, is overseeing the application process for the grants, and the Judicial Council's Administrative Office of the Courts is facilitating the grant application, award, compliance, and reporting processes. All funds allocated to the judicial branch must be spent by December 31, 2026.

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**Judicial Council of Georgia**  
**Ad Hoc Committee on American Rescue Plan Act Funding – CY 2024 - 2025 Awards**  
**November 3, 2023**

Circuit	CY 2024-2025 Award Amounts
*Budget as approved by Committee	\$ 20,712,972
Alapaha	\$ 139,066
Alcovy	\$ 103,242
Appalachian	\$ 663,089
Atlanta	\$ -
Atlantic	\$ 623,774
Augusta	\$ 387,569
Bell-Forsyth	\$ -
Blue Ridge	\$ 80,824
Brunswick	\$ 389,297
Chattahoochee	\$ 804,491
Cherokee	\$ 947,938
Clayton	\$ -
Cobb	\$ 775,138
Columbia	\$ 392,126
Conasauga	\$ 38,051
Cordele	\$ 431,944
Coweta	\$ 740,087
Dougherty	\$ 492,690
Douglas	\$ 346,809
Dublin	\$ 241,193
Eastern	\$ -
Enotah	\$ 1,653,313
Flint	\$ -
Griffin	\$ 475,063
Gwinnett	\$ 968,842
Houston	\$ -
Lookout Mountain	\$ 1,702,543
Macon	\$ 483,092
Middle	\$ -
Mountain	\$ 143,044
Northeastern	\$ 749,692
Northern	\$ 259,311
Ocmulgee	\$ 113,988
Oconee	\$ 313,654
Ogeechee	\$ 584,766
Pataula	\$ -
Paulding	\$ 591,414
Piedmont	\$ 1,024,235
Rockdale	\$ 775,138
Rome	\$ -
South Georgia	\$ 83,715
Southern	\$ -
Southwestern	\$ 128,989
Stone Mountain	\$ 775,138
Tallapoosa	\$ 930,903
Tifton	\$ 351,804
Toombs	\$ 200,783
Towaliga	\$ 249,594
Waycross	\$ -
Western	\$ 556,623
	\$ 20,712,972

*Note: All reported amounts are subject to change based on grant awards that were made conditionally pending pre-approval of select items by the Governor's Office of Planning and Budget, subsequent changes to eligible expenses by OPB and/or the Committee, or based on other Committee adjustments.*

# TAB 3



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Michael P. Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### **Memorandum**

TO: Judicial Council Members

FROM: Presiding Justice Nels S.D. Peterson  
Chair, Standing Committee on Legislation

RE: Committee Report

DATE: November 16, 2023

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The Standing Committee on Legislation ("Committee") met on November 15, 2023, to discuss legislative items for the 2024 Session of the General Assembly. The Committee makes the following recommendations to the Judicial Council:

#### **Judicial Council of Georgia** **Judicial Security: Judges' Personally Identifiable Information**

The Standing Committee on Legislation recommends the Judicial Council support legislation to provide for the development of a process to identify and manage judges' personally identifiable information and for notifying state and local government entities of the restriction of such information. (*Information and draft language attached*)

#### **Council of Municipal Court Judges** **Extension of Minimum Term**

The Standing Committee on Legislation recommends the Judicial Council support legislation to extend the minimum term for municipal court judges and provide other amendments regarding the service and removal for cause of municipal court judges. (*Information and draft language attached*)

**Judicial Council of Georgia**  
**Standing Committee on Legislation**  
**Legislative Support Request/Informational Item**

**Court/Council/Commission/Agency:** JC Standing Committee on Judicial Security

**Session:** 2023-2024 ☒

**Subject Matter:** Judicial Security

**Code Section(s):** Titles 15 and 36 – Courts and Local Government

**Submitted as an:** Action Item *(for position of support)* ☒ Informational Item ☐

**1. Overview:** Describe the proposal/legislation and its purpose.

An independent judiciary is critical to the rule of law. A necessary element of judicial independence is ensuring the security of judicial officers, and therefore is an issue of ongoing, long-term importance to the Council. The Judicial Council Standing Committee on Judicial Security was created to identify and take the steps necessary to protect the safety and security of Georgia’s judiciary, both inside and outside the courthouse. The Committee’s first steps in protecting the judiciary are the protection of personally identifiable information (PII) on the internet and in public records, developing a process to identify and manage judges’ PII, and notifying state and local government entities of PII that must be restricted from publicly available content.

An overview of the draft legislation:

- Section 1—New Art. 8, related to judicial security, added to existing Ch. 5 (Administration of Courts of Record Generally), Title 15 (Courts):
  - o New OCGA § 15-5-110: As used in new Art. 8, defines:
    - (1) Personally identifiable information;
    - (2) Protected person;
    - (3) Publicly available content;
    - (4) Publicly post or publicly display; and
    - (5) State or local government entity.
  - o New OCGA § 15-5-111: Adds three new duties to AOC:
    - (1) Create and maintain a database of “protected persons” and their “personally identifiable information” (as defined in new OCGA § 15-5-110 (1)-(2));
    - (2) Develop and manage a process to notify state or local government entities determined to have a protected person’s personally identifiable information; and
    - (3) Coordinate statewide training and information sharing relating to judicial security.

*(continued)*

**Judicial Council of Georgia**  
**Standing Committee on Legislation**  
**Legislative Support Request/Informational Item**

- o New OCGA § 15-5-112:
  - (a) AOC notifies state and local government entities that a protected person's personally identifiable information must be restricted from publicly available content.
  - (b) AOC notifies state and local government entities that judge/justice removed, resigned, or retired, so no longer a protected person requiring protection of PII.
  - (c) Notified state or local entity shall not publicly post or display a protected person's personally identifiable information.
  - (d) Notified state or local entity has 30 days to comply after receiving notice pursuant to (c).
  - (e) Notified state or local entity must protect PII of protected person indefinitely unless:
    - (1) The protected person consents to public disclosure; or
    - (2) AOC notifies that no longer qualifies as a "protected person," as defined in new OCGA § 15-5-110 (2).
  - (f) If notified state or local entity does not comply within 30 days after receiving notice pursuant to (c)-(d), protected person may request injunctive relief.
- Section 2—Amends OCGA § 15-6-34: Council of Superior Court Judges notifies AOC of the election, appointment, resignation, removal, or retirement of superior court judges.
- Section 3—Amends OCGA § 15-7-26: Council of State Court Judges notifies AOC of the election, appointment, resignation, removal, or retirement of state court judges.
- Section 4—Amends OCGA § 15-9-15: Council of Probate Court Judges notifies AOC of the election, appointment, resignation, removal, or retirement of probate court judges.
- Section 5—Amends OCGA § 15-10-7: Council of Magistrate Court Judges notifies AOC of the election, appointment, resignation, removal, or retirement of magistrate court judges.
- Section 6—Amends OCGA § 15-11-58: Council of Juvenile Court Judges notifies AOC of the election, appointment, resignation, removal, or retirement of juvenile court judges.

*(continued)*

**Judicial Council of Georgia**  
**Standing Committee on Legislation**  
**Legislative Support Request/Informational Item**

- Section 7—Amends OCGA § 36-32-40: Council of Municipal Court Judges notifies AOC of the election, appointment, resignation, removal, or retirement of municipal court judges.
- Section 8—Effective date of July 1, 2025, to allow the AOC sufficient time to staff up and establish a substantial new process and area of responsibility.
- Section 9—Boilerplate repeal of conflicting laws.

**2. Priority:** Is this legislation of high, medium, or low importance to your Court/Council/Commission/agency?      High

**3. Stakeholders & Constituents:**

- a.** Describe the constituent and stakeholder groups that may be affected by this proposal (e.g., executive branch, other governmental entities, other agencies).

Judges and Justices in the State of Georgia, the Judges' Councils, and state and local agencies that require judges' PII and make that information public.

- b.** Which are likely to support this request? The Justices, Judges, and Judges' Councils.

Which are likely to oppose this request? Too early to tell but outreach to stakeholders and affected groups will continue.

**4. Supporting data:** Summarize any supporting data, evaluations, and/or research for this request.

Recent articles that underscore the importance of Judicial Security:

A slain Maryland judge presided over the divorce case of man identified as a suspect in his killing (October 20, 2023), <https://apnews.com/article/maryland-judge-shot-killed-394b2eaf2570813d1f2845c45f8a99fe>



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Panel highlights threats to judges amid rising tensions, Courthouse News Service (June 16, 2022), <https://www.courthousenews.com/panel-highlights-threats-to-judges-amid-rising-tensions/>

U.S. judges faced over 4,500 threats in 2021 amid rising extremism –official, Reuters (Feb. 15, 2022), <https://www.reuters.com/world/us/us-judges-faced-over-4500-threats-2021-amid-rising-extremism-official-2022-02-14/>

United States Courts (Dec. 22, 2021), <https://www.uscourts.gov/news/2021/12/02/judicial-security-bill-advances-judge-who-lost-son-urges-final-passage>

5. **Additional impact:** Will this request require a constitutional amendment or new court rule? Explain why the purpose of the bill cannot be achieved without legislation, if applicable.

Legislation is needed because statutory duties related to judicial security are being added to the AOC, trial court judges, and applicable trial court councils. Statutory protection for the PII of “protected persons” (as defined) held by the Executive Branch, county governments, and municipal governments is also sought. Trial court councils may adopt conforming changes to their respective court rules as needed and desired. No constitutional changes needed.

6. **Budget:**

- a. Will this legislation have a fiscal impact on the state? Yes  
b. If yes, what is the projected expense?

Below are the projected needs and their cost estimates for the fiscal impact on the AOC.

Anticipated Need	Annual Cost
Judicial Security PII Manager (Est. salary \$81k)	\$135,767
Enterprise Web Crawling/Alerting Software Contract ( <i>estimate</i> )	\$27,500
<b>Total</b>	<b>\$163,267</b>

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This legislation will also impose an additional ministerial duty to protect the PII of “protected persons” on Executive Branch agency employees who are notified by the AOC that such information must be protected.

- c. Has a White Paper been submitted to the Judicial Council Standing Committee on Budget (if applicable)? Not yet. If this legislation achieves final passage, funding would be sought in the AFY25/FY 26 budgets to have staff in place prior to the effective date.
  - d. Will this legislation have a fiscal impact on counties or municipalities? Yes, because this legislation will impose an additional ministerial duty to protect the PII of “protected persons” on county and municipal employees who are notified by the AOC that such information must be protected.
7. **Other Factors:** Discuss any other relevant factors that should be considered, including experience in other states or whether similar legislation has been introduced in the past.

[Click here for a list of Judicial/Public Office Security legislation NCSC is tracking nationwide with summaries.](#)

Laws protecting Judges’ PII and/or personal security have been filed in multiple states besides Georgia including Arizona, Arkansas, Connecticut, Florida, Hawaii, Idaho, Illinois, Indiana, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Nevada, New Jersey, New York, North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, Texas, and Virginia.

A BILL TO BE ENTITLED  
AN ACT

1 To amend Chapter 5 of Title 15 of the Official Code of Georgia Annotated, relating to the  
2 administration of courts of record generally, to enact a new Article 8 related to judicial security,  
3 to provide for definitions, to require the Administrative Office of the Courts to notify certain  
4 state or local government entities that public access to the personally identifiable information of  
5 protected persons must be restricted, to require each state or local government entity in receipt of  
6 such notice from the Administrative Office of the Courts to restrict public access to the  
7 personally identifiable information of protected persons, and to provide for injunctive relief for  
8 protected persons; to amend Article 1 of Chapter 6 of said title, relating to superior courts, so as  
9 to require status change notifications for superior court judges; to amend Article 2 of Chapter 7  
10 of said title, relating to state court judges, so as to require status change notifications for state  
11 court judges; to amend Article 1 of Chapter 9 of said title, relating to probate courts, so as to  
12 require status change notifications for probate court judges; to amend Article 1 of Chapter 10 of  
13 said title, relating to magistrate courts, so as to require status change notifications for magistrate  
14 court judges; to amend Article 2 of Chapter 11 of said title, relating to juvenile court  
15 administration, so as to require status change notifications for juvenile court judges; to amend  
16 Article 3 of Chapter 32 of Title 36 of the Official Code of Georgia Annotated, relating to the  
17 Council of Municipal Court Judges, so as to require status change notifications for municipal  
18 court judges; to provide for related matters; to repeal conflicting laws; and for other purposes.

19 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

**SECTION 1.**

Chapter 5 of Title 15 of the Official Code of Georgia Annotated, relating to the administration of courts of record generally, is amended by enacting a new Article 8, relating to judicial security, to read as follows:

“Article 8

15-5-110.

As used in this article, the term:

(1) ‘Personally identifiable information’ means any:

(i) Residential address or phone number of a protected person, including and any secondary residence affirmatively identified by such protected person, if applicable; and

(ii) Mobile phone number of a protected person, if applicable.

(2) ‘Protected person’ means any:

(i) Elected or appointed judge or justice of this state and his or her spouse; and

(ii) Elected or appointed judge of any county or municipality of this state and his or her spouse.

(3) ‘Publicly available content’ means any written, printed, or electronic document or record that provides information or that serves as a document or record maintained, controlled, or in the possession of a state or local government entity that may be obtained by any person or entity, from the Internet, or from the state or local government entity upon request either free of charge or for a fee.

(4) ‘Publicly post’ or ‘publicly display’ means to communicate to or otherwise make available to the general public.

(5) ‘State or local government entity’ means any:

(i) Agency of the executive branch of state government; or

(ii) Any county or municipality of this state.

15-5-111.

The Administrative Office of the Courts shall:

47 (1) Create and maintain a database of protected persons and the personally identifiable  
48 information of protected persons;

49 (2) Develop and manage a process to regularly identify each state or local government  
50 entity in this state that possesses the personally identifiable information of protected  
51 persons; and

52 (3) Coordinate statewide training and information sharing related to judicial security.

53 15-5-112.

54 (a) Within 30 days after receiving written notice of the election or appointment of a judge or  
55 justice of this state or any county or municipality of this state, the Administrative Office of  
56 the Courts shall notify in writing each state or local government entity determined by the  
57 Administrative Office of the Courts to possess the personally identifiable information of a  
58 protected person that public access to such information must be restricted pursuant to  
59 subsection (c) of this Code section.

60 (b) Within 30 days after receiving written notice of the removal, resignation, or retirement of  
61 a judge or justice of this state or any county or municipality of this state, the Administrative  
62 Office of the Courts shall notify in writing each state or local government entity determined  
63 by the Administrative Office of the Courts to possess the personally identifiable information  
64 of a protected person that public access to such information shall no longer be restricted  
65 pursuant to subsection (c) of this Code section.

66 (c) A state or local government entity shall not publicly post or display publicly available  
67 content that includes the personally identifiable information of a protected person if such  
68 state or local government entity has received a written request from the Administrative  
69 Office of the Courts pursuant to subsection (a) of this Code section that the state or local  
70 government entity refrain from disclosing the protected person's personally identifiable  
71 information.

72 (d) After a state or local government entity has received a written request from the  
73 Administrative Office of the Courts pursuant to subsection (a) of this Code section that it  
74 refrain from disclosing a protected person's personally identifiable information, such entity

shall restrict the protected person's personally identifiable information from publicly available content within 30 days after such request is received.

(e) After a state or local government entity has restricted the protected person's personally identifiable information from publicly available content pursuant to subsection (c) of this Code section, such entity shall not publicly post or display the protected person's personally identifiable information unless the entity has received:

(1) Written consent from the protected person to make his or her personally identifiable information available to the general public; or

(2) Written notice from the Administrative Office of the Courts of the removal, resignation, or retirement of a judge or justice of this state or any county or municipality of this state pursuant to subsection (b) of this Code section.

(f) Relief for a protected person whose personally identifiable information is not restricted from publicly available content pursuant to subsections (c) and (d) of this Code section shall be limited to injunctive relief against the state or local government employee who had a ministerial duty to restrict the protected person's personally identifiable information from publicly available content."

## SECTION 2.

Article 1 of Chapter 6 of said title, relating to superior courts, is amended by revising Code Section 15-6-34, relating to the Council of Superior Court Judges, to read as follows:

"15-6-34.

(a) There is created a superior court judges' council to be known as 'The Council of Superior Court Judges of Georgia.' The council shall be composed of the judges, senior judges, and judges emeriti of the superior courts of this state. The council is authorized to organize itself and to develop a constitution and bylaws. The officers of said council shall consist of a president, a president-elect, a secretary-treasurer, and an executive committee composed of the administrative judges of the ten judicial administrative districts.

(b) It shall be the purpose of The Council of Superior Court Judges of Georgia to effectuate

the constitutional and statutory responsibilities conferred upon it by law and to further the improvement of the superior courts and the administration of justice.

(c) Expenses of the administration of the council shall be paid from state funds appropriated for that purpose, from federal funds available to the council for that purpose, or from other appropriate sources.

(d) The Council of Superior Court Judges of Georgia shall accept the submission of uniform standards promulgated by the Criminal Case Data Exchange Board pursuant to paragraph (5) of subsection (h) of Code Section 15-5-24.1 and submitted by the Judicial Council of Georgia. Training on and publication of such uniform standards among the council and the superior courts of this state shall be to further improvement of the superior courts as provided in paragraph (b) of this Code section.

(e) Each superior court judge in this state shall notify the Council of Superior Court Judges of Georgia in writing within 30 days after the date any of the following occur:

(1) Election or appointment to the office of superior court judge; or

(2) Resignation, removal, or retirement from the office of superior court judge.

(f) The Council of Superior Court Judges of Georgia shall notify the Administrative Office of the Courts of any notification received from a superior court judge pursuant to subsection (e) of this Code section within 30 days after the notification date.”

### SECTION 3.

Article 2 of Chapter 7 of said title, relating to state court judges, is amended by revising Code Section 15-7-26, relating to the Council of State Court Judges, to read as follows:

“15-7-26.

(a) There is created a state court judges’ council to be known as ‘The Council of State Court Judges of Georgia.’ The council shall be composed of the judges, senior judges, and judges emeriti of the state courts of this state. The council is authorized to organize itself and to develop a constitution and bylaws.

(b) It shall be the purpose of The Council of State Court Judges of Georgia to effectuate the

constitutional and statutory responsibilities conferred upon it by law and to further the improvement of the state courts, the quality and expertise of the judges thereof, and the administration of justice.

(c) Expenses of the administration of the council shall be paid from state funds appropriated for that purpose, from federal funds available to the council for that purpose, or from other appropriate sources.

(d) The Judicial Council of Georgia and its Administrative Office of the Courts shall provide technical services to the council and shall assist the council's composition in complying with all its legal requirements. Such requirements shall include, but shall not be limited to, the transmission of criminal history data not inconsistent with the uniform standards promulgated pursuant to paragraph (5) of subsection (h) of Code Section 15-5-24.1.

(e) Each state court judge in this state shall notify the Council of State Court Judges of Georgia in writing within 30 days after the date any of the following occur:

(1) Election or appointment to the office of state court judge; or

(2) Resignation, removal, or retirement from the office of state court judge.

(f) The Council of State Court Judges of Georgia shall notify the Administrative Office of the Courts of any notification received from a state court judge pursuant to subsection (e) of this Code section within 30 days after the notification date."

#### SECTION 4.

Article 1 of Chapter 9 of said title, relating to probate courts, is amended by revising Code Section 15-9-15, relating to the Council of Probate Court Judges, to read as follows:

"15-9-15.

(a) There is created a council to be known as 'The Council of Probate Court Judges of Georgia.' The council shall be composed of the judges of the probate courts of this state. The council is authorized to organize itself and to develop a constitution and bylaws. The officers of said council shall consist of a president, president-elect, vice president,



secretary-treasurer, and such other officers and committees as the council shall deem necessary.

(b) It shall be the purpose of The Council of Probate Court Judges of Georgia to effectuate the constitutional and statutory responsibilities conferred on it by law and to further the improvement of the probate courts and the administration of justice.

(c) Expenses of the administration of the council shall be paid from state funds appropriated for that purpose or from other funds available to the council.

(d) The council through its officers may contract with a person or firm including any member of the council for the production of educational material and compensate said member for producing such material, provided that funds are available to the council at the time of execution of the contract or will be available at the time of the completion of the contract and provided that the terms of the contract are disclosed to the full council and made available to the general public and news media. At the request of the council, the Administrative Office of the Courts shall be authorized to act as the agent of the council for the purpose of supervising and implementing the contract.

(e) Each probate court judge in this state shall notify the Council of Probate Court Judges of Georgia in writing within 30 days after the date any of the following occur:

(1) Election or appointment to the office of probate court judge; or

(2) Resignation, removal, or retirement from the office of probate court judge.

(f) The Council of Probate Court Judges of Georgia shall notify the Administrative Office of the Courts of any notification received from a probate court judge pursuant to subsection (e) of this Code section within 30 days after the notification date.”

## SECTION 5.

Article 1 of Chapter 10 of said title, relating to magistrate courts, is amended by revising Code Section 15-10-7, relating to the Council of Magistrate Court Judges, to read as follows:

“15-10-7.

(a) There is created a council of magistrate court judges to be known as the ‘Council of

Magistrate Court Judges.’ The council shall be composed of the chief magistrates, magistrates, and senior magistrates of the magistrate courts of this state. The council is authorized to organize itself and to develop a constitution and bylaws.

(b) It shall be the purpose of the council to effectuate the constitutional and statutory responsibilities conferred upon it by law, to further the improvement of the magistrate courts and the administration of justice, to assist the chief magistrates, magistrates, and senior magistrates throughout the state in the execution of their duties, and to promote and assist in the training of chief magistrates, magistrates, and senior magistrates.

(c) Expenses of the administration of the council shall be paid from state funds appropriated for that purpose, from federal funds available to the council for that purpose, or from other appropriate sources.

(d) Each magistrate court judge in this state shall notify the Council of Magistrate Court Judges of Georgia in writing within 30 days after the date any of the following occur:

(1) Election or appointment to the office of magistrate court judge; or

(2) Resignation, removal, or retirement from the office of magistrate court judge.

(e) The Council of Magistrate Court Judges of Georgia shall notify the Administrative Office of the Courts of any notification received from a magistrate court judge pursuant to subsection (d) of this Code section within 30 days after the notification date.”

## SECTION 6.

Article 2 of Chapter 11 of said title, relating to juvenile court administration, is amended by revising Code Section 15-11-58, relating to the Council of Juvenile Court Judges, to read as follows:

“15-11-58.

(a) All of the judges and associate judges of the courts exercising jurisdiction over children shall constitute a Council of Juvenile Court Judges. The council shall annually elect from among its members a judge to serve as presiding judge and chairperson of the council.

(b) The Council of Juvenile Court Judges:

- (1) Shall meet at stated times to be fixed by it or on call of the chairperson;
  - (2) May establish general policies for the conduct of courts exercising jurisdiction over children;
  - (3) May promulgate uniform rules and forms governing procedures and practices of the courts;
  - (4) Shall publish in print or electronically an annual report of the work of the courts exercising jurisdiction over children, which shall include statistical and other data on the courts' work and services, research studies the council may make of the problems of children and families dealt with by the courts, and any recommendations for legislation; and
  - (5) Shall be authorized to inspect and copy records of the courts, law enforcement agencies, the department, the Department of Community Supervision, and DJJ for the purpose of compiling statistical data on children.
- (c) Subject to the approval of the Council of Juvenile Court Judges, the presiding judge of the council shall appoint a chief administrative and executive officer for the council who shall have the title of director of the Council of Juvenile Court Judges. Under the general supervision of the presiding judge of the council and within the policies established by the council, the director shall:
- (1) Provide consultation to the courts regarding the administration of court services and the recruitment and training of personnel;
  - (2) Make recommendations to the council for improvement in court services;
  - (3) With the approval of the presiding judge, appoint consultants and necessary clerical personnel to perform the duties assigned to the council and the director;
  - (4) Collect necessary statistics and prepare an annual report of the work of the courts;
  - (5) Promulgate in cooperation with DJJ standard procedures for coordinating DJJ, the Department of Community Supervision, and county juvenile probation services throughout this state; and
  - (6) Perform such other duties as the presiding judge of the council shall specify.
- (d) Each judge or associate judge of a court exercising jurisdiction over children in this

state shall notify the Council of Juvenile Court Judges in writing within 30 days after the date any of the following occur:

(1) Election or appointment to the office of judge or associate judge of a court exercising jurisdiction over children; or

(2) Resignation, removal, or retirement from the office of judge or associate judge of a court exercising jurisdiction over children.

(e) The Council of Juvenile Court Judges shall notify the Administrative Office of the Courts of any notification received from a judge or associate judge of a court exercising jurisdiction over children pursuant to subsection (d) of this Code section within 30 days after the notification date.”

## SECTION 7.

Article 3 of Chapter 32 of Title 36 of the Official Code of Georgia Annotated, relating to the Council of Municipal Court Judges, is amended by revising Code Section 36-32-40 to read as follows:

“36-32-40.

(a) There is created a council of municipal court judges to be known as the ‘Council of Municipal Court Judges of Georgia.’ The council shall be composed of the judges of the municipal courts of this state. The council is authorized to organize itself and to develop a constitution and bylaws. The officers of said council shall consist of a president, a first vice president, a second vice president, a secretary, a treasurer, and such other officers as the council shall deem necessary. The council shall have an executive committee composed of two representatives from each judicial administrative district.

(b) It shall be the purpose of the council to effectuate the constitutional and statutory responsibilities conferred upon it by law, to further the improvement of the municipal courts and the administration of justice, to assist the judges of the municipal courts throughout the state in the execution of their duties, and to promote and assist in the training of such judges.

(c) Expenses of the administration of the council shall be paid from state funds appropriated for that purpose, from federal funds available to the council for that purpose, or from private funds available to the council, and from other appropriate sources.

(d) The council through its officers may contract with a person or firm including any member of the council for the production of educational material and compensate said member for producing such material, provided that funds are available to the council at the time of execution of the contract or will be available at the time of the completion of the contract and provided that the terms of the contract are disclosed to the full council and made available to the general public and news media. At the request of the council, the Administrative Office of the Courts shall be authorized to act as the agent of the council for the purpose of supervising and implementing the contract.

(e) The Administrative Office of the Courts shall provide technical services to the council and shall assist the council in complying with all its legal requirements.

(f) Notwithstanding any other law, a councilmember shall not be ineligible to hold the office of judge of a municipal court by virtue of his or her position as a member of the council and membership in the council shall not constitute the holding of a public office.

(g) Each municipal court judge or recorder's court judge in this state shall notify the Council of Municipal Court Judges of Georgia in writing within 30 days after the date any of the following occur:

(1) Election or appointment to the office of municipal court judge or recorder's court judge; or

(2) Resignation, removal, or retirement from the office of municipal court judge or recorder's court judge.

(h) The Council of Municipal Court Judges of Georgia shall notify the Administrative Office of the Courts of any notification received from a municipal court judge or recorder's court judge pursuant to subsection (g) of this Code section within 30 days after the notification date."

## SECTION 8.

294 This Act shall become effective on July 1, 2025.

295 **SECTION 9.**

296 All laws and parts of laws in conflict with this Act are repealed.

DRAFT

**Judicial Council of Georgia**  
**Standing Committee on Legislation**  
**Legislative Support Request/Informational Item**

**Court/Council/Commission/Agency:** Council of Municipal Court Judges

**Session:** 2023-2024 ☒

**Subject Matter:** Extension of Minimum Term

**Code Section(s):**

**Submitted as an:** Action Item *(for position of support)* ☒ Informational Item ☐

**1. Overview:** Describe the proposal/legislation and its purpose.

Municipal courts are the only class of court in which judges may be appointed officials serving at the pleasure of the political branches of government. This limits the independent judgment of the municipal court judges, who are empowered as judges to deprive offenders of their liberty for up to a year. In order to promote service by qualified and experienced judges, protect the independence of the judiciary, to prevent the appearance of improper influence and ensure public confidence in municipal court, legislation aimed at ensuring two-year term limits for municipal court judges and more narrowly defining procedures for removal of municipal judges should be enacted.

**2. Priority:** Is this legislation of high, medium, or low importance to your Court/Council/Commission/agency?

High. This proposal is in the best interests of the citizens of Georgia and would go far in reducing the potential for or appearance of undue influence over judicial decisions.

**3. Stakeholders & Constituents:**

- a. Describe the constituent and stakeholder groups that may be affected by this proposal (e.g., executive branch, other governmental entities, other agencies).
- b. Which are likely to support this request?
- c. Which are likely to oppose this request?
- d. Which have not voiced support or opposition?

If enacted, the change will only affect the municipal courts judges. Although many municipal charters already contain provisions that purport to either provide for a defined term or provide some requirement that judges be removed only for cause, municipal court judges' terms are currently limited to one year. The Georgia Municipal Association (GMA) has in the past supported a statutory change that would establish uniform term lengths and removal-for-cause protections for appointed municipal court judges. The Association has also indicated that it will not oppose this bill.

**Judicial Council of Georgia**  
**Standing Committee on Legislation**  
**Legislative Support Request/Informational Item**

- 4. Supporting data:** Summarize any supporting data, evaluations, and/or research for this request.

To further establish continuity in the administration of justice in municipalities and to ensure that judges cannot be removed annually for political whim, extending terms to two years serves to further enhance the public's perception of objectivity.

- 5. Additional impact:** Will this request require a constitutional amendment or new court rule? Explain why the purpose of the bill cannot be achieved without legislation, if applicable.

The state constitution grants the General Assembly the right to pass laws regarding the operation of the municipal courts, and this proposal will not require a constitutional amendment or a new court rule. Many municipal charters currently contain provisions that either provide for a defined term (that may be for as few as one year or as many as four) or provide some requirement that judges be removed only for cause. Without establishing statewide uniformity regarding two year term limits, inconsistencies in the level of judicial independence will persist among municipalities.

- 6. Budget:**

- a. Will this legislation have a fiscal impact on the state?
- b. If yes, what is the projected expense?
- c. Has a White Paper been submitted to the Judicial Council Standing Committee on Budget (if applicable)?

Will this legislation have a fiscal impact on counties or municipalities? There is no foreseen extra cost to the State or municipal corporations.

- 7. Other Factors:** Discuss any other relevant factors that should be considered, including experience in other states or whether similar legislation has been introduced in the past.

Missouri paper received through NCSC.



**Judicial Council of Georgia**  
**Standing Committee on Legislation**  
**Legislative Support Request/Informational Item**  
**Municipal Court Judges' Selection and Retention**

<b>State</b>	<b>Selection</b>	<b>Terms</b>	<b>Retention</b>	<b>Removal Process</b>
<b>Alabama</b>	Appointed by municipality governing body	Full-time judges four-year terms; part-time judges two-year terms	Reappointment	For just cause
<b>Arizona</b>	City or town councils	Terms set by the city or town council	Reappointment	For just cause
<b>Colorado</b>	Appointed by municipality governing body	Set by local charter or ordinance	Reappointment	For just cause
<b>Kansas</b>	Appointment by district nominating commission	Set by local charter or ordinance	Reappointment	Majority vote of the city council and may be suspended at any time by the mayor
<b>Mississippi</b>	Most appointed by municipality governing body/Some elected based on size of municipality	Set by local charter or ordinance unless elected. If elected, 4 year terms	Serve during good behavior. Reelection if elected	For just cause
<b>Nevada</b>	Nonpartisan elections	Set by local charter or ordinance	Reelection	For just cause
<b>New Jersey</b>	Mayoral appointment with city council consent or appointment by municipal governing body*	3 year terms	Mayoral appointment with city council consent or appointment by municipal governing body	For just cause
<b>North Dakota</b>	Nonpartisan elections	4 year terms	Reelection	For just cause
<b>Ohio</b>	Nonpartisan elections	6 year terms	Reelection	For just cause
<b>Oregon</b>	Appointed by city council/elected	Serve at the pleasure of the city council. If elected determined	Serve at the pleasure of the city council if	Serve at the pleasure of the city council if

**Judicial Council of Georgia**  
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**Legislative Support Request/Informational Item**

		by local charter or ordinance	appointed. Reelection if elected	appointed. For just cause if elected
<b>South Carolina</b>	Appointed by municipality	Set by the council of the municipality, but cannot exceed 4 years		For just cause
<b>Tennessee</b>	Appointed by city's governing body/Partisan election**	Serve at the pleasure of the governing body. 8 years if elected	Serve at the pleasure of the governing body if appointed. Reelection if elected	Serve at the pleasure of the governing body if appointed. For just cause if elected
<b>Texas</b>	Election or appointment, according to municipality charter	Set by local ordinance, but must be for a definite term of 2 or 4 years	Reelection or reappointment, according to municipality charter	For just cause

\*In joint municipal courts, which are courts serving more than one municipality, the appointment is made by the governor with senate approval.

\*\*Per statute, each county legislative body has the discretion to require elections to be conducted in a nonpartisan manner.

All states used have municipal courts with similar jurisdictions to Georgia's municipal courts

## In House Judiciary

DRAFT – 09/14/2023

## A BILL TO BE ENTITLED

## AN ACT

1 To amend Article 1 of Chapter 32 of Title 36 of the Official Code of Georgia Annotated,  
2 relating to general provisions regarding municipal courts, so as to increase the term for  
3 municipal court judges from one year to two years unless otherwise provided for in a  
4 municipality's charter; to provide for removal of municipal court judges for breach of  
5 contract; to provide for an effective date and applicability; to provide for related matters; to  
6 repeal conflicting laws; and for other purposes.

7 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

**SECTION 1.**

8  
9 Article 1 of Chapter 32 of Title 36 of the Official Code of Georgia Annotated, relating to  
10 general provisions regarding municipal courts, is amended by revising paragraph (1) of  
11 subsection (a) of Code Section 36-2-2, relating to appointment of judges, as follows:

12 "(a)(1) Notwithstanding any other provision of this chapter or any general or local Act,  
13 the governing authority of each municipal corporation within this state having a  
14 municipal court, as provided by the Act incorporating the municipal corporation or any  
15 amendments thereto, is authorized to appoint a judge of such court. Any individual  
16 appointed as a judge under this Code section shall possess such qualifications as set forth

in Code Section 36-32-1.1 and shall receive such compensation as shall be fixed by the governing authority of the municipal corporation. Notwithstanding the failure of the governing body of a municipal corporation to enter into a written agreement or enact an ordinance as provided for in this paragraph, any individual appointed as a judge under this Code section shall serve for a minimum term of ~~one year~~ two years from the date of appointment as reflected in the minutes of the municipal corporation, unless such municipal corporation's charter provides for a longer term, and until a successor is appointed or if the judge is removed from office as provided in Code Section 36-32-2.1. Such term shall be memorialized in a written agreement between such individual and the governing authority of the municipal corporation or in an ordinance or a charter. If such term is memorialized in a written agreement, such agreement shall not include any geographic limitation concerning a judge's eligibility to serve, and shall not contain any provision providing that a judge serve in an at-will capacity."

## SECTION 2.

Said article is further amended by revising subsection (b) of Code Section 36-32-2.1, relating to removal of judges, as follows:

"(b)(1) A judge may be removed during his or her term of office by a two-thirds' vote of the entire membership of the governing authority of the municipal corporation for:

(A) Willful misconduct in office;

(B) Willful and persistent failure to perform duties;

(C) Habitual intemperance;

(D) Conduct prejudicial to the administration of justice which brings the judicial office into disrepute; or

(E) Disability seriously interfering with the performance of duties, which is, or is likely to become, of a permanent character.

(2) A municipality may define in its charter further conduct that may lead to a judge's removal.

(3) Where a municipality has entered into a written agreement with an individual memorializing the terms and conditions of his or her appointment as a judge, and the municipality alleges a breach of the agreement:

(a) written notice of such breach shall be given to the judge; and

(b) the judge shall have thirty days of receiving the notice to cure the alleged breach; and

(c) where a municipality seeks to remove a judge for breach of the agreement, such removal during a judge's term shall only occur in the event of a material breach, and removal for a material breach may only be done subject to the provisions of subsection (c), below."

### SECTION 3.

This Act shall become effective on July 1, 2024, and shall apply to written agreements entered into on or after such date.

### SECTION 4.

All laws and parts of laws in conflict with this Act are repealed.

# TAB 4



## SUPREME COURT OF GEORGIA

**FILED**

Administrative Minutes  
June 15, 2023

Thérèse S. Barnes  
Clerk/Court Executive

SUPREME COURT OF GEORGIA

The Honorable Supreme Court met pursuant to adjournment.

The following order was passed:

### IN RE: RULES FOR LEGAL INTERPRETING IN THE STATE OF GEORGIA

The Court hereby adopts the following amendments to the Rules for the Use of Interpreters for Non-English Speaking and Hearing Impaired Persons proposed by the Judicial Council of Georgia Standing Committee on Court Interpreters, to rename them the Rules for Legal Interpreting in the State of Georgia and to make other substantive revisions. The amended rules, effective January 1, 2024, shall read as follows:

#### SUPREME COURT OF THE STATE OF GEORGIA

Clerk's Office, Atlanta

I certify that the above is a true extract from the minutes of the Supreme Court of Georgia.

Witness my signature and the seal of said court hereto affixed the day and year last above written.

 , Clerk

**RULES FOR LEGAL INTERPRETING  
IN THE STATE OF GEORGIA**



**JUDICIAL COUNCIL OF GEORGIA  
STANDING COMMITTEE ON COURT INTERPRETERS**



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# **RULES FOR LEGAL INTERPRETING IN THE STATE OF GEORGIA**

**Effective January 1, 2024**

## **PREAMBLE**

The Judicial Council of Georgia created the Standing Committee on Court Interpreters as a successor to the Commission on Interpreters of the Supreme Court of Georgia in 2021. The goal of the Committee is to protect the rights of individuals who, due to an English language barrier, e.g., limited English proficiency, non-English speaking, or who are deaf or hard of hearing, require accommodations to access Georgia courts and the judicial system. See *Ramos v. Terry*, 279 Ga. 889 (622 SE2d 339) (2005). The Committee approved the following rules to establish a uniform and unified statewide plan for the use of interpreters by the courts of Georgia, which the Judicial Council of Georgia also adopted before publication.

The following rules apply to all criminal and civil proceedings in Georgia where there are non-English speaking persons in need of interpreters. See *Ling v. State*, 288 Ga. 299 (702 SE2d 881) (2010). All court-managed functions, including those not contained in the definition of “court proceeding” below, such as information counters, intake or filing offices, cashiers, records rooms, sheriff’s offices, probation and parole offices, pro se clinics, criminal diversion programs, anger management classes, detention facilities, and other similar offices, operations and programs, shall comply with Title VI of the Civil Rights Act of 1964. 42 U.S.C. § 2000d et seq.

## **ARTICLE I. DEFINITIONS AND ORGANIZATION**

### **Rule 1-1. Definitions**

As used in these rules:

- (1) The term “ad hoc permitted interpreter” means an individual who is unlicensed but authorized by a specific court to perform the work of an interpreter in accordance with these rules.
- (2) The term “agency” means any agency, authority, board, bureau, committee, commission, court, department, or jury of the legislative, judicial, or executive branch of government of this state or any political subdivision thereof.
- (3) The term “AOC” means the Administrative Office of the Courts.
- (4) The term “apprentice interpreter” means an individual designated by the Committee who has, at a minimum, undergone a background check, and is allowed to, with permission of the interested parties, accompany a licensed legal interpreter and observe court sessions and other confidential legal settings and may interpret only under the supervision of either a master licensed legal interpreter or a licensed legal interpreter. A licensed interpreter shall be liable for the acts of the apprentice interpreter during such supervised work. Apprentice interpreters are not authorized by this Committee to interpret in court under the supervision of an interpreter with a conditional license or any unlicensed individual.

- (5) The term “Committee” means the Standing Committee on Court Interpreters created by the Judicial Council of Georgia.
- (6) The term “complainant” means one who files a complaint against an interpreter or interpreter provider.
- (7) The term “complaint” means a notarized administrative allegation, filed by a complainant or by the Committee, against an interpreter or interpreter provider under the authority of the Committee, alleging that a person or entity should be subject to discipline.
- (8) The term “conditionally licensed legal interpreter” means one who is so designated on the Interpreter Roster by having demonstrated to the Committee a level which does not rise to full competence as a court interpreter but who, by completing a mandatory orientation, passing a written examination, and demonstrating a conditionally sufficient level on a performance examination, has shown that such an individual may interpret in certain qualified settings as described in Appendix A of these rules alone and in a broader range of settings under the supervision of a master licensed legal interpreter or licensed legal interpreter.
- (9) The term “court proceeding” means any court-connected appearance in the courts in this state including hearings, trials, motions, mediations, depositions, arbitrations, administrative hearings, grand jury hearings, support services, and probation proceedings.
- (10) The term “Deaf Interpreter” means an individual who is deaf or hard of hearing and providing interpretation services.
- (11) The term “deaf or hard of hearing” means anyone whose hearing is so impaired as to prohibit the person from understanding oral communications when spoken in a normal conversational tone. This definition includes those individuals who may have some ability to vocalize the English language regardless of the clarity or level of understanding others may have of their vocalization.
- (12) The term “interpreter” means any person listed on the Committee’s Interpreter Roster or any person authorized by a court to translate or interpret oral, signed, or written communication during a court proceeding.<sup>1</sup>
- (13) The term “interpreter provider” means any third-party individual or organization not employed by the State of Georgia or local government and who acts as an intermediary to coordinate or schedule an interpreter for a court proceeding for a fee.
- (14) The term “Interpreter Roster” means the list of licensed interpreters and their designations compiled and maintained by the AOC for the Committee.
- (15) The term “licensed interpreter” means those individuals who have received a designation of master licensed legal interpreter, licensed legal interpreter, or conditionally licensed legal interpreter.

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<sup>1</sup> **Commentary:** Courts should make a diligent effort to appoint a licensed interpreter qualified to interpret the given proceeding pursuant to Appendix A of these rules. If a licensed interpreter is unavailable, there may be occasions when it is necessary to utilize a remote interpreter licensed in another state, a telephonic language service, or a less qualified or unlicensed interpreter. Faced with a need, if no interpreter is available locally, courts should weigh the need for immediacy in conducting a hearing against the potential compromise of due process, or the potential of substantive injustice, if interpreting is inadequate. Unless immediacy is a primary concern, some delay is more appropriate than the use of a remote interpreter, a telephonic language service, or a less qualified or unlicensed interpreter.

(16) The term “licensed legal interpreter” means one who is so designated on the Interpreter Roster by having demonstrated to the Committee competence in court interpretation by completing mandatory orientation, passing a written examination, and passing a performance examination, each of which shall be prescribed, administered, or authorized by the Committee.

(17) The term “limited English proficiency” or “LEP” describes any party or witness who cannot readily understand or communicate in spoken or written English and who consequently cannot equally participate in or benefit from the proceedings unless an interpreter is available to assist them. This definition includes those non-native speakers who may speak some English but who are not fluent.

(18) The term “master licensed legal interpreter” means one who is so designated on the Interpreter Roster by having demonstrated to the Committee a high competence in court interpretation by completing mandatory orientation, passing a written examination, and excelling in a performance examination, each of which shall be prescribed, administered, or authorized by the Committee.

(19) The term “observation hours” means time spent, measured in hours, whereby an individual observes a master licensed legal interpreter or licensed legal interpreter perform the work of an interpreter at a court proceeding.

(20) The term “orientation workshop” refers to the first step in the licensing process, where prospective interpreters must complete an introduction to court interpretation course (“orientation”) prescribed by the Committee.

(21) The term “respondent” means one against whom a complaint has been filed.

(22) The term “response” means a notarized written answer to a complaint that is filed by a respondent at the direction of the Committee.

(23) The term “team interpreting” refers to the practice of using two or more interpreters who share the responsibility of providing simultaneous or consecutive interpreting for one or more individuals with limited English proficiency.

(24) The term “unlicensed” means any individual not authorized by the Committee to perform work as a legal interpreter in the State of Georgia and shall include those individuals who are designated as an apprentice interpreter, ad hoc permitted interpreter, and all others who do not fall into any other licensed designation.

## **Rule 1-2. Organization**

The organization of the Committee shall be as set out in the Supreme Court order.

## **Rule 1-3. Committee Regulatory Support and Staff**

The Judicial Council/Administrative Office of the Courts shall provide all necessary regulatory and staff support to the Committee.

## **Rule 1-4. Licensed Interpreter Roster, Programs, and Fees**

(a) The Committee shall establish programs for licensing interpreters for designations on the Committee’s Interpreter Roster and providing interpreters in court proceedings. The Committee shall have the authority to

establish the minimum requirements and procedures for qualifying interpreters providing interpreter services and respective categories and designations.

(b) The Committee shall establish fees for interpreter designations. Interpreters seeking a designation on the Interpreter Roster shall pay the fee established by the Committee.

## **ARTICLE II. INTERPRETER LICENSING DESIGNATIONS, REQUIREMENTS, AND COMPENSATION**

### **Rule 2-1. License Designations**

Individuals must have a designation for each language for which they intend to work as an interpreter. Individuals may have different designations for different languages. All individuals must be 18 years of age or older and meet the following requirements to attain the specific designations from the Committee. The specific designations shall be master licensed legal interpreter, licensed legal interpreter, conditionally licensed legal interpreter, apprentice interpreter, and ad hoc permitted interpreter.

### **Rule 2-2. Specific License Designations and Requirements**

(a) **Master Licensed Legal Interpreters.** The master licensed legal interpreter designation is the highest designation for a court interpreter in the State of Georgia. To qualify as a master licensed legal interpreter, a candidate must satisfy the following four requirements:

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC. If an individual completes the mandatory orientation, they must attain this license designation within two years or be required to repeat the orientation.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Excel in a performance examination as prescribed, administered, or authorized by the Committee. Different performance examinations are offered for different languages, and the Committee has determined that any one of the following<sup>2</sup> shall constitute excelling in a performance examination as applied to the relevant language:

(A) Score an 80 percent or higher on the National Center for State Courts performance examination on each mode of interpretation (sight, consecutive, and simultaneous) in the same sitting;

(B) Hold a valid federal certificate by successfully passing the Federal Court Interpreter Certification Exam;

(C) Hold a license or equivalent designation from a state participating in the Council of Language Access Coordinators, if their training or licensing program is equivalent to those followed by Georgia and the Committee considers it to be a master legal interpreter license under Georgia standards; or

(D) Hold any of the following certifications from the Registry of Interpreters for the Deaf:

(i) Specialist Certification: Legal,

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<sup>2</sup> The Committee may, when necessary and appropriate, authorize the acceptance of specific scores on other exams that the Committee deems comparable to those defined herein.

- (ii) Conditional Legal Interpreting Permit, or
- (iii) Conditional Legal Interpreting Permit-Relay.

(4) Undergo a criminal history background investigation that demonstrates good moral character.

(b) **Licensed Legal Interpreters.** The licensed legal interpreter designation is the second highest designation for a legal interpreter in the State of Georgia. To qualify as a licensed legal interpreter a candidate shall satisfy the following four requirements:

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC. If an individual completes the mandatory orientation, they must attain this license designation within two years or be required to repeat the orientation.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Pass a performance examination as prescribed, administered, or authorized by the Committee. Different performance examinations are offered for different languages, and the Committee has determined that any one of the following<sup>3</sup> shall constitute passing a performance examination as applied to the relevant language:

(A) Score a 70 percent or higher on the National Center for State Courts performance examination on each mode of interpretation (sight, consecutive, and simultaneous) in the same sitting; or

(B) Perform 20 hours of observations, at least ten of which must be signed off by a master licensed legal interpreter or a licensed legal interpreter that the applicant observed substantive legal interpreting work and provide one of the following acceptable performance examination measures:

(i) For languages where there is no National Center for State Courts performance examination available for a particular language, the candidate must: (a) successfully complete an oral proficiency interview approved by the Committee in English with a score of superior *and* an oral proficiency interview approved by the Committee in the candidate's Non-English working language with a score of superior; (b) have passed the U.S. Department of State Conference test; (c) have passed the U.S. Department of State Seminar Interpreter test; *or* (d) have passed the United Nations interpreter test in their non-English working language;

(ii) Hold a license or equivalent designation from a state participating in the Council of Language Access Coordinators, if that state's training or licensing programs are equivalent to those followed by Georgia and the Committee considers the designation to be equivalent to a legal licensed interpreter designation under Georgia standards; or

(iii) Hold any of the following certifications for more than one year from the Registry of Interpreters for the Deaf or the National Association of the Deaf:

(a) National Interpreter Certification: Master;

(b) National Interpreter Certification: Advanced;

(c) National Interpreter Certification ("NIC") (NIC without level distinction if obtained after November 30, 2011);

(d) Certified Deaf Interpreter;

(e) Reverse Skills Certificate;

(f) Both the Certificate of Interpretation and the Certificate of Transliteration;

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<sup>3</sup> The Committee may, when necessary and appropriate, authorize the acceptance of specific scores on other exams that the Committee deems comparable to those defined herein.

- (g) Master Comprehensive Skills Certificate;
- (h) Comprehensive Skills Certificate;
- (i) National Association of the Deaf test level IV; or
- (j) National Association of the Deaf test level V.

(4) Undergo a criminal history background investigation that demonstrates good moral character.

**(c) Conditionally Licensed Legal Interpreters.** The conditionally licensed legal interpreter designation is the entry level designation for a legal interpreter in the State of Georgia. Conditionally licensed legal interpreters are encouraged to take steps to attain a master licensed legal interpreter or licensed legal interpreter designation. To qualify as a conditionally licensed legal interpreter a candidate shall satisfy the following four requirements:

(1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC. If an individual completes the mandatory orientation, they must attain a conditionally licensed legal interpreter designation within two years or be required to repeat the orientation and observation hours.

(2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

(3) Pass a performance examination as prescribed, administered, or authorized by the Committee. Different performance examinations are offered in different languages, and the Committee has determined that any one of the following shall constitute passing a performance examination as applied to the relevant language:

(A) Score a 60 percent or higher on the National Center for State Courts performance examination on each mode of interpretation (sight, consecutive, and simultaneous) in the same sitting; or

(B) Perform 20 hours of observations, at least ten of which must be signed off by a master licensed legal interpreter or a licensed legal interpreter that the applicant observed substantive legal interpreting work and hold any of the following certifications for more than one year from the Registry of Interpreters for the Deaf or the National Association of the Deaf:

- (i) National Interpreter Certification (NIC without level distinction if obtained before November 30, 2011);
- (ii) Certificate of Interpretation;
- (iii) Certificate of Transliteration;
- (iv) Certified Deaf Interpreter-Provisional;
- (v) National Association of the Deaf test level III;
- (vi) Interpreter Certification;
- (vii) Transliteration Certification; or
- (viii) Interpreter Certification and Transliteration Certification.

(4) Undergo a criminal history background investigation that demonstrates good moral character.

**(d) Apprentice Interpreters.** An individual with the designation of apprentice interpreter is not a licensed interpreter. This designation is temporary, and if an individual holds the apprentice designation for more than 24 months, that individual is barred from the practice of interpretation for one year. To obtain the designation of an apprentice interpreter, an individual shall satisfy the following three requirements:



- (1) Complete the mandatory orientation prescribed by the Committee and administered by the AOC and 20 observation hours. If an individual completes the mandatory orientation, they must attain this license designation within two years or be required to repeat the orientation.
- (2) Pass the English written exam approved by the Committee and administered by the AOC with an accuracy rate of 80 percent or higher.

- (3) Undergo a criminal history background investigation that demonstrates good moral character.

(e) **Ad Hoc Permitted Interpreters.** Use of an ad hoc permitted interpreter should be reserved for situations in which there is no licensed interpreter available or the burden of providing a licensed interpreter is greater than the potential harm to the LEP individual or individual whose matter depends on the LEP individual having full access to the court. The court should take additional precautions in selecting an ad hoc permitted interpreter and should fully examine the individual to assess their qualifications, consider any conflicts of interest between the ad hoc permitted interpreter and any parties and the court, as well as fully document such measures and collect the interpreter's personal information. Before allowing the use of an ad hoc permitted interpreter, the court should verify no licensed interpreter is available and provide the AOC with the ad hoc permitted interpreter's name, contact information, and any other information requested. No individual may serve as an ad hoc permitted interpreter more than five times each calendar year. For the purposes of these rules, each individual matter shall constitute a time even if multiple matters were adjudicated, heard, or otherwise brought before the court on a single day. Anyone who has acted as an ad hoc permitted interpreter five times total or at least once in the previous year shall be required to attain no less than the apprentice designation before being authorized to provide interpreter services again. Ad hoc permitted interpreters must contact the AOC prior to beginning any court proceeding interpreting assignment and provide the AOC with the ad hoc permitted interpreter's name, contact information, class and venue of the court, style of the case, type of court proceeding, court date, and any other information requested.

### **Rule 2-3. Compensation of Interpreters**

- (a) There shall be no uniform, statewide compensation system for language interpreters.
- (b) The Official Code of Georgia Annotated shall govern the compensation of sign language interpreters.

## **ARTICLE III. MAINTAINING LICENSING DESIGNATIONS AND CONTINUING EDUCATION**

### **Rule 3-1. Annual Background Verification Requirements**

Upon renewing their license, all interpreters, regardless of their designation, shall attest that they have not been convicted of any felony or crime as prescribed by these rules. If an interpreter fails to disclose any conviction at the time it occurs or at the time of renewal, they shall have their designation revoked by either the Committee or its staff.

### **Rule 3-2. Maintaining Interpreter Designations**

All licensed designations and apprentice interpreters must renew their license or apprenticeship annually by fulfilling the following requirements for their respective designation:

- (1) **Master Licensed Legal Interpreters.** To maintain the master licensed legal interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including two units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(2) **Licensed Legal Interpreters.** To maintain the licensed legal interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including two units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(3) **Conditionally Licensed Legal Interpreters.** To maintain the conditionally licensed legal interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including four units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(C) Perform 15 observation hours.

(4) **Apprentice Interpreters.** To maintain the apprentice interpreter designation, a candidate shall satisfy all the following requirements:

(A) Six hours per year total of continuing education units, including three units concerning ethics, as prescribed, administered, or authorized by the Committee.

(B) Pay dues in amount determined by the Committee.

(C) Perform 15 observation hours.

### **Rule 3-3. Continuing Education Requirement**

Every renewal period, interpreters shall complete the required continuing education hours of ethics and professionalism continuing education at an approved ethics and professionalism workshop as prescribed, administered, or authorized by the Committee.

### **Rule 3-4. Excess Continuing Education Credits**

As many as six acceptable continuing education hours completed in the 12-month period before each renewal deadline in excess of the required units may be carried over to that renewal period.

### **Rule 3-5. Calculation of Credit Hours**

(a) Each approved 50 minutes of instruction shall be counted as one continuing education credit hour unless otherwise specified.

(b) All continuing education credit must be verifiable, and continuing education that is not verifiable shall not be accepted for continuing education credits.

### **Rule 3-6. Preapproved Courses, Workshops, Seminars, Conferences, and Activities**

(a) The AOC shall maintain a list of preapproved interpreter courses, workshops, and other activities on its website. Providers who wish to have training preapproved shall submit a course preapproval request form at least 90 days before the training date.

(b) Interpreters may seek preapproval of any courses they wish to take. For each course preapproval request, interpreters shall submit a course preapproval form and a copy of the program schedule or agenda at least 90 days before the training date.

(c) Interpreters working as trainers or instructors may seek approval for credits of any courses they wish to teach or have taught. Interpreters may request 1.5 credits per credit taught. For each course preapproval request, interpreters shall submit a course preapproval form and a copy of the program schedule or agenda at least 90 days before the training date.

### **Rule 3-7. Requesting Continuing Education Credit Hours and Allocation**

(a) Interpreter requests for credit for courses they have already taught or taken may be submitted to the AOC any time before the continuing education (“CE”) compliance deadline.

(b) All the following information is required for approval of CE credits:<sup>4</sup>

(1) Request for credit form.

(2) Verification of attendance as furnished by the CE provider, as follows:

(A) Verification shall be in the form of a certificate of completion, a grade card, a letter from the course provider with an original signature, or some other verifiable proof of attendance;

(B) Verification shall include quantifiable educational contact hours or allow exact computation of CE credit hours according to the stated guidelines; and

(C) The pertinent date of a CE course shall be the date the course was completed or the date the certificate was issued (for home study courses).

(3) Course evaluation form.

(4) A copy of the program schedule or agenda if the Committee did not preapprove the course.

(c) Interpreters shall keep copies of all items submitted for their records. Incomplete requests will be returned or denied.

(d) Interpreters must submit their request for continuing education credit within 60 days of completing the course for which they seek credit. Any requests submitted after the 60-day window will be denied by AOC staff unless approved by the Committee for good cause.

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<sup>4</sup> All continuing education credit requests from interpreters must be submitted to the AOC. All requests for credit sent by mail, e-mail, or fax will not be accepted unless an authorized staff member from the AOC has approved said submission. Interpreters should keep copies of all items submitted for their records. Incomplete requests will be returned.

### **Rule 3-8. Denial of Continuing Education Credit**

(a) **Notification.** Interpreters shall receive notification in writing for any denial of a request for continuing education credit.

(b) **Appeal.** A court interpreter who receives a denial of their request for continuing education credit may appeal in writing to the Committee within 30 days after receipt of the denial, as follows:

(1) The appeal shall detail the reason for disagreement with the decision to deny continuing education credit; and

(2) The appeal shall include a request for reconsideration.

(c) **Deadlines Intact.** All continuing education deadlines shall remain intact during the appeal process.

### **Rule 3-9. Unverifiable and Falsified Records**

(a) If the AOC cannot verify the information provided with the request for continuing education credit the interpreter shall be informed that continuing education credit is denied.

(b) If the AOC determines that any information provided by an interpreter is false, the AOC shall forward the suspected false information with a full report of the investigative actions taken to the Committee for further investigation, suspension, sanctions, or other disciplinary actions.

### **Rule 3-10. Noncompliance with Continuing Education Requirements**

(a) **Discipline for Failure to Comply.** As provided in Article IV of these rules, the Committee may impose disciplinary action for noncompliance with continuing education requirements.

(b) **Suspension.** Failure to complete the mandated continuing education hours or failure to provide timely proof of compliance shall result in a temporary administrative suspension of the interpreter's designation, notice of which shall be sent to the interpreter in writing. Individuals shall have the right to automatic reinstatement by satisfying the following conditions:

(1) Providing proof of completion of outstanding continuing education hours;

(2) Paying a reinstatement fee determined by the Committee; and

(3) Submitting a written request for reinstatement.

(c) **Extension of Time to Meet Continuing Education Requirements.** The Committee may, in the event of hardship or extenuating circumstances and on a case-by-case basis, grant an extension of time to meet continuing education requirements. In such cases, an interpreter shall submit a written request to the Committee stating why an extension of time is needed and a proposal for meeting delinquent requirements with a projected completion date.

### **Rule 3-11. Reinstatement After a Lapse**

Pursuant to the following conditions, a master licensed legal interpreter, licensed legal interpreter, or conditionally licensed legal interpreter may have their license reinstated after a lapse:

(1) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for two years or less and who does not hold a valid equivalent license from another governmental agency must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Complete and submit proof of the equivalent of one year's worth of continuing education hours required for their designation;

(C) Complete and submit proof of the equivalent of one year's worth of observation hours required for their designation, if any;

(D) Pay a reinstatement fee determined by the Committee; and

(E) Undergo a criminal history background investigation that demonstrates good moral character.

(2) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for two years or less but who currently holds a valid equivalent license from another governmental agency must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Submit proof of holding an equivalent license from another governmental agency;

(C) Complete and submit proof of two continuing education hours concerning ethics, as prescribed, administered, or authorized by the Committee;

(D) Complete and submit three observation hours if their Georgia designation requires observation hours;

(E) Pay a reinstatement fee determined by the Committee; and

(F) Undergo a criminal history background investigation that demonstrates good moral character.

(3) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for more than two years but less than five years and who has not maintained an equivalent license from another governmental agency for at least 75 percent of the time of the lapse, must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Complete and submit proof of the equivalent of two years' worth of continuing education hours required for their designation;

(C) Complete and submit proof of the equivalent of two years' worth of observation hours required for their designation, if any;

(D) Pay a reinstatement fee determined by the Committee; and

(E) Undergo a criminal history background investigation that demonstrates good moral character.

(4) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for more than two years but less than five years but who has maintained an equivalent license from another governmental agency for at least 75 percent of the time of the lapse must fulfill the following to reinstate their license at the discretion of the Committee:

(A) Request reinstatement in writing to the Committee and receive approval in writing from the Committee;

(B) Submit proof of holding an equivalent license from another governmental agency;

(C) Complete and submit proof of the equivalent of one year's worth of continuing education hours required for their designation;

(D) Complete and submit proof of the equivalent of one year's worth of observation hours required for their designation, if any; and

(E) Pay a reinstatement fee determined by the Committee.

(5) An interpreter who was on the Interpreter Roster but who has allowed their license to lapse for non-disciplinary reasons for five years or more, absent exceptional circumstances, must:

(A) Start the process over to obtain a designation; or

(B) Be accepted for reinstatement as determined on a case-by-case basis by the Committee and fulfill any conditions imposed by the Committee exceeding the conditions listed in Rule 3-11(3).

(6) An apprentice interpreter who does not renew their designation within a grace period to be determined by the Committee must begin the process over to have their designation reinstated. In such cases, the Committee may grant a reinstatement for up to one year so as not to exceed the 24 months in which an individual may hold that designation.

## **ARTICLE IV. DISCIPLINE**

### **Rule 4-1. Suspension or Revocation of Designation**

An interpreter holding a master licensed legal interpreter designation, licensed legal interpreter designation, conditionally licensed legal interpreter designation, an apprentice interpreter, or an interpreter applicant who is in the process of becoming an interpreter with a designation issued by the Committee, may be suspended or revoked for any of the following reasons:

- (1) Conviction of a felony or misdemeanor involving moral turpitude, dishonesty, or false statements;
- (2) Fraud, dishonesty, or corruption related to the functions and duties of an interpreter;
- (3) Continued false or deceptive advertising after receiving notification to discontinue;
- (4) Knowingly and willfully disclosing confidential or privileged information obtained while serving in an official capacity;
- (5) Gross incompetence, unprofessional conduct, or unethical conduct;
- (6) Failing to appear as scheduled without good cause;
- (7) Noncompliance with any existing continuing education requirements for a period of one year or more;
- (8) Nonpayment of any required renewal fees;
- (9) Misrepresentation to a court or third party of their current designation or status with the Committee;  
or
- (10) Violation of the Code of Professional Responsibility for Interpreters in Article VIII of these rules.

#### **Rule 4-2. General Considerations**

- (a) Computations and extensions of time shall be governed as follows:

(1) **Computation of Time.** Any period referenced within these rules refers to calendar days. Such period shall begin to run on the first day following the event requiring time computation. When the last day of the period so computed falls on a day on which the office of the Committee is closed, the period shall run until the end of the following business day. The Committee shall receive any time-sensitive material by 5:00 p.m. local time on its due date.

(2) **Extensions of Time.** In its sole discretion and for a good cause shown, the Committee may extend any time limit prescribed or allowed by these procedures. All requests for such extensions, including requests for postponements or continuances, shall be made by written motion submitted to the Committee. The Committee shall notify all parties of its action on such a motion.

- (b) Communications shall be governed as follows:

(1) **Communications Generally.** Any communications involving a complaint or the complaint process shall be submitted to the Committee in writing and submitted by e-mail, mail, or hand delivery, except for requests for complaint forms. Communications may be sent via e-mail to Committee staff. Communications shall not be addressed to individual members of the Committee or sent directly to the members of the Committee.

(2) **No Ex Parte Communications.** Except as provided for in paragraph (3) of this subsection, a party or attorney for a party shall not initiate ex parte communication with a member of the Committee. If ex parte communication does occur, the Committee or its staff shall notify all parties of such communication, informing them of its substance and the circumstances of its receipt.

(3) **Communications with Committee Staff.** Committee members or a party to the complaint may communicate with the Committee's staff attorney or staff regarding the substance of a pending complaint.

(4) **Receipt of Communications.** Communications are deemed filed on the date received at the Committee's principal address or when Committee staff receives electronic communication.

(c) **Reasonable Accommodations.** The Committee reserves the right, in its sole discretion and on its motion or on that of a party, to modify the procedures outlined in these rules for a good cause, including making reasonable accommodations for a party or witness involved with a complaint who is of limited English proficiency or who has a disability as recognized by the federal Americans with Disabilities Act of 1990.

(d) **Representation by Counsel for Parties.** Counsel may represent any party at any stage of the complaint process. Counsel shall promptly enter an appearance if counsel has not previously done so by signing the complaint or answer or notifying the Committee's attorney or staff of the appearance in writing.

(e) **Representation by Attorney General's Office.** If the Committee initiates a complaint on its motion, it shall request the Attorney General's Office to represent its interests throughout the proceeding. If the Attorney General's Office declines to represent the Committee's interests, it shall appoint a special prosecutor to represent its interests.

(f) **Limitation of Actions.** No proceeding under these rules shall be brought unless a complaint has been received at the Committee's office or instituted within five years after the act at issue. This limitation may be tolled at any period, not to exceed three years, where the respondent or the violation is unknown, or the respondent's whereabouts are unknown.

(g) **Probable Cause Panel.** The Probable Cause Panel shall consist of three members of the Committee to be designated by the chair of the Committee. The Probable Cause Panel shall conduct a preliminary review of submitted complaints as described in Rule 4-3.

(h) **Disciplinary Hearing Panel.** The Disciplinary Hearing Panel shall consist of three members of the Committee to be designated by the chair of the Committee. The Disciplinary Hearing Panel shall conduct disciplinary hearings as described in these rules. The members of the Disciplinary Hearing Panel shall not be involved in bringing or assuming a complaint.

#### **Rule 4-3. Complaint Filing Procedures**

(a) **Who May File.** A complaint may be filed by any person having knowledge of a violation of these rules. The Committee may also file a complaint on its motion. The Committee may substitute itself for the complainant in any case where:

(1) A complainant is unavailable due to hardship (including imprisonment), unresponsiveness to the investigation, or an abandonment of the complaint;

(2) The severity of the allegations in the complaint necessitates the Committee's substitution; or

(3) The Committee deems it necessary to assume responsibility for the complaint in the interest of justice.

(b) **Forms.** A complaint shall be submitted on the Committee's approved form. All exhibits or documentation supporting the complaint must be included with the form. The complaint form shall be fully completed and notarized. Forms may be obtained via the Committee's website or by contacting the Committee.



(c) **Preliminary Review.** Before the Committee staff sends the complaint to the respondent for a response, a preliminary review will be conducted by the AOC's staff attorney or equivalent staff member and the AOC's Office of Court Professionals, in conjunction with the Probable Cause Panel, to determine whether jurisdiction exists and whether the allegations, if true, would constitute a violation of:

- (1) These rules;
- (2) The Code of Professional Responsibility for Interpreters in Article VIII of these rules; or
- (3) Georgia law governing court interpreting.

(d) **Recommendation of Dismissal of Complaint.** The complaint may be dismissed without prejudice if a preliminary review results in a finding that:

- (1) The complaining party has not complied with complaint filing procedures; or
- (2) After construing the complaint in a light most favorable to the complainant, the allegations of the complaint disclose with certainty that no violation of the applicable rules or statutes has occurred, that the Committee does not have jurisdiction over the matter, or that the relief sought by the complainant is not within the power of the Committee to provide.

(e) **Voluntary Dismissal.** A complainant desiring to dismiss their complaint voluntarily may initiate the dismissal of a complaint without permission before a response is filed. After a response is filed, the complainant shall be required to file a motion to dismiss, at which point a copy of the motion to dismiss shall be provided to the respondent by the Committee. Dismissal in such cases is at the sole discretion of the Committee. The Committee may dismiss a Committee-initiated complaint without a motion.

(f) **Request for Documents.** A preliminary reviewer or the Committee may, at any time, require more documentation or specificity from the complainant regarding the alleged violation.

(g) **Intervention.** Within its sole discretion, the Committee, on a motion at any time during a proceeding, may permit or prohibit the intervention of a party. Any nonparty desiring to intervene shall file a motion with the Committee specifying the grounds for intervention.

(h) **Confidentiality.** The status of a complaint shall be communicated only to a complainant, a respondent, a complainant or respondent's attorney, Committee members, or Committee staff. If a complaint has been disposed of and private discipline has been issued, no information about the complaint shall be disclosed to the public. Private discipline may be factored into subsequent disciplinary cases against a respondent. In cases where public discipline is imposed, the Committee may release final disciplinary orders to the public.

#### **Rule 4-4. Response Procedures**

(a) **Service of Complaint.** Persons and entities under the Committee's jurisdiction shall inform the Committee, in writing, of their current name, mailing address, street address, e-mail address, and telephone number. Once the Probable Cause Panel determines that a respondent should answer a complaint, Committee staff shall forward a notification via certified mail to the respondent's address on file, including a copy of the complaint. The Committee may rely on the information on file to communicate with, contact, or otherwise perfect service on the person or entity. If the person or entity only provides a post office box address or has not informed the Committee of their current mailing address, it shall be deemed a personal service waiver. Acknowledgment of receipt of the complaint or response shall constitute conclusive evidence of service.

(b) **Response to Complaint.** The respondent shall have 30 days after receiving such notification to file a notarized response to the complaint with the Committee. Committee staff may request further documentation or specificity from the respondent after receiving their response.

(c) **Request for Hearing.** A complainant or respondent may request a hearing before the Disciplinary Hearing Panel, as follows:

- (1) A respondent's request shall be made in writing within 30 days after receiving a copy of a complaint;
- (2) A complainant's request shall be made in writing within 30 days after receiving a copy of a response;
- (3) Failure to adhere to the guidelines provided in this rule shall constitute a waiver of a hearing before the Disciplinary Hearing Panel;
- (4) It is within the Disciplinary Hearing Panel's discretion whether it grants a hearing if the right to a hearing is waived; and
- (5) The Disciplinary Hearing Panel may require a hearing even if no party requests one.

(d) **Procedure Upon Receipt of Response.** Upon receiving a response, the Committee staff shall review the response to ensure that it complies with these rules.

#### **Rule 4-5. Noncompliant Responses**

A response that does not comply with these rules shall be deemed a noncompliant response. In such cases, Committee staff shall notify the respondent that the Disciplinary Hearing Panel will not consider the response unless the defect is corrected within 15 days after the notice to the respondent of the defect is received. If the respondent fails to correct the defect within such time, the response shall not be sent to the Disciplinary Hearing Panel by Committee staff. If such a defect is corrected, the response shall be considered a compliant response.

#### **Rule 4-6. Compliant Responses**

If the response complies with these rules or is amended to comply within 15 days after the notice to the respondent of the defect is received, Committee staff shall send the complaint and response to members of the Disciplinary Hearing Panel for consideration.

#### **Rule 4-7. Secondary Review**

(a) Once Committee staff has completed the preliminary review, and the respondent has filed a response, the Disciplinary Hearing Panel may proceed as follows:

- (1) Dismiss the complaint so long as it finds, after assuming all facts alleged in the complaint are true, that the undisputed evidence shows that a violation has not occurred;
- (2) Require further documentation from the parties;
- (3) Require a hearing; or
- (4) Resolve the case without a hearing if a hearing has not been requested.

(b) If the Disciplinary Hearing Panel chooses to require further documentation from a party, it may still dismiss the complaint under the standards above or vote to hold a hearing thereafter.

(c) If the Disciplinary Hearing Panel dismisses the complaint, it shall be with prejudice and may not be submitted again.

(d) The Disciplinary Hearing Panel shall dismiss future complaints containing substantially similar allegations against the same respondent if the allegations arise out of the same set of underlying facts as those in a previously dismissed complaint.

(e) A dismissal by the Disciplinary Hearing Panel shall not deprive the complainant of any remedy at law or equity.

(f) If the respondent has requested a hearing, the Disciplinary Hearing Panel may not make a final disposition of the matter without first holding a hearing, unless the right to a hearing is waived in writing by all parties.

#### **Rule 4-8. Disciplinary Hearing Procedures**

(a) **Notification of Hearing.** If the Disciplinary Hearing Panel elects to hold a hearing, the complainant and respondent shall be notified by Committee staff, who shall provide all parties at least 30 days' written notice by certified mail of the date, time, and location of the hearing. The hearing location may be fixed at any site in the State of Georgia, at the Disciplinary Hearing Panel's discretion. Committee staff shall arrange the hearing time and place.

(b) **Participation of Complainant.** The complainant shall appear at the hearing in person and may be represented by counsel unless the Disciplinary Hearing Panel excuses the complainant from participation. In its sole discretion, the Disciplinary Hearing Panel may, upon notice, allow or require the complainant to participate by way of deposition, video, or telephone conference, or any combination thereof. If the complainant fails to appear, the Disciplinary Hearing Panel may dismiss the complaint about failure to prosecute.

(c) **Participation of Respondent.** The respondent shall appear at the hearing in person and be allowed to present their response after presenting the complainant's case. Counsel may represent the respondent. In its sole discretion, the Disciplinary Hearing Panel may, upon notice, allow or require the respondent to participate by way of deposition, video, or telephone conference, or any combination thereof. If the respondent refuses or fails to appear without just cause, the Disciplinary Hearing Panel may take appropriate disciplinary or other action in the absence of such a response.

(d) **Hearing Officer.** The hearing shall be presided over by a hearing officer. The Disciplinary Hearing Panel may appoint one of its members or an independent third party as a hearing officer to preside over the hearing. The hearing officer's duties shall include making rulings on motions, filings, and objections; and issuing a final recommendation to the Disciplinary Hearing Panel. If the hearing officer is a member of the Disciplinary Hearing Panel, the hearing officer may vote only if there is a tie vote among the other voting members.

(e) **Hearing Procedure.** The hearing officer shall establish the order of the hearing. At a minimum, the complainant and respondent shall be given a fair opportunity to be heard and present witnesses, including reasonable cross-examination of adverse witnesses. If there are insufficient members of the Disciplinary Hearing Panel to constitute a quorum, the parties may waive the requirement of a quorum, consent to the attendance of a member by a recorded video or telephone conference, or both. Any such waiver shall be

noted on the record. A quorum shall consist of a majority of the total members of the Disciplinary Hearing Panel.

**(f) Role of the Disciplinary Hearing Panel.** The Disciplinary Hearing Panel may:

- (1) Question a party or a party's witness at any time; and
- (2) Issue final findings of fact and conclusions of law.

**(g) Evidence, Burden, and Standard of Proof.** The Georgia rules of evidence shall apply in a disciplinary hearing conducted under these rules. However, the Georgia rules of evidence may be relaxed at the hearing officer's discretion. The burden of proof is on the complainant to prove an alleged violation by clear and convincing evidence at the hearing.

**(h) Witnesses.** Witnesses may be presented at a hearing by either party or the Disciplinary Hearing Panel. The Disciplinary Hearing Panel shall issue subpoenas in blank to a party and their attorney. It shall be the responsibility of a party or their attorney to serve subpoenas in compliance with Georgia law. No hearing shall be delayed or continued for the failure of a witness to attend unless a timely motion is made. Upon such a motion and for a good cause shown, any witness may testify by video or telephone conference or by deposition, provided that the right of cross-examination is preserved. Any person who testifies shall do so under oath.

**(i) Costs.** The Committee shall bear the costs of recording or transcribing a hearing by a licensed court reporter. Each party shall pay for their copy of the transcript if a copy of the transcript is desired. The Committee shall bear any cost for arranging space for the hearing. Otherwise, the parties shall bear their respective costs in attending and participating in the hearing, including payment to counsel, travel costs to and from the hearing, and any other expenses. Any party wishing to be declared indigent shall make a motion setting forth the grounds for such a declaration at least ten days before the date of the hearing.

**(j) Executive Session.** The Disciplinary Hearing Panel may enter into executive session during or after a disciplinary hearing to discuss findings or issues or vote on issues presented during the hearing. Without limiting the proceeding, the Disciplinary Hearing Panel shall have the authority to exclude any person during its deliberations in executive session.

**(k) Disposition.** The Disciplinary Hearing Panel shall issue a final disposition of the matter within 45 days after a hearing in the form of written findings of fact, conclusions of law, and a final order. For a good cause and in its sole discretion, the Disciplinary Hearing Panel may determine that such a 45-day period shall be extended. The final disposition shall be sent to all parties at their addresses of record via certified mail, with the return receipt requested.

**(l) Informal Resolution of Complaint.** Efforts to resolve the complaint informally may be initiated by the Disciplinary Hearing Panel, the complainant, or the respondent at any time. Any resolution reached by the parties shall be submitted to the Disciplinary Hearing Panel for approval. Upon approval of any such resolution reached informally, all parties shall be notified in writing of the resolution reached and any hearing shall be canceled.

**(m) Petition for Voluntary Discipline.** At any point before a disciplinary hearing, a respondent may petition the Disciplinary Hearing Panel in writing to accept a petition for voluntary discipline instead of a hearing. If such a petition is accepted, the resulting order shall include all undisputed facts, the violation found, and the sanction to be administered. Such an order shall become effective when it is signed and dated by the

respondent and the chair of the Disciplinary Hearing Panel. Depending on the nature of the sanction imposed, the Disciplinary Hearing Panel may make the order public.

#### **Rule 4-9. Sanctions**

(a) **Confidential Discipline.** The Disciplinary Hearing Panel may impose confidential discipline if it finds that the respondent engaged in conduct that was inadvertent, purposeful but in ignorance of these rules, or under such circumstances that the Disciplinary Hearing Panel concludes that the issuance of confidential discipline would best serve the protection of the public and rehabilitation of the respondent. Confidential discipline shall not be disclosed to any parties except the respondent. The complainant shall be notified that that the Disciplinary Hearing Panel administered discipline, but not the details of such action. Such discipline may include additional training, continuing education, or mentoring. Confidential discipline may take the form of any of the following:

(1) **Letter of Admonition.** A confidential letter of admonition shall be sent to the respondent by Committee staff detailing the conduct complained of, the findings by the Disciplinary Hearing Panel, and the rules violated. A copy of such a letter shall be placed in the respondent's file and may be used to consider the future discipline of the respondent.

(2) **Private Reprimand.** A private reprimand shall be documented and a document summarizing the reprimand shall be placed in the respondent's file, which may be used to consider the future discipline of the respondent. Committee staff shall send a signed copy of the reprimand to the respondent. A private reprimand shall be the most severe form of confidential discipline.

(b) **Public Discipline.** Public discipline shall be a matter of public record that may be disclosed to any person. Committee staff may publish public discipline on the Committee's website, in a newsletter, via e-mail, or in any other manner reasonably calculated to reach the population most likely to find the discipline relevant. The Disciplinary Hearing Panel may impose public discipline, including additional training, continuing education, mentoring, or a restriction on the types of cases to be handled by the respondent in the future. Public discipline may take the form of any of the following:

(1) **Public Reprimand.** A public reprimand shall be documented, and a document summarizing the reprimand shall be placed in the respondent's file. A public reprimand may be used in consideration of the future discipline of the respondent. Committee staff shall send a signed copy of such reprimand to the respondent.

(2) **Suspension.** The Disciplinary Hearing Panel may suspend a respondent's certification, license, or application for a specified term or an indefinite term conditioned upon compliance with those reasonable conditions imposed by the Disciplinary Hearing Panel in its final order.

(3) **Revocation.** The Disciplinary Hearing Panel may permanently revoke the respondent's license or application.

#### **Rule 4-10. Disciplinary Action Appeals**

(a) **Full Committee as Appellate Body.** An adverse decision of the Disciplinary Hearing Panel may be appealed to the full Committee. Committee members on either the Probable Cause Panel or Disciplinary Hearing Panel shall recuse themselves from such appeal unless those members were not involved in any decision-making process about the matter on appeal. A majority of all Committee members who are not members of either the Probable Cause Panel or Disciplinary Hearing Panel shall constitute a quorum for purposes of such an appeal.

(b) **Procedure.** An adverse disciplinary decision may be appealed as follows:

- (1) A respondent seeking an appeal of an adverse disciplinary decision shall file a notice of appeal with Committee staff within 30 days after the date of the Disciplinary Hearing Panel's final disposition.
- (2) Committee staff shall notify the members of the Committee of the filing of a notice of appeal by a respondent.
- (3) The respondent's notice of appeal shall:
  - (A) Enumerate the errors complained of;
  - (B) State the grounds for each enumerated error; and
  - (C) State why the respondent contends the decision should be reversed or modified.
- (4) At the appeal hearing, the respondent shall present their argument first.
- (5) After the respondent concludes, the complainant may be asked to present an argument, if required.
- (6) The Committee may question the Disciplinary Hearing Panel or Probable Cause Panel members (if present) as to the basis of their decision.
- (7) The Committee shall deliberate outside the presence of the Probable Cause Panel, Disciplinary Hearing Panel, and the parties.
- (8) Both the respondent and complainant may bring counsel to the appeal hearing.

(c) **Stay.** The procedure for granting a stay against enforcement of an adverse disciplinary decision shall be as follows:

- (1) Except as provided for in paragraph (2) of this subsection, the filing of a notice of appeal shall not stay the enforcement of the Disciplinary Hearing Panel's decision.
- (2) If good cause is shown by a respondent seeking an appeal, the Committee may grant a stay against enforcement of the adverse disciplinary decision pending the Committee's ruling on appeal.

(d) **Transmittal of the Record.** The record shall consist of the Disciplinary Hearing Panel's decision and the evidence it considered when making such a decision. The Disciplinary Hearing Panel shall transmit the record to the Committee within 30 days after the date a notice of appeal is filed. The Committee may grant the Disciplinary Hearing Panel additional time to transmit the record if needed. Committee staff shall facilitate the transmittal of a copy of the entire record regarding the matter on appeal to the Committee. The Committee shall inform the appellant of the procedures to be followed on appeal.

(e) **Standard of Review.** The Committee shall not substitute its judgment for that of the Disciplinary Hearing Panel concerning the weight of evidence or facts, but may reverse or modify the original decision upon a revised finding that substantial rights of the appellant have been prejudiced because the Disciplinary Hearing Panel's findings, inferences, conclusions, or decision are:

- (1) In violation of constitutional or statutory law;

- (2) Beyond the authority of the Disciplinary Hearing Panel in either substance or procedure;
- (3) Clearly erroneous; or
- (4) Arbitrary, capricious, or an abuse of discretion.

(f) **Full Committee's Decision on Appeal.** The full Committee's decision on appeal of an adverse disciplinary decision shall be final.

## **ARTICLE V. APPOINTMENT OF INTERPRETERS**

### **Rule 5-1. Use of Interpreter Roster, Interpreters, and Order of Interpreter Selection**

(a) The use of the licensed Interpreter Roster and order of interpreter selection is important to the proper administration of language access and the provision of language access services. Any agency conducting a court proceeding should make every reasonable effort to ensure that an individual performing interpretation services in said proceeding under its control is appropriately qualified. See Appendix A of these rules.

(b) It is the position and direction of this Committee that, regardless of the type of court proceeding or the possible outcome of the same, agencies should secure needed interpreters from the Interpreter Roster in the following order:

- (1) Master Licensed Legal Interpreter or Licensed Legal Interpreter.
- (2) Conditionally Licensed Legal Interpreter.

(c) All other persons interpreting court proceedings shall be required to comply with these rules to the best of their ability. The Committee intends that such persons be selected by the court for interpretation only if no other interpreters on the Interpreter Roster are available. Courts should contact the AOC for assistance with basic requirements such as background checks and training to have any such other individual meet the minimal standards to be listed on the Interpreter Roster and, if appropriate and reasonably possible, be evaluated for proper placement on the Interpreter Roster. Courts should avoid, if possible, last-minute use of non-listed interpreters. Any other persons who are not listed on the Interpreter Roster and are charged to interpret in any court in the State of Georgia shall be under the jurisdiction of the Committee and bound by these rules, and any court who uses such person should inform such non-listed interpreter of the same.

### **Rule 5-2. Persons Not to Be Used as Interpreters**

The Committee recommends that under no circumstances should the presiding judicial officer appoint any of the following to serve as an interpreter:

- (1) A family member of the LEP individual or deaf or hard-of-hearing person;
- (2) A witness or party to the court proceeding;
- (3) Law enforcement officers, such as probation officers, police, deputy sheriffs, or constables;
- (4) A social worker, counselor, or health professional involved in the court proceeding;
- (5) Any person who may have an interest or perceived interest in the outcome of the court proceeding;

- (6) Any person who has been removed from the Interpreter Roster as the result of a disciplinary action;  
or
- (7) Any person who has a conflict either ethically or pursuant to Rule 5-3 of these rules.

### **Rule 5-3. Conflicts with Prior Appointments**

- (a) Any interpreter who has produced or participated in the production of material that will or has been introduced as evidence in a legal proceeding shall not provide interpreting services in court during that same proceeding as they may be called upon to testify as an expert witness and could compromise their appearance of neutrality. Such materials include, but are not limited to, document translations, audio or video recordings of the interpretation of forensic interviews, and translation transcription of audio or video recordings. The interpreter must comply with these rules and the Code of Professional Responsibility for Interpreters (in Article VIII of these rules) during the production of interpreted or translated evidentiary material.
- (b) Due to unforeseen circumstances the court may feel it is necessary to allow an interpreter who may be called as an expert witness in a proceeding to also provide interpreting services in that proceeding. Before making such a decision the court should consult with the parties, consider the rules that apply to the presence of witnesses in the courtroom, and weigh the risk of having an interpreter who might not be viewed as neutral. Such instances should be rare exceptions and not the rule.

### **Rule 5-4. Use of Deaf Interpreters**

- (a) The use of a Deaf Interpreter is recommended in court proceedings, including when LEP is at issue, if an individual:
  - (1) Uses idiosyncratic non-standard signs or gestures (colloquially referred to as “home signs”);
  - (2) Uses a foreign sign language;
  - (3) Has minimal or limited formalized American Sign Language communication skills;
  - (4) Is deaf-blind or deaf with limited vision;
  - (5) Uses signs particular to a given region, ethnic, or age group;
  - (6) Has linguistic characteristics reflective of Deaf Culture which are not generally familiar to the majority of hearing interpreters; or
  - (7) Would benefit from the use of a Deaf Interpreter as recommended by the court proceeding interpreter.
- (b) Ultimately the court, with guidance from one or more court proceeding interpreter, should evaluate the need for a Deaf Interpreter and provide one or more Deaf Interpreter to work with the interpreters who are hearing when justice so requires.
- (c) When a Deaf Interpreter is used along with an interpreter who is hearing, the two shall work as one unit and not “rotate” or take turns, but in fact work together to create the proper interpreted message. Meaning that in court proceedings where a Deaf Interpreter is required and also a team is required, the total team shall



consist of no less than four interpreters (a hearing and Deaf Interpreter unit teaming or rotating with another hearing and Deaf Interpreter unit).

#### **Rule 5-5. Team Interpreting**

(a) Team interpreting is the recognized standard in the field of professional interpreting as the best practice to prevent errors in the interpreting process. It is recommended as a measure for ensuring quality control in interpreted matters. The decision to appoint a team rather than an individual interpreter shall be based on a number of factors, including:

- (1) Length or complexity of the assignment;
- (2) Unique needs of the persons being served;
- (3) Physical and emotional dynamics of the setting; and
- (4) Avoidance of repetitive stress injuries for interpreters.

(b) When interpreters work together as a team, they may divide up roles, responsibilities, and particular tasks, including which interpreter is actively delivering the interpreted message for the record. Such division will depend on and is left to the discretion of the particular members of a given team. In many instances, the interpreters will switch roles approximately every 20 minutes, with the exact time left to the interpreters.

(c) The selection of each interpreter should follow the protocol outlined in Appendix A of these rules. Appointing one interpreter at the appropriate designation level does not validate appointing a lesser qualified interpreter or interpreters as members of the interpreting team.

#### **Rule 5-6. Relay Interpreting**

(a) When there are no interpreters who speak both the LEP person's language and English, but there are individuals who speak the LEP person's language and a second language for which there is an interpreter who also speaks English, or the LEP person's specific communication needs require the use of a relay interpreter, relay interpreting may be necessary. The interpreter who speaks English must have the appropriate designation on the Committee's Interpreter Roster and must make sure the non-English speaking interpreter can communicate effectively in their shared language and is aware of the basic duties of court interpreters and the Code of Professional Responsibility for Interpreters in Article VIII of these rules.

(b) It is recommended that relay interpreting be done in the consecutive mode. Because non-English speaking relay interpreters have not taken the Committee's interpreter orientation, they will be governed by the ad hoc permitted interpreter requirements of these rules; however, the Committee may decide to waive the maximum use limit upon request. Such extensions will be considered on a case-by-case basis, and the Committee reserves the right to impose conditions upon the interpreter before granting the extension.

#### **Rule 5-7. Replacement of Appointed Interpreter**

Upon a request by the LEP party, by their counsel, or by any other officer of the court proceeding, the decision maker shall determine whether the interpreter so provided is able to communicate accurately with and interpret information to and from the LEP individual. If it is determined that the interpreter cannot perform these functions, the LEP individual shall be provided with another interpreter. If unable to adhere to the Code of Professional Responsibility for Interpreters in Article VIII of these rules and standards of practice, an interpreter may recuse themselves from a court proceeding.

### **Rule 5-8. Criminal Cases**

(a) In criminal cases, each LEP party shall be provided with an interpreter at each critical stage of the proceedings at no cost.

(b) An LEP individual may waive the right to the use of an interpreter. Such a waiver shall be in writing and approved by the decision maker. The decision maker shall determine, on the record, that the right to an interpreter has been waived knowingly and voluntarily and that the person has been assisted by the services of the most available interpreter. Additionally, counsel may waive the presence of an interpreter in bond hearings.

(c) In criminal cases, an interpreter shall be provided at no cost to any LEP individual whenever the LEP individual is a party, has been subpoenaed or summoned, or has otherwise been compelled to appear in a proceeding. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the federal Civil Rights Act of 1964.

### **Rule 5-9. Civil Cases**

In civil cases, each LEP party shall have the right to an interpreter at each critical stage of the proceedings at no cost to the LEP party. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the federal Civil Rights Act of 1964. Advance notice of the use of an interpreter shall be provided to all parties and to the decision maker.

### **Rule 5-10. Juvenile Cases**

(a) Each LEP person in any juvenile proceeding (including children, parents of a minor child offender, and parents or guardians of minor victims of crime) or whose parental rights to full custody of any minor child are challenged by any governmental unit or agency such as the Georgia Division of Family & Children Services, shall be provided with an interpreter at no cost during each critical stage of the proceedings.

(b) The decision maker shall provide a qualified interpreter to any LEP person whenever such person's rights to full custody of any minor child are challenged for allegedly causing a child to be dependent, delinquent, or a child in need of services in violation of the Georgia Juvenile Code, as amended, or a child in need of services, and the rules established by the court hearing the case.

(c) Consultations with legal counsel, child advocates, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the federal Civil Rights Act of 1964.

(d) An LEP person may waive the right to the use of an interpreter. Such a waiver shall be in writing and approved by the decision maker. The decision maker shall determine, on the record, that the right to an interpreter has been waived knowingly and voluntarily and that the person has been assisted by the services of the most available interpreter in accordance with Appendix A of these rules.

(e) When unable to adhere to the Code of Professional Responsibility for Interpreters in Article VIII of these rules and standards of practice, interpreters may recuse themselves from any juvenile proceeding.

## **ARTICLE VI. OATH, CONFIDENTIALITY, AND PUBLIC COMMENT**

### **Rule 6-1. Interpreter's Oath**

(a) Except as provided in subsection (c) of this rule, before becoming licensed, and before providing any service to an LEP or deaf or hard-of-hearing person, an interpreter shall subscribe to the interpreter's oath, as provided in subsection (b) of this rule. By signing the interpreter's oath form, an interpreter acknowledges that they:

(1) Meet the minimum standards outlined in these rules;

(2) Will abide by the interpreter's oath; and

(3) Will abide by the Code of Professional Responsibility for Interpreters in Article VIII of these rules.

(b) The interpreter's oath shall conform substantially to the following form: "Do you solemnly swear or affirm that you will faithfully interpret from (state the language) into English and from English into (state the language) the proceedings before this court in an accurate manner to the best of your skill and knowledge?"

(c) Licensed interpreters need not be sworn in for every court event in which they participate. A court shall have the discretion to ask an interpreter to subscribe to the interpreter's oath at the beginning of every court event.

### **Rule 6-2. Confidentiality**

(a) Interpreters shall not voluntarily disclose any admission or communication that is declared to be confidential or privileged under Georgia law.

(b) The presence of an interpreter shall not affect the confidential or privileged nature of any discussion.

### **Rule 6-3. Public Comment Prohibited**

Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter they are engaged in, even when that information is not privileged or required by law to be confidential.

### **Rule 6-4. Agreeing to Code of Professional Responsibility for Interpreters**

An interpreter shall agree in writing to comply with the Code of Professional Responsibility for Interpreters in Article VIII of these rules prior to providing interpretation services in a court in the State of Georgia.

## **ARTICLE VII. RECORD OF INTERPRETER TESTIMONY**

### **Rule 7-1. Spoken Language Interpretation and the Record**

(a) The following rules shall apply only to spoken language interpreters:

(1) If a licensed interpreter is used, no record shall generally be made of the non-English testimonial statements. However, if a non-licensed interpreter is used, it is recommended that a record be made of the complete interpretation rendered by the interpreter in the consecutive mode.

(2) If a challenge is made to the accuracy of an interpretation, the court shall first determine whether the interpreter can communicate accurately with and interpret information to and from the LEP individual. If it is determined that the interpreter cannot perform these functions, arrangements for another interpreter should be made unless cumulative, irrelevant, or immaterial testimony is involved.

(3) If the court determines that an interpreter can communicate effectively with the non-English speaker, the court shall resolve the issue of a contested interpretation and the record to be made of the contested testimony in its discretion.

(4) Any transcript prepared shall consist only of the English language spoken in court.

(5) If a licensed interpreter is not used, the court shall make an audio or audio-visual recording of any testimony given in a language other than English. Such recording shall include any colloquies between the Court and any LEP individuals, statements or testimony made to the court given by an LEP individual, as well as all translations provided by the interpreter of such proceedings. Such recording shall also become part of the record of the proceeding.

(6) The recording of any interpretation for an LEP defendant or party of other proceedings where the defendant does not directly participate shall not be required, such as the interpretation of testimony of an English-speaking witness when counsel represents the defendant.

(7) The record shall not include the content or related interpretation of any private conversation between a defendant or party and his or her counsel.

(8) In all cases where audio or audio-visual recording is not required, the court shall have the discretion to authorize the making of such a recording.

(9) With regards to evidentiary material:

(A) Interpreters shall not extemporaneously sight translate written evidentiary material into the record without proper preparation and advance notice. A written translation of documents should be prepared before the proceedings in which they are to be introduced into evidence.

(B) Interpreters shall not interpret into English audio or video recordings in legal proceedings. Such recordings shall be transcribed and translated before the proceeding in which they are to be introduced into evidence or reproduced.

(b) The quality of an on-the-spot sight translation of a document or interpretation of an audio or video recording in court will almost always fall short of the evidentiary standards that must be met, due to the lack of time, technology, and resources needed by the interpreter to perform such a complicated task correctly. Rendering such an interpretation could violate the standard of faithfulness and accuracy required by the interpreter's oath. Furthermore, should the accuracy of the rendition be challenged the only source of reference would be the official record or the interpreter's memory.

## **Rule 7-2. Testimony of Hearing-Impaired Persons**

The testimony of deaf or hard-of-hearing person may be recorded as provided for in the Official Code of Georgia Annotated.

### **Rule 7-3. Interpreter Identified on the Record**

Interpreters shall be identified on the record. When making such identification, an interpreter shall provide all the following information for the record:

- (1) The interpreter's full name, including the spelling of their last name;
- (2) The interpreter's designation on the Interpreter Roster, stated in its full designation or as the corresponding acronym;
- (3) Any types of certification or licenses in addition to the designation on the Interpreter Roster that the interpreter currently holds;
- (4) The interpreter's license number; and
- (5) The name of the interpreting agency hiring the interpreter, if applicable.

## **ARTICLE VIII. CODE OF PROFESSIONAL RESPONSIBILITY FOR INTERPRETERS**

### **Preamble of the Code of Professional Responsibility for Interpreters**

The Judicial Council's Committee on Court Interpreters is charged to recruit, register, certify, license, and govern the work and conduct of spoken language and sign language interpreters in the courts of Georgia to assure that persons of limited English proficiency as well as hearing impaired persons are provided due process, equal access, and meaningful participation in all court proceedings and court support services; that the constitutional rights of criminal defendants to the assistance of language interpreters be safeguarded; and, that the efficiency, quality, and uniformity of court proceedings as assisted by interpreters be encouraged and preserved.

### **Rule 8-1. Construction**

The Code of Professional Responsibility for Interpreters in this article shall be interpreted under the purposes provided in the Preamble of this article.

### **Rule 8-2. Application**

- (a) The following enumerated standards of ethical conduct to be observed by language interpreters in the courts of Georgia contain authoritative principles and directives to assist the judiciary; officers of the court; language interpreters; agencies and organizations administering, delivering, or supervising interpreting services to the courts; and the public.
- (b) Interpreters subject to multiple ethical guidelines must follow the strictest applicable guideline.
- (c) Commentaries are intended to provide contextual guidance.
- (d) Proceedings concerning violations of the enumerated standards shall be brought as provided for by Georgia law and these rules.

### Rule 8-3. Standards<sup>5</sup>

Interpreters shall:

- (1) Act in accordance with any applicable ethical guidelines.
- (2) Reflect proper court decorum and act with dignity and respect to the officials and staff of the court.
- (3) Avoid professional or personal conduct that could discredit the court.
- (4) Work unobtrusively to keep the focus on the parties rather than the interpreter.
- (5) Accurately state their qualifications and designation as a legal interpreter using the approved format described in Rule 7-3 (2) of these rules.
- (6) Interpret accurately and faithfully without indicating any personal bias, as follows:
  - (A) Preserve the level of language used and the ambiguities and nuances of the speaker without editing;
  - (B) Request clarification of ambiguous statements or unfamiliar vocabulary from the judge or counsel;
  - (C) Refrain from expressing an opinion in a matter before the court; and
  - (D) Promptly notify the court of any error in their interpretation.
- (7) Maintain impartiality by avoiding undue contact with witnesses, attorneys,<sup>6</sup> interested parties, and jurors before, during, and until the case is concluded.

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<sup>5</sup> **Commentary:** Parties to litigation have a constitutional right to test the testimony of LEP or deaf or hard-of-hearing witnesses, just as they test the testimony of an English-speaking witness. In the courtroom, the judge or jury must evaluate the fairness of the questioning and the understanding of the witness, not the interpreter. Outside of the testimonial setting, for instance in witness interviews, probation interviews, or mediation, the interpreter may play a more active role in clarifying misunderstandings between the participants. Further, in such settings, requests for clarifications should be directed at the participants, rather than being referred to the judge.

The obligation to preserve accuracy includes the interpreter's duty to correct any error of interpretation discovered by the interpreter during the proceeding. Interpreters should demonstrate their professionalism by objectively analyzing any challenge to their performance.

In civil cases, the courts must sometimes rely on community service groups, friends, acquaintances, and relatives of the LEP or hearing-impaired speaker to interpret or translate during court proceedings. Even interpreters whose participation is uncompensated must understand they take an oath to faithfully interpret impartially in the courtroom setting without interference as a participant, and that the evaluation of the questions and answers must be left to the finder of fact (i.e., the judge or jury).

**Example:** If a questioner in courtroom testimony asks a question that assumes incorrect facts (such as where certain streets intersect), it would be highly improper for the interpreter to interject their own knowledge of the correct information. In contrast, if a probation officer in an intake interview, for instance, makes a mistake in giving directions as to how to get to a court-related office, it would be helpful, rather than improper, for the interpreter to point out the supposed error to the parties to the conversation.

<sup>6</sup> **Commentary:** It is not improper for an interpreter retained by one side in litigation for witness or client interviews to also interpret testimony in the courtroom. Whether such a dual role is to be permitted in a particular case is for the presiding judge to determine. It would be highly improper, however, for the interpreter to fulfill such multiple roles without disclosure to all parties and the court.

(8) Disclose to the court and parties any prior involvement with a case, or private involvement with the parties or others significantly involved in the case.

(9) Never take advantage of knowledge obtained in the performance of official duties for the interpreter's own or another's gain.

(10) Protect the confidentiality<sup>7</sup> of all privileged and other confidential information about court cases, as follows:

(A) Interpreters shall not voluntarily disclose any admission or communication that is declared to be confidential or privileged under Georgia law.

(B) Interpreters shall not publicly discuss, report, or offer an opinion concerning a matter in which they are engaged, even when that information is not privileged or required by law to be confidential.

(11) Inform the presiding judge if the interpreter feels harassed or intimidated.

(12) Immediately report to the court and the Committee any solicitations or efforts by another to induce or encourage the interpreter to violate any law, standard, rule, or any part of this Code of Professional Responsibility.

(13) Accept no money, gift, or other benefits other than the compensation received for the performance of interpretation duties.

(14) Not give any legal advice,<sup>8</sup> whether solicited or not solicited. The LEP or hearing-impaired speaker shall be referred to the judge or counsel in all such instances.

(15) Never act as an individual referral service for any attorney. If an LEP or hearing-impaired speaker asks an interpreter to refer the speaker to an attorney, the interpreter shall direct such an individual to the local bar association or the indigent defense office.

(16) Not receive any compensation or benefit, direct or indirect, for a referral to an attorney.

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<sup>7</sup> **Commentary:** Confidentiality does not extend to a situation in which there are threats of imminent violence, the interpreter is a witness to criminal acts, or to information relating to a crime committed during the course of the proceedings or the interpreter's employment where the information concerning such crime does not derive from attorney-client conversations. Such information should be disclosed to a judge who is not involved in the proceeding for advice in regard to the potential conflict in professional responsibility; however, if the information was acquired during attorney-client conversations, the information should be discussed with the attorney participant. Confidentiality does not extend to disclosures to a client's attorney, so that an interpreter may freely discuss issues of client misconduct with the client's attorney. Confidentiality does not extend to the fact or dates of employment as an interpreter. Also, if a disciplinary complaint or lawsuit arising out of interpretation services is filed against an interpreter, the interpreter may testify about relevant communications.

When an interpreter is called upon to testify in court, the interpreter should request a ruling by the court upon the propriety of testimony on confidential matter. Furthermore, if the testimony concerns a conversation between attorney and client, the interpreter should request a ruling as to whether the conversation is covered by attorney-client privilege.

<sup>8</sup> **Commentary:** The interpreter is subject to the same constraints against giving legal advice as other non-lawyer court personnel. In addition, interpreters need to be mindful of the dependence of the LEP or hearing-impaired person on their services; therefore, any erroneous information provided by an interpreter is unlikely to be questioned or corrected. Accordingly, interpreters need to be particularly cautious even in the non-legal information they provide. Interpreters regularly appearing in a given courtroom may seek and rely upon guidance from the presiding judge on how informational inquiries should be handled. If an attorney is called upon to interpret, their conduct is governed by the Georgia Rules of Professional Conduct for attorneys, but an attorney acting as an interpreter shall at all times act in conformity with Rule 8-3 of these rules.

(17) Continually improve their skills and knowledge through activities such as professional training and education, as required by these rules.

(18) Bring to the court's attention any circumstance or condition that impedes full compliance with any applicable provisions of this Code of Professional Responsibility for Interpreters, including interpreter fatigue, the need for team interpreting, inability to hear, or inadequate knowledge of specialized terminology.

(19) Refuse any assignment for which they are not qualified or under conditions that substantially impair their effectiveness or recuse themselves for any reason should they become unable to fulfill their ethical duties.

(20) Be permitted to advertise, but interpreters shall not engage in untruthful or misleading representations. In particular:

(A) Interpreters shall not claim that they will guarantee a specific result;

(B) Interpreters shall not claim an ability to provide legal advice or services for which they are not licensed; and

(C) All statements as to qualifications and designations identified using the approved format described in Rule 2-2 of these rules shall be accurate.

(21) Be required to be of a good moral character, and if seeking licensing or listing with the Committee, an interpreter shall:

(A) Comply with any rule or regulation of the Committee regarding good character; and

(B) Cooperate with background investigations, including a criminal background check.

(22) Agree to be bound by the rules of this Code of Professional Responsibility for Interpreters.

#### **Rule 8-4. Violations, Removal From Registry, and Other Sanctions**

Violations of these rules may result in discipline pursuant to Article IV of these rules.



## **APPENDIX A**

### **PROCEEDING TYPES AND QUALIFIED INTERPRETER ROSTER DESIGNATIONS**

The use of the licensed Interpreter Roster and order of interpreter selection is important to the proper administration of language access and the provision of language access services. Any agency conducting a court proceeding should make every reasonable effort to ensure that an individual performing interpretation services in said proceeding under its control is appropriately qualified.

It is the position and direction of this Committee that, regardless of the type of court proceeding or the possible outcome of the same, agencies should secure needed interpreters from the Interpreter Roster in the following order:

- (1) Master licensed legal interpreter or licensed legal interpreter.
- (2) Conditionally licensed legal interpreter.

All other persons interpreting court proceedings shall be required to comply with these rules to the best of their ability. The Committee intends that such persons be selected by the court for interpretation only if no other interpreters on the Interpreter Roster are available. Courts should contact the AOC for assistance with basic requirements such as background checks and training to have any such other individual meet the minimal standards to be listed on the Interpreter Roster and, if appropriate and reasonably possible, be evaluated for proper placement on the Interpreter Roster. Courts should avoid, if possible, last-minute use of non-listed interpreters. Any other individual who is not listed on the Interpreter Roster and is charged to interpret in any court in the State of Georgia shall be under the jurisdiction of the Committee and bound by these rules, and any court who uses such individual should inform such non-listed interpreter of the same.

The Committee recommends that under no circumstances should the presiding judicial officer appoint any of the following to serve as an interpreter:

- (1) A family member of the LEP individual or deaf or hard-of-hearing person;
  - (2) A witness or party to the court proceeding;
  - (3) Law enforcement officers, such as probation officers, police, deputy sheriffs, or constables;
  - (4) A social worker, counselor, or health professional involved in the court proceeding;
  - (5) Any person who may have an interest or perceived interest in the outcome of the court proceeding;
- or
- (6) Any person who has been removed from the Interpreter Roster as the result of a disciplinary action.

The following types of proceedings or those proceedings with the following potential outcomes should use only qualified interpreters with corresponding designations, and the courts should consider any and all reasonable measures to provide a properly designated interpreter, including: scheduling or continuing the proceeding to a date and time when a properly designated interpreter can be secured; using remote technology, when otherwise appropriate; or contacting the AOC for assistance in locating an interpreter.

The practice of team interpreting should be used whenever deemed necessary for longer proceedings, as per Rule 5-5 of these rules.

The type of case an interpreter should be appointed to is based on their classification, which reflects the level of knowledge, skill, and abilities demonstrated during the certification process. This applies to both spoken language and sign language interpreters. Based on their classification and level of expertise, interpreters should be appointed as follows:

<b>COURT</b>	<b>CASE TYPE</b>	<b>PROCEEDING</b>	<b>INTERPRETER LICENSE DESIGNATION: QUALIFIED FOR CASE TYPE</b>
Superior and State Court – Criminal	Homicides	All proceedings	Master Licensed Legal Interpreter or Licensed Legal Interpreter only
	Felonies and Evidentiary	Trials, guilty pleas, all hearings, or parole violations	Master Licensed Legal Interpreter or Licensed Legal Interpreter only
		Arraignments, waivers, or pre-trial conferences	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
	Misdemeanors and Summary	Bail, arraignments, guilty pleas, pre-trial proceedings, or waivers	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Juvenile Court	Juvenile Delinquency	Detention hearings, adjudications, probation violations, truancy, motions, or child in need of services	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
	Juvenile Dependency	All hearings	Master Licensed Legal Interpreter or Licensed Legal Interpreter only

<b>COURT</b>	<b>CASE TYPE</b>	<b>PROCEEDING</b>	<b>INTERPRETER LICENSE DESIGNATION</b>
Superior and State Court – Civil (domestic)	Domestic Relations	Abuse, custody, support, or paternity	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Superior and State Court – Civil	Court, Estates, Tort, or Private Lawsuit	Pre-trial hearings, trials, depositions, arbitrations, or adoptions	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Superior and State Court – Civil (other)		Competency hearings	Master Licensed Legal Interpreter or Licensed Legal Interpreter only
Magistrate and Municipal Court	Criminal	Bail, arraignments, hearings, misdemeanors, trials, or guilty pleas	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
	Civil	Restraining orders, protection from abuse, landlord/tenant, or small claims	
Traffic Court	All cases	All hearings	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter
Executive Branch and Local Agencies	Administrative Hearings	Unemployment, workers' compensation, or reinstatement of benefits	Master Licensed Legal Interpreter, Licensed Legal Interpreter, or Conditionally Licensed Legal Interpreter

# TAB 5



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Michael P. Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### Memorandum

TO: Judicial Council

FROM: Judge Stephen Kelley, Co-Chair

RE: Committee Report

DATE: November 17, 2023

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The Judicial Council Standing Committee on Technology met on Thursday, July 20, 2023. The following report reflects the topics discussed during that meeting.

#### Old Business

##### *Rules Committee, Judge Altman*

Judge Altman provided the update from the Rules Committee. Judge Altman moved the Committee to recommend to the full Judicial Council, then the Supreme Court, that Rule 2B6 of the Judicial Council rules be removed. Judge Kelley mentioned that these rules are model rules, and the motion was seconded. The Committee engaged in a discussion regarding the rule and action needed.

#### *New Business*

##### *Protective Order Registry, Judge Altman*

Judge Altman provided an update on the POR project. He is working with GCIC to have a training link established; GCIS has requested a date for deployment. He asked that AOC provide assistance and be responsible for circulation to the executive directors for each council. The Committee engaged in discussion, highlighting concerns from the Sheriff's department and points of data entry. Judge Kelley mentioned including other agencies in the conversation and drafting a document explaining POR.

##### *AOC Updates-Mr. Ben Luke*

Mr. Luke provided an update regarding the technology projects of the Administrative Office of the Courts. He shared improvements made to the Georgia Courts Registrar, a tool supporting court professionals throughout the state. He conveyed that the application has been rebuilt using modern web technologies to make future changes easier and less costly. Mr. Luke shared that the AOC would continue to support judicial staff with training and a technology trends newsletter. The training sessions have been well attended, and users continue to express appreciation for the

training. Mr. Luke and Ms. Jasmine Jackson presented a side-by-side comparison of the georgiacourts.gov enhancements that are taking place, describing the focus continues to be on mobile ease of use and consistency of the JC/AOC brand. Mr. Colton Trent and Mr. Luke provided the Committee with an update and tour of the Virtual Calendar Call development. The VCC product is currently in beta testing and welcomes additional testers.

*Criminal Data Exchange Board (CDX), Mr. Ben Luke*

The Criminal Case Data Exchange Board (CDX) has been charged with the development and implementation of standards and best practices to promote timely and correct criminal history data. On November 16<sup>th</sup>, 2023, the CDX Board adopted new standards that clearly communicate each stakeholder's role in the lifecycle of criminal justice data. The CDX Board will continue meeting to consider revisions to the standards, to draft best practices for specific stakeholders, and to promote adoption and compliance with adopted standards. The work of the CDX board is relevant to the Technology Committee because criminal justice data resides within court information systems and relies on technology throughout its entire lifecycle.

*Update on Judicial Emergency Preparedness Committee, Mr. Ben Luke*

Mr. Ben Luke gave a status update on the Committee's efforts, discussing the plan for a document outlining the best practices surrounding emergency preparedness at the local level. The Committee understands that each county's needs differ and would like to provide a starting guide. Once it has been reviewed by the full Committee and completed, State distribution will begin.

*Automated Data Collection project - Mr. Eric Miner, on behalf of Stephanie Hines*

Mr. Miner provided an update to the Committee regarding the project. He shared that AOC staff have been hosting round table discussions with Clerks from all court classes to identify what data elements shall be collected as a part of the national open data standards. Thus far, a rough draft for Municipal Courts is complete. Work will continue on the remaining courts in the weeks ahead.

*Next Meeting*

The next committee meeting is scheduled for December 14, 2023.

# THE CRIMINAL CASE DATA EXCHANGE BOARD

UNIFORM STANDARDS  
FOR THE CREATION AND TRANSMISSION  
OF ELECTRONIC CRIMINAL HISTORY DATA



ADOPTED 11/16/2023

THE CRIMINAL CASE DATA EXCHANGE BOARD  
UNIFORM STANDARDS FOR THE CREATION AND TRANSMISSION OF CRIMINAL HISTORY DATA

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**CRIMINAL CASE DATA EXCHANGE BOARD**  
**UNIFORM STANDARDS FOR THE CREATION AND TRANSMISSION OF CRIMINAL HISTORY DATA**

## **Scope**

These standards are adopted to establish requirements as authorized by the statutory provisions related to the re-establishment of the Criminal Case Data Exchange Board and to provide standards to establish a more uniform system and framework for handling criminal case data so that such data shall be accurately reported and accessible within the State of Georgia pursuant to the Criminal Records Responsibility Act of 2022, as revised in 2023.

These standards are not intended to conflict with the Constitution, substantive law, or any applicable rules of the Georgia Supreme Court, The Judicial Council of Georgia, The Council of Superior Court Judges, The Council of State Court Judges, The Council of Magistrate Court Judges, The Council of Probate Court Judges, The Council of Municipal Court Judges, or The Council of Juvenile Court Judges.

The intention of the Board is to disrupt as little as possible current local practices which result in the effective transmission of final dispositions of criminal charges. It is however the intention that these standards shall prevail over local inconsistent practices and procedures and shall be applied uniformly throughout the state with the goal to facilitate the reporting of dispositions and provide the criminal justice community with tools that enable better decision making.

These standards establish, or will establish, criminal reporting requirements for all entities reporting to GCIC, including but not limited to:

- All law enforcement agencies,
- All superior courts
- All state courts,
- All magistrate courts,
- All probate courts,
- All juvenile courts,
- All recorders' courts,
- All municipal courts,
- All city courts,
- The Department of Community Supervision,
- The Department of Corrections, Wardens, and persons in charge of detention or correctional facilities,
- The State Board of Pardons and Paroles,
- County probation entities, probation officers, and personnel,
- Community supervision entities and personnel,
- Department of Juvenile Justice and juvenile probation entities and personnel,
- Private probation entities and personnel.

This document does not address transmission of relevant data from the Court of Appeals or Supreme Court.

## Section 1. Authority for Adoption

Statutory authorities for the promulgation of these standards by the Criminal Case Data Exchange Board are found at:

- a. Ga. Gen. Assembly 2022 Act 717; 2022 Ga. Act 717, 2022 Ga. SB 441, the Criminal Records Responsibility Act, effective July 1, 2022.

Revised by Ga. Gen. Assembly 2023 Act 88; 2023 Ga. Act 88, 2023 Ga. SB 272, the Criminal Records Responsibility Act, effective July 1, 2023.

- b. O.C.G.A. §15-6-50.3(h)(5) relating to standards for the creation and transmission of electronic criminal history data by and between local and state Criminal Justice Agencies.

## Section 2. Adoption Date

These standards are adopted by official action of the Criminal Case Data Exchange Board at the meeting of the Board on November 16<sup>th</sup>, 2023.

## Section 3. Effective Date

These standards become effective on November 16<sup>th</sup>, 2023.

## Section 4. Singular Includes the Plural and Gender References

When required by context a singular term shall include the plural, and the plural shall include the singular. The use of any gender, be it masculine, feminine, or neuter, shall include all genders.

## Section 5. Board Office and Contacts

The office and mailing address of the Board is:

Criminal Case Data Exchange Board  
244 Washington Street, SW  
Suite 300  
Atlanta, GA 30334

Contact information for the Board: Email: [cdx@georgiacourts.gov](mailto:cdx@georgiacourts.gov)

Telephone: (404) 656-5171

## Section 6. Definitions

Defined terms within these Standards shall include the following:

- (a) **Arrest** shall mean the detention of an individual by a law enforcement officer that results in a criminal charge being made against that individual. An “arrest” includes any action

made by a law enforcement officer wherein the officer takes an individual into custody pursuant to an arrest warrant (felony or misdemeanor), a bench warrant, a contempt citation, a probation revocation warrant, a parole violation warrant, an order for fingerprinting, a citation (UTC/UMC) or any combination of the foregoing which is a Reportable Offense.

- (b) **Arrest Cycle** shall mean a unique instance of arrest or the taking into custody in this state of a person on a specific date resulting in a report of same to GCIC.
- (c) **Arresting Agency** shall mean the law enforcement agency that effectuates an arrest, either on its own behalf or at the request of another agency.
- (d) **Board** shall mean the Criminal Case Data Exchange Board.
- (e) **Booking Agency** shall mean the Sheriff or other law enforcement agency that “books” an accused person into jail or other confinement facility following an arrest. The Booking Agency captures and successfully transmits the accused person’s fingerprints to GCIC, initiating the creation and issuance of an OTN. A Booking Agency may also include youth detention centers (YDCs) and regional youth detention centers (RYDCs). There may be instances where the Arresting Agency is also the Booking Agency.
- (f) **Charge** shall mean:
  - (1) A criminal offense which is a felony;
  - (2) A criminal offense which is a fingerprintable misdemeanor; or
  - (3) A violation of an ordinance for criminal offenses described in O.C.G.A §35-3-33(a)(1)(A)(ii).
- (g) **Charge Code** shall mean the current active four-digit criminal offense (CON) code assigned by GCIC corresponding to a specific criminal offense. Current charge codes may be found at: <http://gcicweb.gbi.state.ga.us/content/cch-criminal-codes> or <https://gbi.georgia.gov/criminal-offenses-require-fingerprinting>.
- (h) **Charging Decision** shall mean:
  - (1) Any point in the process where a Prosecutor makes the decision to decline prosecution on any charge for which a CTN was assigned. This decision could be to dismiss a criminal arrest warrant, or in the exercise of prosecutorial discretion, that no further action is to be taken in the case;
  - (2) The time an accusation has been filed with the Clerk of Court;
  - (3) At the time when a defendant has been admitted to a pre-trial intervention program or an accountability court program in a pre-adjudication status;
  - (4) When a grand jury has returned a true bill, issued an indictment in any particular case, and the indictment has been filed with the Clerk of Court; or

(5) When a grand jury has returned a no bill on a proposed indictment and the Prosecutor has elected to forego further prosecution action on the case.

- (i) **Charging Instrument** shall mean an indictment, accusation, or UTC that the Prosecutor is proceeding upon when bringing charges against an accused person to court.
- (j) **Clerk** shall mean any applicable Clerks of superior courts, state courts, magistrate courts, juvenile courts, probate courts, municipal courts, recorders courts, city courts and any other administrative personnel of any court or tribunal of the state except the Court of Appeals and Supreme Court.
- (k) **Court** shall mean any superior court, state court, magistrate court, juvenile court, probate court, municipal court, recorders court, city court, or other tribunal of the State.
- (l) **Criminal Justice Agency** shall mean any governmental agency, unit, public official, or court that meets the following conditions:

To be considered a criminal justice agency, an entity must meet the definition of a criminal justice agency as contained in Title 28, C.F.R., Part 20, Subpart A. Title 28, C.F.R. § 20.3(g) defines a criminal justice agency as “(1) Courts; [or] (2) A governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (interpreted to mean at more than 50 percent) of its annual budget to the administration of criminal justice.”

The definition of a criminal justice agency and the administration of criminal justice must be considered together. Included as criminal justice agencies would be traditional police, courts, and corrections agencies, as well as subunits of noncriminal justice agencies performing a function of the administration of criminal justice. These subunits would include agencies which have as their principle function the investigation of criminal provisions of applicable state laws.

Such term shall include the following:

- (1) Law Enforcement Agencies at all levels of government;
  - (2) Courts as herein defined;
  - (3) Department of Community Supervision;
  - (4) Department of Corrections;
  - (5) Wardens or other persons in charge of penal and correctional institutions;
  - (6) The State Board of Pardons and Parole;
  - (7) County probation officers employed by a governing authority of a county, municipality, or consolidated government to supervise defendants placed on probation by a court for committing an ordinance violation or misdemeanor;
  - (8) Department of Juvenile Justice and juvenile probation officers;
  - (9) Community supervision officers;
  - (10) Probation officers.
- (m) **CTN** shall mean the GCIC Charge Tracking Number, the sequential number assigned to each unique offense within an arrest cycle event.

- (n) **Department of Driver Services (DDS)** shall mean the entity created by O.C.G.A. §40-16-2.
- (o) **Disposition** shall mean the result of a criminal charge culminating in the transmission of final disposition report to GCIC. Such term includes a law enforcement agency election not to refer the matter to a prosecutor or those charges where a prosecutor elects not to commence criminal proceedings.
- (p) **Georgia Crime Information Center (GCIC)** shall mean the entity within the Georgia Bureau of Investigation created by O.C.G.A. §35-3-31.
- (q) **Judicial Council/Administrative Office of the Courts (JC/AOC)** shall mean the Judicial Council of Georgia /Administrative Office of the Courts created by O.C.G.A. §15-5-22.
- (r) **Law Enforcement Agency** shall mean a governmental unit of one or more persons employed by the state, a state agency or department, or employed by or funded through a political subdivision of the state for the purpose of preventing and detecting crime and enforcing state laws or local ordinances whose employees of which unit are authorized to make arrests for crimes while acting within the scope of their authority and include each: (reference O.C.G.A. §35-3-30)
- 1) Sheriff,
  - 2) Police Department,
  - 3) The Department of Public Safety,
  - 4) Capitol Police,
  - 5) Georgia State Patrol,
  - 6) Motor Vehicle Compliance Division,
  - 7) Georgia Bureau of Investigation,
  - 8) Georgia Department of Corrections,
  - 9) Georgia Department of Natural Resources,
  - 10) County or city public safety department,
  - 11) Any Marshal,
  - 12) College or University Police,
  - 13) School system police or Public Safety Department,
  - 14) Transit Police,
  - 15) World Congress Center Police,
  - 16) Drug Enforcement Unit,
  - 17) Special police officers pursuant to O.C.G.A. §35-9-2,
  - 18) Arresting Agency or Booking Agency as described in 6(a) and 6(b) of these standards.
  - 19) Other office that has the power to arrest a person charged with a criminal offense or is authorized to issue any traffic citation.
- (s) **National Crime Information Center (NCIC)** shall mean the nationwide, computerized information system established as a service to all local, state, and federal Criminal Justice Agencies described in 28 U.S.C. § 534. The system includes wanted person information; missing person information; unidentified person information; stolen property information; criminal history information; information compiled in the course of

investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity.

- (t) **ORI** shall mean the nine-character agency identifier containing both alpha and numeric characters assigned by the FBI which validates legal authorization to access criminal justice information and identifies the agency.
- (u) **OTN** shall mean the GCIC Offender Tracking Number as an eleven-digit number assigned to an arrest cycle. An OTN can only be created after an agency takes and successfully transmits fingerprints of an offender to GCIC.
- (v) **Out-of-State Warrant** shall mean a warrant originating from any foreign, or non-Georgia Criminal Justice Agency analogous to those agencies referenced in Section 6(l) above. This definition will include, but is not limited to, arrest warrants issued by an agency from another state, a federal agency, tribal agency, military agency, or another similar agency.
- (w) **Prosecutor** shall mean the Attorney General, a district attorney, a solicitor general, a municipal court solicitor, or any other official tasked with presenting a criminal or traffic case on behalf of a governmental body to a court. If the offense was a violation of a criminal law of this state which, by general law, may be tried by a municipal, magistrate, probate, juvenile, or other court that is not a court of record, the term “prosecuting attorney” shall include the prosecuting officer of such court or, in the absence of such prosecuting attorney, the district attorney of the judicial circuit in which such court is located. The term also includes the staff of the prosecutor.
- (x) **Receiving Agency** shall mean a Booking Agency that was not the initial Booking Agency which took custody of an individual following his/her arrest and to which the custody of that individual has been transferred.
- (y) **Reportable Offense** shall mean any charge that is reportable to GCIC under O.C.G.A. §35-3-33(a)(1) or any charge that is reportable to DDS as required under O.C.G.A. §40-5-53(b).
- (z) **Supervised Release File** shall mean the file within the NCIC consisting of information on subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pretrial sentencing.
- (aa) **UMC** shall mean the Uniform Misdemeanor Citation and Complaint Form described in O.C.G.A. §15-5-21.1.
- (bb) **UTC** shall mean a Uniform Traffic Citation described generally in Article 1 of Chapter 40, Georgia Code and specifically at O.C.G.A. § 40-13-1.
- (cc) **Warrant** shall mean an order which authorizes any law enforcement agency to apprehend or detain an individual issued by a judge of a superior, city, state, or magistrate court or any municipal officer clothed by law with the powers of a magistrate. This term shall

include both warrants for arrest and bench warrants for arrest (ref: O.C.G.A. §17-4-40 and O.C.G.A. §17-7-90).

(dd) **Warrant Number** shall mean the number which has been assigned to a warrant.

## Section 7. Uniform Standards for the Creation and Transmission of Electronic Criminal History Data

The following uniform standards are adopted for the creation and transmission of electronic criminal history data by and between local and state criminal justice agencies in the State of Georgia.

### 7.1 General Provisions

#### 7.1.1 Uniform Transmission and Timeliness Standard

Criminal Justice Agencies shall ensure the transmission of the information to GCIC as described in O.C.G.A. §35-3-33 within 30 days of the creation or receipt of such information, whichever is sooner. This obligation is required pursuant to O.C.G.A. §35-3-36.

#### 7.1.2 Exceptions

The uniform transmission and timeliness standard provided in 7.1.1 is not without exceptions. Each Criminal Justice Agency shall ensure any statutory standard provided in O.C.G.A. §35-3-36 or elsewhere that requires an earlier transmission than the uniform transmission standard in 7.1.1 is met. The Board will continue to develop standards for accurate and timely transmission of data.

#### 7.1.3 Disposition Transmission

Beginning with the effective date of these Standards, a disposition shall be transmitted to GCIC within 30 days of its creation, regardless of the Criminal Justice Agency that orders or otherwise creates the disposition.

For all charges made prior to the effective date of these Standards that lack a disposition due to a failure to timely transmit such disposition in the format required by GCIC, each Criminal Justice Agency shall work diligently to process and determine the disposition of each charge. Upon correction of any disposition that has not previously been reported to and accepted by GCIC, the applicable Criminal Justice Agency shall transmit such corrected disposition within 30 days of the necessary corrections being made.

#### 7.1.4 Rejection of Disposition Transmittal

Any disposition transmission that is rejected by GCIC shall be reported to the party that transmitted it. Upon receipt of a rejection by GCIC, the submitting party shall attempt to remedy the cause of the rejection and resubmit the corrected submission within 30 days of the rejection notice. If the submitting party cannot resolve the rejection, despite



collaboration with relevant parties, the submitting party will comply with the provisions of 7.3.5.

## **7.2 Law Enforcement Agencies**

### **7.2.1 Data Transmission**

Each Law Enforcement Agency making an Arrest or otherwise taking a person into custody for offenses specified in O.C.G.A. §35-3-33(a)(1)(A) shall provide to GCIC the fingerprints, descriptions, photographs, and any other pertinent identifying data. An OTN will be generated for that Arrest.

### **7.2.2 Transmission to GCIC**

The Booking Agency shall transmit fingerprints for all executed arrests by electronic means in the format required by GCIC. This transmission by the Booking Agency shall be entered within the time limitations set forth in O.C.G.A. § 35-3-36(d).

#### **7.2.2.1 Maintenance of Singular OTN**

An Arresting Agency that is not the Booking Agency shall not transmit data to GCIC in a manner that results in an OTN being generated. However, should an Arresting Agency inadvertently enter an arrest into GCIC for which an OTN is assigned, at the time of the accused person is booked, the OTN obtained by the Arresting Agency shall be updated to reflect that the OTN obtained by the Arresting Agency has been closed. This update of the OTN by the Arresting Agency shall be entered within 30 days of the arrest warrant being executed.

#### **7.2.2.2 Subsequent Booking Agency**

A Booking Agency that transfers a detainee to a second or subsequent Booking Agency shall advise the Receiving Agency of the existing OTN for this arrest cycle and enter a Disposition type of "Transfer to Other Agency" within 30 days of the detainee being transferred. The Receiving Agency has the duty to electronically transmit to GCIC any additional data concerning the detainee under the existing OTN.

### **7.2.3 Failure to Appear Warrant**

At the time an accused person is arrested on a warrant issued due to the accused person's failure to appear for court for which an OTN has been assigned, GCIC shall update the record automatically in a manner that shows the OTN assigned to that arrest has been closed.

### **7.2.4 Arrest on Out-of-State, Military, Tribal, or Federal Warrant**

When an Arresting Agency makes an arrest on behalf of another agency other than a Georgia agency, such as an out-of-state warrant, and the Arresting Agency has no recent

or added charges against that individual in their jurisdiction, an OTN shall be generated but upon receipt, GCIC should automatically update all charges within the OTN to show “disposed.”

#### **7.2.4.1 OTN Generation for Out-of-State Warrant**

When an OTN is generated based upon the execution of an out-of-state arrest warrant, the identity of the court, to include city and state, that originally issued the warrant shall be included in the data field in creation of the OTN. When GCIC receives this information, they will develop a process that will make the record automatically update the OTN to show that it is closed.

#### **7.2.5 Probation Violation Warrant**

When a probation violation warrant is issued for a reportable charge, the warrant shall be added to the NCIC Wanted Person File. When an arrest is made on a probation violation warrant, the Booking Agency shall provide the OTN to the Clerk for disposition.

#### **7.2.6 Parole Violation Warrant**

When a parole violation warrant is issued, the warrant shall be added to the NCIC Wanted Person File. When an arrest is made on a parole violation warrant, the Booking Agency shall provide the OTN to the State Board of Pardons and Paroles for disposition.

### **7.3 Courts- General Standards for All Classes of Court**

The following section contains general standards that every Superior Court, State Court, Magistrate Court, Juvenile Court, Probate Court, Municipal Court, Records Court, and City Court shall follow.

#### **7.3.1 OTN Creation for GCIC Reportable Offense**

Whenever a hearing or trial is scheduled in any criminal case that includes GCIC reportable offenses under O.C.G.A. §35-3-33, all felonies and for the misdemeanors and violations designated in O.C.G.A. §35-3-33(a)(1)(A) and for persons in the categories enumerated in O.C.G.A. §35-3-33, subparagraphs (a)(1)(B), (a)(1)(C), and (a)(1)(E), the Clerk shall immediately notify the presiding judge if aware that no OTN(s) have been created for the defendant(s) associated with that hearing or trial. The Court should not proceed to dispose of the charge(s) until an OTN has been assigned or the court has ordered that process to be accomplished as a condition of the case moving forward. In rare occasions, a court may order that the defendant be fingerprinted as part of any sentence imposed.

#### **7.3.2 Transmittal Obligations**

The Clerk of each court shall be responsible for inputting final disposition information from the court for any charge finalized by court action. However, the prosecutor is

responsible for reporting dismissals, modifications, and amendments of charges before filing an indictment or accusation (see 7.4.2 below).

### **7.3.3 Transmission of Data**

It is the duty of the Clerk of each court to electronically transmit all criminal data elements required pursuant to subsection (g) of Code Section 35-3-36. Each Clerk of Court shall transmit such data to the Georgia Crime Information Center, in a form and format required by and consistent with uniform standards approved by this Board, and which shall provide the data to the JC/AOC for use by the state judicial branch upon request. Public access to said data shall remain the sole responsibility of the Georgia Crime Information Center. Ref. OCGA § 15-6-61(a)(18).

#### **7.3.3.1 GCIC Reportable Offenses**

For all GCIC reportable offenses, each court shall electronically transmit to GCIC the court's disposition data, information, and records for each court charge as provided by O.C.G.A. §35-3-36 via direct entry or via electronic transmission through the court's case management system. Transmission to GCIC shall be by electronic means in the format required by GCIC.

#### **7.3.3.2 DDS Reportable Offenses**

For all DDS reportable offenses, each court shall provide to DDS the court's disposition data, information, and records as provided by O.C.G.A. §40-5-53(b) within 10 days of conviction. Convictions are still required to be submitted even if not submitted within the required 10-days. Convictions must be reported via the Georgia Electronic Citation Processing System (GECPS).

### **7.3.4 Disposition of Probation Violation**

The Clerk of Court shall transmit to GCIC the disposition of any probation violation within 30 days of the disposition being made and the Clerk being supplied the relevant OTN number.

### **7.3.5 Rejections**

If there is a rejection of a disposition submission that the Clerk cannot resolve based upon a review of his or her records, and after consultation with the previous contributing agency(ies) on that record, the Clerk may report the situation to the Chief Superior Court Judge and prosecutor, and the Chief Superior Court Judge shall take whatever action necessary to require any other party or person to produce whatever data necessary to correctly report the disposition.

### 7.3.6 Local Compliance Protocol

Each judicial circuit or all counties in each judicial circuit shall have an agreed-upon compliance protocol that outlines the timely production of criminal data to include provisions for the accuracy, completeness, uniformity, integration, accessibility, and security of said data and based on approved state standards and data elements. Such protocol shall be reviewed at least biennially and updated as needed. The Chief Judge of the Judicial Circuit shall be responsible for ensuring the above standards and protocols are established and maintained, consistent with Uniform Superior Court Rule (USCR) 36.13.

#### 7.3.6.1 Local Assistance MOU

Each Criminal Justice Agency may reach an agreement with another Criminal Justice Agency to allow for the duties placed upon an Agency under these Standards to be assumed by another Agency. For example, a prosecutor may request that the appropriate Clerk of Court assume the duties normally assigned to the prosecutor under these standards.

Any agreement between Criminal Justice Agencies to allow for duties normally assigned to one such Agency to be assumed by another Agency shall be memorialized by a written and signed Memorandum of Understanding (MOU) which shall be attached to the Local Compliance Protocol.

The MOU shall be regularly reviewed and updated as necessary.

### 7.3.7 Magistrate Courts

**Refer to Sections 7.3.1 – 7.3.6: Courts - General Standards for All Classes of Court**

### 7.3.8 Superior and State Courts

**Refer to Sections 7.3.1 – 7.3.6: Courts - General Standards for All Classes of Court**

### 7.3.9 Probate Courts

**Refer to Sections 7.3.1 – 7.3.6: Courts - General Standards for All Classes of Court**

### 7.3.10 Juvenile Courts

**Refer to Sections 7.3.1 – 7.3.6: Courts - General Standards for All Classes of Court**

### 7.3.11 Municipal, Recorders, and City Courts

**Refer to Sections 7.3.1 – 7.3.6: Courts - General Standards for All Classes of Court**

## 7.4 Prosecutors

### 7.4.1 OTN Creation for GCIC Reportable Offense

Whenever a hearing or trial is scheduled in any criminal case that includes GCIC reportable charges, the Prosecutor shall immediately notify the presiding judge if aware that no OTN(s) have been created for the offense(s) associated with that hearing or trial. See also Rule 7.3.1

### 7.4.2 Charging Decision - Indictment/Accusation

At the time a Charging Decision has been made on any case for which an OTN has been assigned, the Prosecutor shall update the OTN to ensure that the OTN accurately reflects all charges (including the order or the amendment of the charges in the Charging Instrument or use of pre-indictment/accusation diversion) that the Prosecutor has elected to pursue or forego. This update by the Prosecutor shall be entered within 30 days of the Charging Decision being made.

If a prosecutor exercises their discretion to dismiss or modify a charge, recommends pre-trial diversion prior to filing an accusation, or prior to seeking an indictment, or if a grand jury acts in a manner that results in the dismissal or modification of charges, the prosecutor shall communicate such.

### 7.4.3 Superseding Indictment/Accusation

If an indictment/accusation has been superseded by another indictment/accusation in any case for which an OTN has been assigned, the Prosecutor shall update the record with GCIC to ensure that the accurate indictment/accusation number is reflected in the records of GCIC and that the charges connected with that OTN are correctly identified (both in terms of the actual charge being pursued and the order of the charges on the indictment or accusation). This update by the Prosecutor shall be entered within 30 days of the superseding Charging Instrument being filed with the of Court.

#### **7.4.4 SC-10 Criminal Case Information Form**

The Prosecutor shall use the SC-10 Criminal Case Information Form, as specified in the Uniform Rules of Superior Court, or a version substantially similar to the SC-10 form, such as the version generated by the *Tracker* system, to transmit data indicating modification, declination of prosecution, or other modification of charges to convey such changes to the appropriate Clerk of Court. Any notice from the prosecutor to the Clerk shall include the style of the case, defendant's name, State Identification Number (SID), date of birth, the OTN, warrant number, if any, and any other identifying numbers assigned to the case or defendant. Charge information transmitted from the prosecutor must include the O.C.G.A. section and subsection, whether the offense is a felony or misdemeanor, and the CTN originally associated with the charge.

#### **7.4.5 Transmittal Obligations**

The prosecutor is responsible for reporting all Charging Decisions to include dismissals, modifications, and amendments of charges before filing an indictment or accusation in the case, but the Clerk of each court shall be responsible for inputting final disposition information from the court for each charge.

### **7.5 Georgia Crime Information Center (GCIC)**

#### **7.5.1 Acceptance of Court Dispositions**

GCIC shall accept submitted dispositions of court case charges which report a judge's actual disposition of a court charge that otherwise comply with section 7.5.2.

#### **7.5.2 Data Transmission Specification**

GCIC shall maintain a data specification document as standard procedure for data transmission to GCIC. Upon any revision or modification of the data specification document, GCIC will provide a copy of the updated document to JC/AOC.

#### **7.5.3 Acceptance of Transmitted Data**

GCIC shall accept data that is transmitted in accordance with the data specification document pursuant to standard 7.5.2.

#### **7.5.4 Rejection of Transmitted Data**

GCIC shall reject data that is not transmitted in accordance with the data specification document pursuant to standard 7.5.2.

#### **7.5.5 Notification of Rejected Data**

GCIC shall promptly notify the submitting agency of any rejected transmissions. Such notification shall be clear and concise as to the reason for rejection.

### **7.5.6 Reports and Metrics**

GCIC shall compile a uniform report for transmissions sent by a specific agency. This report shall distinguish between the number of accepted transmissions and the number of rejected transmissions. Additionally, the uniform report should reflect if such rejected transmissions remain uncorrected after 20 days and after 40+ days.

### **7.5.7 CDX Compliance Report**

GCIC shall provide JC/AOC metrics for each local court. GCIC shall work with JC/AOC to identify standard reporting elements and formats to help ensure compliance with CDX Board Standards.

### **7.6 Georgia Department of Driver Services- RESERVED**

Reserved for future standards.

### **7.7 Department of Community Supervision**

It is of vital importance that DCS updates the file promptly to show the date supervision begins and ends. For any defendant placed under DCS for supervision for a reportable offense, DCS shall be obligated to promptly update the NCIC Supervised Release File to include the date that supervision began, the date supervision ended, whether the defendant has a Fourth Amendment waiver, and whether the defendant has an order to have no contact with another individual as a result of their sentence.

### **7.8 Department of Corrections- RESERVED**

Reserved for future standards.

### **7.9 Private Probation Officers- RESERVED**

Reserved for future standards.

### **7.10 State Board of Pardons and Paroles**

The DCS-Parole Division shall enter dispositions resulting from parole revocation hearings within 30 days of the date of disposition order. Whenever a hearing is scheduled for a parole violation, the applicable DCS-Parole Division Officer shall ensure an OTN has been assigned for the defendant. If no OTN is found, the officer shall diligently work to obtain fingerprints and obtain an OTN before the parolee is released. The State Board of Pardons and Paroles shall transmit disposition information in cases of pardons and/or restoration of rights within 30 days of issuance. GCIC shall work with DCS to establish a system to interface for disposition reporting, if desired by DCS.

## **7.11 Judicial Council/Administrative Office of the Courts (JC/AOC)**

### **7.11.1 Case Data Standard**

The JC/AOC shall maintain a data specification document as standard procedure for additional case data transmission. This document shall include code tables and required data fields.

### **7.11.2 Standard Code and Statute Table**

The JC/AOC, in conjunction with the Board, will convene a Standard Code and Statute Table working group (the group). The group will consist of judges from the various classes of court and representatives from the other CDX member agencies. The JC/AOC, on behalf of the Board, shall maintain a comprehensive standard statute table and such code tables needed for effective categorization of case entities and characteristics. The group shall meet at scheduled times each year to update the tables, as necessary. Modifications to the table will occur no more than two times per year. The JC/AOC shall make those resources available to appropriate stakeholders upon request.

### **7.11.3 Maintain CDX Compliance Plan for Local Criminal Justice Agencies**

The JC/AOC, on behalf of the Board, will maintain a copy of each local compliance plan, protocol documentation, and delegation of reporting duties, as evidenced by any MOU. Additionally, the JC/AOC may receive reports of submissions to and error reports from GCIC and DDS.

## **Section 8. Requirement for Use of Standards and Penalties**

The following rules are adopted for instances in which the uniform standards are not followed.

## **8.1 General Provisions for all Criminal Justice Agencies**

### **8.1.1 Applicability of Standards**

All criminal justice entities described in Section 7 shall comply with all Standards stated therein. To facilitate the exchange of criminal case data, all criminal justice agencies, including, but not limited to, law and traffic enforcement agencies, arresting and booking agencies, prosecutors, courts, probation, pardon and parole, and corrections, shall use and maintain the Standard Codes and Statute Tables, described in Section 7.11.2, issued by the working group convened by JC/AOC, in any of its information systems, automated criminal case management systems, automated records management systems, or computerized record-keeping systems used for storage and processing of criminal case data.



### **8.1.2 Requirement to Notify Board of Noncompliance**

It is the responsibility of all criminal justice agencies described in Section 7 to notify the Board of any entity they interact with of any recurring issues of noncompliance with these standards which are not resolved following collaboration.

### **8.1.3 Establishment of Noncompliance Review Advisory Committee and Duties**

The Board shall create an advisory committee to review all reported instances of noncompliance. Said advisory committee shall:

- a) Immediately advise the person or responsible agency head of Criminal Justice Agency of the existence and nature of such violation.
- b) Promptly investigate any issues of noncompliance.
- c) Provide, or request that, technical assistance be provided to the noncompliant Criminal Justice Agency.
- d) Assist the noncompliant Criminal Justice Agency with development of a plan of correction or otherwise agree on a mutually satisfactory resolution, which is documented and signed.
- e) Communicate with the Chief Judge of the affected circuit the status and nature of the technical assistance provided and the noncompliant Criminal Justice Agency's plan of correction.
- f) Report the resolution, partial resolution, or lack of resolution to the Board.

### **8.1.4 Penalties for Noncompliance**

The Board shall address any issues of noncompliance.

- a) If the Noncompliance Review Advisory Committee reports that a Criminal Justice Agency was unable to fully resolve its noncompliance, the Board shall provide any additional assistance, technical or otherwise, that it deems appropriate to assist said noncompliant Criminal Justice Agency followed by a date certain for issues of noncompliance to be resolved.
- b) If a Criminal Justice Agency remains noncompliant after all attempts for assistance have been made and the Board finds that the noncompliance is willful, the Board may order any or all the following:
  - 1) The matter may be referred to the GCIC Council with a recommendation that the Director of GCIC restrict or suspend services rendered by GCIC to the noncompliant Criminal Justice Agency until such time as the noncompliance is resolved; and/or
  - 2) Other action as the Board deems appropriate and is empowered to do.

## Section 9. Training

### 9.1 General Guidelines

The Board will work with all Criminal Justice Agencies to develop and improve training for individuals who are authorized to transmit data addressed within these Standards. Training manuals and Compliance Plan Protocol documentation for Court, Law Enforcement, and Prosecutor personnel will be created and disseminated by the Board.

# TAB 6



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Michael P. Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

### Memorandum

TO: Judicial Council Members

FROM: Judge Robert D. Leonard, II  
Chair, Standing Committee on Judicial Workload Assessment

RE: Judicial Workload Assessment Committee Report

DATE: November 21, 2023

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The Judicial Council Standing Committee on Judicial Workload Assessment met on November 17 and approved the following items presented for Judicial Council consideration:

1. Update to the *Judicial Council Policy on the Submission of Caseload Reports by Trial Courts* to include clean-up language to Section 2.3 – Corrections and Late Submissions.
2. Several updates and one addition were made to the *Georgia Court Guide to Statistical Reporting* to include the following:
  - a. The addition of Section 9 - Accountability Courts. Definitions for accountability courts and parental accountability courts are featured to describe the type of accountability court data reported.
  - b. Former Section 9 – Data Submission and Verification is now identified as Section 10 and entitled Creating an Account, Registering a Court, and Data Submission. Additional content is included to assist clerks, judges, and court administrators with establishing an account and the registration of a court for access to the caseload reporting portal.
  - c. The Guide also denotes the new 2024 Caseload Reporting Timeline and the updated Office of Research and Data Analysis (ORDA) staffs' contact information.

The Committee voted on the following changes to sections 2.3 (1), (2), and (3) of the policy:

**2.3 – Amendments, Corrections, and Late Submissions**

1. Amendments, corrections to caseload reports, and late caseload report submissions are required to follow the procedure below.
2. Within 30 business days of March 15 of the reporting period, amendments, corrections, and late submissions may be made by submitting a request to the AOC. The request must include the data to be amended or corrected and an allowance that the AOC may enter the data into the online tool instead of the clerk.
3. Caseload report amendments, corrections, and late submissions requested after 30 business days following March 15 must be accompanied by written approval from the chief judge and are subject to approval by the AOC after consultation with the Chair of the Standing Committee on Judicial Workload Assessment.

Mr. Mitchell Redd, Research Analyst, presented the Piedmont Circuit Boundary Feasibility Study requested by Senator Bo Hatchett. This request examined the feasibility of moving Banks County to the Mountain Judicial Circuit. The final analysis yields two feasible scenarios. Scenario 2 leaves Barrow County and Jackson County as single-county circuits with the move of Banks County to the Mountain Judicial Circuit. In Scenario 3, Jackson County and Barrow County combine to form a new circuit with the relocation of Banks County to the Mountain Judicial Circuit.

The Administrative Office of the Courts (JC/AOC) also received a request from Representative Tyler Paul Smith and one from Senator Matt Brass requesting an update to the 2019 circuit boundary study of the Coweta Judicial Circuit. Mr. Andres Bosque, Research Analyst, prepared the analysis and presented the update on Scenario 2 and Scenario 3 of the original study, to include the addition of an eighth (8) judge to the circuit, effective January 2024, passed during the 2023-2024 legislative session. The update indicates that neither scenario, identified as Scenario 1 and Scenario 2 in the latest study, qualifies for a circuit boundary alteration. The committee accepted the findings of the Piedmont Circuit and the update to the 2019 Coweta Circuit feasibility studies.

Additional reports presented to the Committee included the revamped, interactive caseload dashboards presented by Research Analyst, Alexis Bell and an update from the Subcommittee on Automated Data Collection and the Justice Counts Implementation Project by JCIP Research Analyst Eric Miner. An ad hoc committee was created to review and improve the metrics and current process for determining clearance rates awards.

# TAB 7



## **Judicial Council of Georgia**

### **Administrative Office of the Courts**

**Chief Justice Michael P. Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

Date: November 20, 2023

To: Judicial Council Members

From: Standing Committee on Budget  
Justice Charlie Bethel, Chair

RE: Judicial Council Budget and Financial Report

This report will provide an update on the Judicial Council's Fiscal Year 2024 budget and the Amended Fiscal Year 2024 and Fiscal Year 2025 enhancement requests.

#### **Fiscal Year 2024 Judicial Council Budget and Financial Report as of November 1, 2023**

The Judicial Council Budget and Financial Report is attached for review.

#### **Amended Fiscal Year 2024 and Fiscal Year 2025 Judicial Council Budget Requests**

The Standing Committee on Budget is preparing presentations for the House and Senate Appropriations subcommittee meetings during the 2024 legislative session.

#### **Amended Fiscal Year 2024 (AFY24)**

The Judicial Council has three enhancement requests for AFY24. The requests are:

1. Standing Committee on Access to Justice, \$125,000 for an access to justice economic impact study
2. Standing Committee on Grants, \$419,000 for grants for civil legal services to support medical-legal partnerships across the State
3. Council of Municipal Court Judges, \$18,951 for council operations

If the Legislature approves the requests, the Judicial Council budget will increase \$562,951; from \$20,187,869 to \$20,750,820.

## **Fiscal Year 2025 (FY25)**

The Judicial Council has seven enhancement requests for FY2025. The requests are:

1. Judicial Council/Administrative Office of the Courts, \$83,807 for one project coordinator position
2. Judicial Council/Administrative Office of the Courts, \$262,635 for a transfer of the statewide National Center for State Courts dues from the Supreme Court
3. Standing Committee on Grants, \$419,000 for grants for civil legal services to support medical-legal partnerships across the State
4. Council of Municipal Court Judges, \$18,951 for council operations
5. Council of Magistrate Court Judges, \$10,723 for council operations
6. Council of Accountability Court Judges, \$32,444 to annualize the MAT Statewide Coordinator position
7. Resource Center, \$100,000 for one staff attorney position

If the Legislature approves the requests, the Judicial Council budget will increase \$927,560; from \$20,187,869 to \$21,115,429.

### **Attachments:**

FY2024 Judicial Council Budget and Financial Report as of November



**Fiscal Year 2024 - Judicial Council Operations**  
**November 1, 2023**

Department	Project	FY 2024 Budget	YTD Expenditures	Remaining	Budget Spent
<b>Administrative Office of The Courts</b>		<b>\$ 8,927,849</b>	<b>\$ 3,140,260</b>	<b>\$ 5,787,589</b>	<b>35%</b>
Legal Services for Domestic Violence	103	\$ 3,000,000	\$ 2,910,000	\$ 90,000	97%
Georgia Council of Court Administrators	141	\$ 16,389	\$ -	\$ 16,389	0%
Council of Municipal Court Judges	142	\$ 13,919	\$ 9,303	\$ 4,616	67%
Child Support Collaborative	174	\$ 137,818	\$ 40,860	\$ 96,958	30%
Council of Magistrate Court Judges	204	\$ 214,457	\$ 73,080	\$ 141,377	34%
Council of Probate Court Judges	205	\$ 209,145	\$ 80,666	\$ 128,479	39%
Council of State Court Judges	206	\$ 282,841	\$ 83,440	\$ 199,401	30%
Council of State Court Judges Ret.	207	\$ 2,588,814	\$ 113,435	\$ 2,475,379	4%
Legal Services for Kinship Care Families	1103	\$ 750,000	\$ 727,515	\$ 22,485	97%
Legal Svc for MLP	1203	\$ 200,000	\$ 194,000	\$ 6,000	97%
<b>Other Judicial Council Subprograms</b>		<b>\$ 7,413,383</b>	<b>\$ 4,232,300</b>	<b>\$ 3,181,083</b>	<b>57%</b>
Accountability Court Council	195	\$ 852,232	\$ 245,748	\$ 606,484	29%
CACJ-Peer Review Process	199	\$ 74,374	\$ 14,954	\$ 59,420	20%
Inst of Continuing Jud Ed Administration	301	\$ 822,352	\$ 156,345	\$ 666,007	19%
Judicial Qualifications Commission	400	\$ 1,297,679	\$ 477,758	\$ 819,921	37%
Resource Center	500	\$ 800,000	\$ 266,667	\$ 533,333	33%
<b>Separate Judicial Council Programs</b>		<b>\$ 3,846,637</b>	<b>\$ 1,161,471</b>	<b>\$ 2,685,166</b>	<b>30%</b>
<b>TOTAL JUDICIAL COUNCIL</b>		<b>\$ 20,187,869</b>	<b>\$ 8,534,031</b>	<b>\$ 11,653,838</b>	<b>42%</b>

# TAB 8



## SUPREME COURT OF GEORGIA

**FILED**

Administrative Minutes

November 16, 2023

Thérèse S. Barnes

Clerk/Court Executive

SUPREME COURT OF GEORGIA

The Honorable Supreme Court met pursuant to adjournment.

The following order was passed:

### IN RE: JUDICIAL COUNCIL OF GEORGIA STANDING COMMITTEE ON COURT REPORTING MATTERS.

It is ordered that the membership of the Judicial Council of Georgia Standing Committee on Court Reporting Matters be hereby amended as specified below:

- Judge of the Court of Appeals, chosen by the Chief Judge of the Court of Appeals, Chair; ending June 30, 2027, and continuing for four-year terms thereafter;
- A judge of the Standing Committee on Court Reporting Matters may be appointed as Vice-Chair by the Chair.

Portions of this Court's previous orders inconsistent with the foregoing are hereby revoked.

### SUPREME COURT OF THE STATE OF GEORGIA

Clerk's Office, Atlanta

I certify that the above is a true extract from the minutes of the Supreme Court of Georgia.

Witness my signature and the seal of said court hereto affixed the day and year last above written.

 , Clerk

# TAB 9



## **Judicial Council of Georgia**

### **Administrative Office of the Courts**

**Chief Justice Michael Boggs**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### **Memorandum**

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TO: Judicial Council of Georgia

FROM: Michelle Barclay, Division Director

RE: JC/AOC's Communications, Children, Families, and the Courts Division

DATE: December 8, 2023

The Communications, Children, Families and the Courts Division of the JC/AOC serves as the hub for all communications and provides staff for the Supreme Court of Georgia Committee on Justice for Children, chaired by Justice Charles Bethel; the Georgia Child Support Commission, chaired by Troup County Juvenile Court Judge R. Michael Key; and the Judicial Council Standing Committee on Access to Justice, chaired by Justice Verda Colvin. This Division also assists with general grant work for courts in partnership with the legal staff in the Director's Division. 2023 marks the 50th anniversary of the Judicial Council/Administrative Office of the Courts, and we have retained retired Judge Tain Kell as a one-year judicial fellow to help us announce, commemorate, and celebrate that milestone especially in an effort to educate the legal community and the public about the work of the Judicial Council/AOC. In addition, we have created a commemorative logo for pins, stationary, Zoom backgrounds, etc.; have created an archive of all 50 of the Judicial Council/AOC Annual Reports, issued press releases; are producing short videos featuring former and current Judicial Council members speaking on its work over the last five decades, gave a short presentation on the services provided by the Judicial Council/AOC at the Judicial Section luncheon during the State Bar Annual Meeting (June 2023); and participated in a service project with Habitat for Humanity on 9/23/2023. Our final event in honor of our 50<sup>th</sup> anniversary will be a wellness panel with experts discussing exercise, sleep, and nutrition at our Judicial Council /AOC All Staff Meeting on December 14, 2023. That panel will be live-streamed and archived.

Following is a brief synopsis of the current work of our division:

- **Committee on Justice for Children (J4C):** Based on CIP's 2023 Self-Assessment, the Children's Bureau has approved Georgia for FY 2024 grand funding. The priorities for J4C now include:
  - The Court Process Reporting System (CPRS) meets the need for real-time data sharing between the Division of Family and Children Services (DFCS), the courts, and other child welfare professionals. CPRS also enables the uploading and e-filing of court orders, which all special assistant attorneys general (SAAGs) representing DFCS are required to do. CPRS functionality has been expanded to provide a secure portal for use by Clerks of the Superior Courts to transmit statutorily-required adoption orders, pleadings, and other documents to the DFCS Adoption Unit. Court compliance with statutory timelines can now be tracked through CPRS. J4C and DFCS are now working together to explore using CPRS to help DFCS comply with its statutory requirement to notify foster parents and relative caregivers for upcoming court hearings.
  - Georgia served as a pilot site for the Judicial, Court, and Attorney Measures of Performance (JCAMP) project, which is funded by the federal Children's Bureau through the Capacity Building Center for Courts. Georgia field tested performance measures relevant to statewide child welfare practice through court observations, court file reviews, and participant surveys. Upon conclusion of the pilot project, J4C refined the pilot measures to more closely align with Georgia-specific practice and is expanding data collection statewide using a diverse group of court observers that includes Child Welfare Law Specialists, CASA directors and staff, and law students. Data collected through JCAMP will assist J4C to understand current court practices and identify areas that will benefit from the investment of J4C resources and training.
  - The Cold Case Project is a joint project of the J4C Committee and DFCS. Using a computer model, the Project identifies children in foster care whose cases are not moving toward permanency and convenes stakeholders in roundtable meetings to review the substantive due process rights of the children and to brainstorm ways to navigate around roadblocks to permanency. In addition to this case-specific work, J4C is focused on using lessons learned through the Cold Case Project to inform child welfare policy and practice.
  - The Court Improvement Initiative (CII) brings together leading juvenile court judges and court teams to review current child welfare data and the latest research on best practices in child welfare cases. CII judges and their teams met for two days at Callaway Gardens in August 2023.
  - Georgia now has 66 attorneys and 10 judges who are certified Child Welfare Law Specialists (CWLS). J4C remains focused on the recruitment and retention of CWLSs and is offering financial assistance with application fees as well as annual renewal and recertification fees.
  - J4C, DFCS, OCA, and GA CASA will hold their seventh annual statewide Child Welfare Law Summit on November 29 – December 1, 2023. This Summit offers in-person and virtual attendance options and all presentations remain available to attendees on-demand for 90 days after the Summit ends.

- J4C also sponsors the Justice P. Harris Hines Awards for outstanding advocacy for children in dependency proceedings. Justice Charlie Bethel presented the 2023 Hines Awards at the State Bar Annual Meeting in June 2023 to attorney Dale Austin of the Mountain Judicial Circuit and the late Brenda Ford-Pratt of Tift and Turner County DFCS. Ms. Ford-Pratt's daughter, Shan Rowe, accepted the award on her mother's behalf. Nominations for the 2024 Hines Awards will open in February 2024.
  - **The next meeting of the Supreme Court of Georgia Committee on Justice for Children will be on December 8, 2023 at the Nathan Deal Judicial Center.**
- **Communications:** Improving communication can improve justice in all Georgia courts through collaboration and innovation, so it is a priority under the Judicial Council's Strategic Plan. One communication tool is our monthly e-newsletter—the Georgia Courts Journal—which may be found at <https://georgiacourtsjournal.org/>. At that website, in addition to back issues of the Georgia Courts Journal, you will find webpages dedicated to wellness and civics—providing many resources including links on everything from chair yoga to decision fatigue on the wellness page to a list of great read-aloud, civics-oriented books sorted by grade and subject matter on the civics page. We also promote and create positive content about Georgia's judicial branch—every class of court—through our social media daily. Our aim with all stories about the judicial branch is to instill faith in our state's court system and the rule of law. To foster community engagement, we focus on three civic holidays: Law Day (May 1st), Constitution Day (September 17th), and Bill of Rights Day (December 15th) working with judges and schools to host events—in person or virtual as needed. We also manage the Georgia Courts Directory: <http://georgiacourts.knack.com/gcd2/>; Our social media platforms are: <https://www.facebook.com/GACourts>; <https://twitter.com/Gacourts>; <https://www.instagram.com/gacourts/> and our YouTube channel <https://www.youtube.com/judicialcouncilofgeorgia>.
- **Child Support Commission:** By contract with Georgia's Department of Human Services (DHS), our Child Support Collaborative Team serves as staff to the Georgia Child Support Commission. In that work, staff provides all logistical support for all Commission and Subcommittee meetings, attends all meetings, and ensures compliance with Georgia's Open Meetings Act. Staff also maintains an online child support calculator <https://csc.georgiacourts.gov/> for court and public use, provides training on the child support guidelines statute, O.C.G.A. § 19-6-15, and the child support calculator for courts, lawyers, and the public, supports the Parental Accountability Courts (PAC) by providing evaluations of those programs, provides self-represented litigants and the courts with resources on Georgia's Income Deduction Order (IDO) process in private cases, and generally supports the process and the law surrounding child support.
  - Since our last report, the Georgia Child Support Commission has met twice. On Friday, August 11, 2023, the Commission held a hybrid meeting via Zoom and in-person at the Nathan Deal Judicial Center in Atlanta. At that meeting, Court of Appeals Judge Benjamin (Ben) Land was sworn in as a new Commission member. On November 17, 2023, the Commission held another hybrid meeting again via Zoom and at the NDJC. At that meeting, the Commission's Chair, Judge R. Michael Key, swore in returning members of the Commission: Chuck Clay, Esq., Katie Connell, Esq., Regina Quick, Esq., Christina Scott, J.D., and Dr Roger

Tutterow. At both meetings, reports were made by chairs of the Economic Subcommittee, the Technology & Calculator Subcommittee, and the Statute Review Subcommittee. The Commission has continued to work with Dr. Jane Venohr, Center for Policy Research, Inc., Denver, Colorado, to identify the best options for Georgia when accounting for parenting time and low-income parents in the calculation of child support. Dr. Venohr has been working extensively with the Statute Review Subcommittee to accomplish this work. **The next meeting of the Commission is anticipated in April 2024.**

- Legislation: The Commission did not submit a bill during the 2023 legislative session based on the results of the 2022 Economic Study of Georgia's Child Support Guidelines (O.C.G.A. 19-6-15), but has taken that study under advisement. The Commission, through its work with Dr. Venohr on the matters of the Basic Child Support Obligation Table, parenting time, and low-income parents, is actively working toward presenting a comprehensive bill for the General Assembly to consider during the 2024 legislative session. Sen. Brian Strickland, who is a member of the Commission, made the formal request to assign Legislative Counsel, Holly Carter, to work with Commission staff to draft a bill to amend O.C.G.A. 19-6-15. House Bill 499 was discussed at the last two Commission meetings especially as the Commission had been contacted by various stakeholders who are concerned about potential negative impacts of that bill. The Commission will continue to monitor this bill as it seeks to amend the duration of child support as defined in the Child Support Guidelines Statute, O.C.G.A. 19-6-15.
- Subcommittees:
  - Economic Subcommittee – Chair - Dr. Roger Tutterow. At the August 11, 2023, Commission meeting, the Subcommittee requested the Commission accept the recommended Basic Child Support Obligation Table (“BCSO Table”) and to present that table to the Georgia General Assembly in a bill during the 2024 legislative session. Specifically, the Economic Subcommittee asked the Commission to recommend that the Georgia General Assembly adopt the “A.1: Updated Using Rothbarth” BCSO Table developed by Dr. Jane Venohr dated August 8, 2022. That proposed BCSO Table employs the Rothbarth methodology, which is the most used methodology in the United States (as of August 2022, 32 states employ the Rothbarth methodology). That proposed BCSO Table will also raise the vertical axis of the table to \$40,000 for the parents’ combined adjusted monthly gross income, an increase from the current amount of \$30,000. The Commission members voted unanimously to approve the recommended table.
  - Statute Review Subcommittee - Co-Chair, Katie Connell, and Co-Chair, Judge Connie L. Williford, have conducted frequent meetings to identify changes that may be needed to the statute, O.C.G.A. § 19-6-15. This effort includes amendments to the parenting time and low-income deviations. The Subcommittee held a meeting on September 21, 2023, in which the Subcommittee unanimously voted to recommend to the Commission a specific low-income adjustment that will be applied in the calculation of child support. In addition, the Subcommittee has also unanimously voted on which formula to use in a proposed parenting time adjustment. The



members agreed upon a non-linear formula for calculating parenting time that includes an exponent of 2.5 that will be best for Georgia. The Subcommittee recommended the changes for the low-income adjustment and the parenting time adjustment at the Commission meeting on November 17, 2023, and they were unanimously adopted by the Commission.

- Technology and Calculator Subcommittee – Chair Regina Quick, Esq. The last meeting of this Subcommittee was held on December 16, 2022, and the members continue looking at items that may be improved upon in the Child Support Calculator, including instructions for the current Low-Income Deviation and instructions for preexisting orders. There is not currently a next meeting scheduled for this Subcommittee.
  - Child Support Calculator: Courts, attorneys, mediators, and the public alike use the calculator deployed on August 8, 2016. (The original calculators, web-based and Excel, were initially deployed at the end of December 2006.) Every Excel version of the child support calculator was permanently retired on October 1, 2018. Staff continues to provide virtual training to court personnel, attorneys, mediators, DCSS (as requested), and the public on a routine basis. Staff conducted an “advanced” in-person training on August 23, 2023, at the State Bar of Georgia in Atlanta and offered an additional training at the Annual ADR Institute on November 16, 2023. Trainings include, but are not limited to, using the child support calculator generally, the low-income deviation, steps to impute income, and how to avoid common mistakes identified in the 2022 case sampling. Online training is going well, and all sessions (at least once a month) have been very well attended. Staff has prepared training videos for parents (self-represented litigants) that are available on demand on the Child Support Commission website. We find that many people, including lawyers and their staff, access these videos as well. Staff is currently working with the Division of Child Support Services to create an on-line training video for DCSS staff.
  - Parental Accountability Court (PAC) evaluations: Staff continues to support the Parental Accountability Courts (PAC) with the Division of Child Support Services (DCSS). The PAC database was transferred to DCSS on September 15, 2022, and that agency now manages that database. Staff worked with DCSS on the evaluation of six courts (by judicial circuit), those being: Atlanta, Dublin, Gwinnett, Mountain, Pataula, and Rockdale. The evaluation was published on August 10, 2023, and was made available to the Superior Court Judges in the judicial circuits identified here as well with the federal Office of Child Support Services (formerly the Office of Child Support Enforcement). The results of the evaluation showed that after becoming active in PAC, participants in the six selected circuits experienced an increase in their average monthly child support payments. On average, graduated participants saw a 171% increase in their monthly child support payments, while removed participants experienced a 105% increase in their monthly child support payments. Interacting with a PAC program appeared to correlate strongly with an increase in the average monthly child support payment for both participants and referrals.
- **Access to Justice Committee (A2J):** The mission of the Access to Justice (A2J) Committee is to improve the public's trust in the judicial branch by promoting meaningful

and effective access to courts and fairness to all. The A2J Committee is currently working on several projects:

- The A2J Committee's Landlord/Tenant Working Group which includes: Magistrate Court Chief Judge Cassandra Kirk (Fulton), Magistrate Court Chief Judge Kristina Blum (Gwinnett), Magistrate Court Chief Judge Murphy (Cobb), Executive Director of GODR Tracy Johnson (representing mediation), the JC/AOC webmaster (representing IT), Judge Daphne Walker (representing DCA), and Ashley Clark (representing GLSP) are all working to research the current state of Georgia's housing crisis and creating possible statewide landlord/tenant rental assistance webinars. Judge Kasper (a past President of the Council of Magistrate Court Judges) recommended Judge Jennifer Lewis, as our rural judge for this working group. A webinar "lunch and learn" with DCA representative (Daphne Walker) was presented on November 5, 2021, for all Magistrate Judges. We have also disseminated, via the Council of Magistrate Judges' listserv, a statewide DCA regional contact list. The working group distributed a digital rental flyer to forward to all Magistrate Courts statewide. However, DCA abruptly discontinued rental assistance throughout the state on October 28, 2022, therefore the team is researching other potential funding sources and will update this information as received. To date, no additional funds are available for the rental assistance program. Recently, we discovered a new NCSC Eviction Diversion Initiative and applied for a grant on behalf of three Magistrate Courts (Cobb, Fulton, and Clayton Counties), but we were not successful in this process. Cobb county has been successful in creating an eviction stability court program, Clayton County no longer has a backlog of cases and Fulton County is actively addressing its backlog by adding additional courtroom hours.
- The A2J Committee is continuing to partner with and has adopted the State Bar's Access to Justice Committee's Justice for All (JFA) Strategic Plan and suggested projects. Work to assist the Dougherty County Law Library has created a local-level model for assisting self-represented litigants. The Committee is focused on a combination of strengthening local law libraries, online forms for self-filing, local pop-up legal clinics, and low-bono models of attorney representation, with the assistance of Mike Monahan and the Director of the Dougherty County Law Library. Additionally, the AOC's Research Division is assisting with the metrics of the model's effectiveness. The A2J Committee recently received a grant in the amount of \$40,000.00 from the State Bar of Georgia's Commission on Continuing Lawyer Competency (CCLC) via the JC/AOC to be used for the ongoing initiatives in the JFA Strategic Plan. This continued funding is the result of a partnership between the State Bar's Justice for All Committee and the A2J Committee. In an effort to continue collaborative work, both Committees traveled to Alabama for a retreat and, as a result, several new initiatives emerged. We have partnered with the Georgia State University College of Law to host a six-part series of A2J webinars entitled "Minding the Justice Gap". Those webinars have been very successful and may be viewed here:

[Minding the Justice Gap: Webinar Series - Full Playlist](#)

- We have received a final draft of Georgia State University's ROI Study. See the final report: [GSU Economic Impact Report](#) This GSU Study has been instrumental

in Dougherty County's Law Library/Self-Help Center's recent promotion for local fundraising efforts. Unfortunately, we are still searching for sustainable funding for this pilot project. On July 21, 2023 the Center celebrated its 5<sup>th</sup> anniversary, measured from when Georgia fist received the NCSC seed grant. We are currently negotiating with the Carl Vinson Institute to compile limited data to assist in our efforts to obtaining sustainable funding for the Center. The final report should be available in December.

- In 2019, we began hosting free Pop-up Legal Clinics, and the 3rd Clinic was planned for March 13, 2020 in Dalton but was canceled at the beginning of the COVID-19 outbreak. In light of our "new normal" under COVID-19 restrictions, we collaborated with the Georgia Justice Project and the State Bar Pro Bono Committee to continue these important services through a Virtual Free Legal/Record Restrictions Clinic. The State Justice Institute awarded the A2J Committee a grant to assist in funding our clinics throughout the state last year. This year, money was requested and granted from the Chief Justice's Commission on Professionalism to continue clinics. Some of that grant will be utilized to provide low bono pay to our volunteer attorneys. Our first virtual attorney training session was held on April 23, 2020. The first Educational Webinar was held on April 29, 2020, and a second Educational Webinar was held on May 6, 2020. Virtual Free Record Restriction Clinics were successfully hosted on May 19, 2020 (Dalton), June 30, 2020 (Augusta), and September 11, 2020 & September 28, 2020 (Chattahoochee Judicial Circuit). We held a virtual clinic in Tifton on May 22, 2021 and a virtual clinic in Macon on June 9, 2021. We held our first phase Town Hall in Statesboro on August 23, 2021, and we hosted the first phase Town Hall for the Gainesville area on October 4, 2021. The local team in Tifton requested a hybrid model follow-up townhall, as rural areas need in-person options because of the scarcity of resources such as internet and home computers. Therefore, instead of moving to phase two, we hosted a follow-up town hall for the Tifton Area and Ogeechee Circuit on October 18, 2021. The participation was much better, and we are now in phase two which consists of pairing the applicants with attorneys. Through the continued funding support from CJCP, on May 5, 2022, we had an extremely successful "in-person" Records Restriction Clinic in Albany. In fact, the Albany Clinic had 265 registered attendees. Please view this PowerPoint which includes some highlights from the event. See: <https://tinyurl.com/yhybf49f>. Through a partnership with the Solicitor in Valdosta, a town hall was held on June 16, 2022 and June 17, 2022, and well over 200 attendees have applied for the Clinic which was held on July 29, 2022. Our last Clinic for 2022 was held in Wilcox County, one of Georgia's many legal deserts and where there is only one part-time practicing attorney. We held an initial town hall on July 7, 2022, and held an "in-person" clinic on August 20, 2022. Due to the lack of volunteer attorneys in this area, we are continuing to assist with a lot of follow-up work from the August 20, 2022 clinic. We are also assisting GLSP with on-going record restrictions efforts. Upcoming Clinics will be hosted in December in South GA (Moultrie), as well as in February in North Georgia (Dalton).
- The A2J Committee's Deaf and Hard of Hearing (DHH) Working Group collaborated with several Americans with Disabilities Act attorney specialists to create a Best Practices for DHH Courthouse Accessibility counter card. This counter card is for all court personnel, and its purpose is to instruct on the ADA-

required steps that must be taken if someone presents with a DHH need. The 3rd draft was submitted for final review and changes were suggested by the Commission on Interpreters. This Counter card is ready for distribution, and we collaborated with GTA and Georgia Tech to have the 159 Counter Cards translated into Braille format. The DHH Braille Cards were mailed out to all district court administrators to be disseminated to every county in the state. The working group has identified a grant opportunity with the National Center for State Courts and will be applying. In our continued effort to become ADA compliant, funds are needed to secure hearing devices. The devices will be strategically placed in every judicial administrative district so that all courts will have access to hearing devices, as needed. This working group applied for a CJCP grant to fund several DHH teaching modules on ADA compliance for judges, court staff, and bar members. CJCP granted our proposal and has awarded the Committee \$15,000. Our 4-part CLE Webinar was extremely successful. We are partnering with ICLE and ICJE to make this training available for the Bench and Bar to access remotely in the future. See here: [DHH Webinar 2 of 4.mp4](#) [DHH Webinar Part 3 of 4.mp4](#) [DHH Webinar Part 4 of 4.mp4](#)

- The A2J Committee's Self Represented Litigants (SRL) Forms Working Group continues work on the most frequently used family law forms. This working group will ensure that all of the forms are pdf-fillable and translated into "plain language." We continue to work on several self-help family law video scripts to accompany the related forms. Our first set of forms, "Divorce without Children", along with the "how-to" video is complete and currently available on [georgiacourts.gov](http://georgiacourts.gov). We recently completed our "Divorce with Children Forms" and the same has been uploaded to our website. We are grateful to have the Council of Superior Court Judges approve the use of these forms. Our Landlord/Tenant Forms are complete (this was a joint effort with Georgia State Law Students). The forms have been submitted to the Council of Magistrate Court Judges for final review and approval. We are also editing forms for legitimization, custody and record restrictions dispositions.
- Any judges interested in learning about or participating in any A2J initiative may contact Tabitha Ponder at [tabitha.ponder@georgiacourts.gov](mailto:tabitha.ponder@georgiacourts.gov). **The next meeting of the Judicial Council's Standing Committee on Access to Justice will be on February 14, 2024.**

# TAB 10





## SUPREME COURT OF GEORGIA

NATHAN DEAL JUDICIAL CENTER  
ATLANTA, GEORGIA 30334

FROM THE CHAMBERS OF  
MICHAEL P. BOGGS  
CHIEF JUSTICE

(404) 656-3472

### SUPREME COURT REPORT

We had another busy and productive fall season at the Court. For the first time in the Court's history, the Court conducted a special session in my home circuit, the Waycross Judicial Circuit, which serves Bacon, Brantley, Charlton, Coffee, Pierce, and Ware counties in southeast Georgia. Following the session, the Court held a student engagement segment, providing opportunities for students to pose questions. Their questions demonstrated a commendable grasp of the judicial system and underscored the purpose for our visit – making the Court's business and the judicial process more accessible to the public. I thank the Pierce County school system for its warm reception and want to acknowledge the Waycross Bar and Chief Judge Dwayne Gillis and all the judges, attorneys, and clerks in that circuit for their hospitality.

Recently, the Court approved comprehensive revisions of its rules, which govern Court operations, filings, and other administrative aspects of the Court. The new rules will go into effect on Jan. 1, 2024. Part of the revision includes a new admission process for military spouses who already are licensed to practice law in a state other than Georgia. Under the revised rules, the lawyer spouse of an active-duty service member of the United States Uniformed Services who is currently assigned to a post in Georgia may obtain a provisional license to practice law in Georgia under certain conditions without having to sit for the Georgia bar exam.

Speaking of the bar exam, I want to commend the Office of Bar Admissions for its excellent administration of the recent bar exam. As often follows the exam score release, the Justices have participated in various attorney admission ceremonies for the recent admittees: Justice Ellington presided over an admission ceremony for Emory Law graduates, Justice LaGrua handled admission ceremonies for GSU Law

graduates and Troutman Pepper, and Justice Colvin admitted attorneys from Mercer Law School and the Balch and Bingham law firm. I welcome these new attorneys to the bar of our Court.

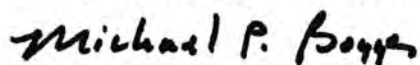
I continue to work with the Judicial Council of Georgia Ad Hoc Committee on ARPA Funding to review, approve, and distribute ARPA funding requests. The allocation in the most recent cycle prioritized funding for the three circuits that had not previously requested funds, with the remainder distributed as a percentage to the remaining applicants, including first-time funding to some circuits to add audio-visual equipment.

As we wrap up the year, I want to express how genuinely honored I am to be serving as the Chair of the Judicial Council. Looking ahead to 2024, I want to assure you that both Presiding Justice Peterson and I realize your input is crucial to improving our judicial system and we remain committed to staying attentive to your concerns.

In fact, I want to hear both your concerns and your triumphs as I prepare to give my second State of the Judiciary address before the Georgia General Assembly in early 2024. My hope is to fairly and accurately convey the challenges our state courts still face while also lifting up your successes. You can expect our Court to reach out to you over the next few months with requests for data or anecdotes. And do not feel like you need to wait for that invitation. Many of you already know how to reach me, my judicial assistant, or our public information officer. So please share what is important to you.

I extend my sincere wishes to you and your families for a joyful holiday season.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael P. Boggs". The signature is written in a cursive, slightly slanted style.

Michael P. Boggs

Chief Justice, Supreme Court of Georgia



THE COURT OF APPEALS  
OF THE  
STATE OF GEORGIA  
ATLANTA, GEORGIA 30334

CHAMBERS OF  
Chief Judge Amanda Mercier

(404) 232-1676  
merciera@gaappeals.us

**Report to Judicial Council of Georgia  
December 8, 2023 Meeting**

In November, the Court of Appeals participated in three mass admission programs at Emory School of Law, Atlanta's John Marshall Law School, and Georgia State University School of Law, where Judge Jeff Watkins administered the joint oath of admission. We also coordinated with Troutman Pepper to perform a group admission, with Vice Chief Judge Trent Brown and Judge Elizabeth Gobeil participating.

Judge Jeff Watkins visited a kindergarten class to talk about his job as a judge on the Court of Appeals of Georgia, answering important questions like, "Why do you wear a robe," and "Did you go to school for a long time?"

Judge Ken Hodges will speak to the State Bar of Georgia's Younger Lawyers Division Leadership Group at the Nathan Deal Judicial Center next February.

Also next year, the Court has several offsite oral arguments in the works. In March, Presiding Judge Sara Doyle, Judge Ken Hodges, and Judge Jeff Watkins will visit the University of North Georgia in Dahlonega, and the following month I will join Presiding Judge Christopher McFadden and Judge Brian Rickman at the Law, Science, and Technology Program of the Georgia Institute of Technology. Both of these universities will be new venues for our court to expose the appellate process to students and citizens across the state.

We continue to thank Senior Judge C. Andrew Fuller for his assistance in serving as a senior judge in our court.

Amanda Mercier  
Chief Judge  
Court of Appeals of Georgia





# GEORGIA STATE-WIDE BUSINESS COURT

Serving Georgia's small and large businesses by providing active case management and specialized expertise to facilitate the prompt and efficient resolution of complex business disputes.

## Contributing to Georgia's Distinction as a Great State for Doing Business

**94**

cases have been filed since its inception.



**68**

cases disposed of with an average disposition time of 216 days.

**30**

cases have been settled.



**731**

orders issued.

**8 days**

average wait time for an order on a ripe motion/request.

**82**

hearings and 2 jury trials have been held.

**7**

cases are currently stayed.

**91**

case conferences have been conducted.

**48**

pro hac vice applications have been granted.

The statistics above are as of November 20, 2023.



## **Council of Superior Court Judges of Georgia**

Suite 104, 18 Capitol Square, Atlanta, Georgia 30334

(404) 656-4964 Fax (404) 651-8626

### **Council of Superior Court Judges Report to Judicial Council December 2023**

The Council of Superior Court Judges will hold its annual meeting and winter training conference in Athens on January 16-January 19, 2023. Planned topics for the main educational seminar presented by the Institute of Continuing Judicial Education (ICJE) include a case exchange on pre-trial issues; sovereign citizens; opening statements; sentencing options; burden of proof on probation revocations; jury instructions in criminal cases; a presentation from the Department of Behavioral Health and Developmental Disabilities; an update from the Judicial Qualifications Commission; geofence warrants; judicial security; artificial intelligence in the courts; interpreters; a case law update; wellness for judges; and an evidence update. Additionally, the death penalty course will include pre-trial case management issues, including dealing with the media; motions; mental status of the accused; venire update, jury questionnaires, voir dire, and victim impact evidence; penalty phase procedures; jury instructions; post-trial procedures through the defendant's direct appeal; and habeas procedures. CSCJ will elect officers and receive committee reports at its business meeting.

Judge J. Wade Padgett, Judge Alison Burleson, and former judge LaTain Kell, in conjunction with ICJE, will train new judges at the New Judge Orientation in Athens during the week of the winter conference.

CSCJ congratulates Chief Judge Howard Z. Simms of the Macon Judicial Circuit and Chief Judge James Blanchard of the Columbia Judicial Circuit on their retirement and thanks them for their service. Governor Brian Kemp will appoint new judges to fill these vacancies, as well as those in the Appalachian Judicial Circuit, the Atlanta Judicial Circuit, and the Cherokee Judicial Circuit. Governor Kemp will also appoint judges to fill the new judgeships in the Atlantic Judicial Circuit, the Coweta Judicial Circuit, and the Daugherty Judicial Circuit.



**Council of State Court Judges**  
*Impartial Courts • Judicial Excellence • Accessible and Efficient Justice*

*Executive Committee*

*Judge John Kent Edwards, Jr.*  
*President (Lowndes)*

*Judge Jeffrey B. Hanson*  
*President-Elect (Bibb)*

*Judge Gregory V. Sapp*  
*Secretary (Chatham)*

*Judge Susan E. Edlein*  
*Treasurer (Fulton)*

*Judge R. Violet Bennett*  
*Immediate Past-President (Wayne)*

*District 1*  
*Judge Billy E. Tomlinson (Bryan)*

*District 2*  
*Judge Shawn Rowlands (Jeff Davis)*

*District 3*  
*Judge Ellen S. Golden. (Lowndes)*

*District 4*  
*Judge Tammi L. Hayward (Clayton)*

*District 5*  
*Judge Monique Walker (Richmond)*

*District 6*  
*Judge John G. Breakfield (Hall)*

*District 7*  
*Judge Eric A. Richardson (Fulton)*

*District 8*  
*Judge Michelle H. Helhoski (Cherokee)*

244 Washington Street, S.W.  
Suite 300  
Atlanta, GA 30334  
404-651-6204 • FAX 404-463-5173

*Staff*

*Bob Bray*  
*Executive Director*

**Report of the Council of State Court Judges**  
**Judicial Council Meeting**  
**December 8, 2023**

The Council held its Fall Conference at the King and Prince at Saint Simons Island on October 18<sup>th</sup> – 20<sup>th</sup>. Over 130 Judges attended the Conference in-person. Several topics included: two sessions on Domestic Violence issues and challenges presented by Judges Tammi Hayward, Sharell Lewis, Kellie McIntyre and Jameelah Ferrell and Samar Abdelgameed with the Georgia Commission on Family Violence; how to handle FTA cases by Judge Monique Walker; how to start a DUI Accountability Court and best practices by Judge Eddie Barker, Judge Russ McClelland and Leslie Abernathy the State District Liaison for the ABA and NHTSA; two sessions on best practices handling the discovery of electronically stored information in civil cases by Judge Jane Manning, and Attorneys Adam Gajadharsingh and Lea Bays; Motions to Compel, 6.4 Letters and Sanctions by Judge Diane Bessen; core aspects of court administration by DCAs T. J. BeMent and Dr. Will Simmons; criminal law update by Senior Judge Ben Studdard; and Artificial Intelligence and Legal Ethics by David Hricik the Associate Dean at the University of Mercer Law School.

Chief Judge Alvin T. Wong of the State Court of DeKalb County was presented the Ogden Doremus / Kent Lawrence Award. The award is given to a State Court Judge that has achieved the highest level of respect from his or her peers as being a Judge recognized for their judicial ethics and professionalism on the bench and their involvement in their communities. In the award presentation it was noted that Judge Wong has been an advocate for our Council at the Legislature for almost 15 years.

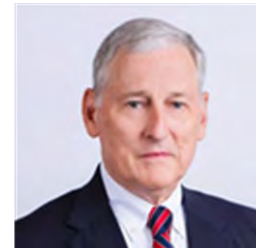


*Left to right:*  
*Chief Judge Alvin T. Wong,*  
*Judge Jean Bolin and Judge*  
*John Kent Edwards, President*

The Banquet Speaker at this year's Fall Conference was Cynthia Clanton who is the Director of the Judicial Council's Administrative Office of the Courts. Ms. Clanton gave a presentation on the 50<sup>th</sup> Anniversary of the Administrative Office of the Courts and highlighted several State Court Judges who were instrumental in establishing its creation and mission in the Judicial Branch.

The Judging and Humanities Session discussed the book *Death to the Chief* by the author, and Associate Professor of Law Lance McMillian. As a fiction novel it is book two in a series about the Atlanta Murder Squad.

Congratulations to retired State Court Judge William P. Adams (Bibb) who will receive the Meritorious Service Award from the Mercer Law School Alumni Association at its Alumni Award Dinner on March 2, 2024.



Judge William P. Adams

Judge Ronald B. Ramsey (DeKalb) was elected at the ABA Conference this summer as a Delegate to the ABA House of Delegates in the Judicial Division's National Conference of Specialized Court Judges. We are proud of him for attaining this Leadership position.

Judge Stephen N. Knights, Jr. (Henry) recently taught a two-hour course on "Ethical Challenges in Modern-Day Courtrooms" this Summer at the National Judicial College.

Judge R. Violet Bennett (Wayne) met with elementary school students in Wayne County to talk about the court and the Judicial Branch as part of the Sheriff's Academy this Summer. Judge Jason Thompson (Fayette) was busy speaking to students and civic groups throughout Fayette County on the work of the Court and its role in the Judicial Branch.

Executive Director Bob Bray completed a study for Spalding County State Court on the need for an additional State Court Judge and made a presentation to the Spalding County Board of Commissioners last week to review the study findings. Mr. Bray also conducted a judicial needs study for Paulding County State Court recommending a second State Court Judge for that court.

The Council has been engaged by the Chief Judge of the Alcovy Circuit to conduct a Feasibility Study on the creation of a State Court in Newton County which will be completed by the end of this year.

The newly created Paulding County State Court recently received certification from the Council of Accountability Court Judges to create a new DUI Accountability Court which is scheduled to begin operations in July 2024.

Finally, the Council congratulates Judge Johnny Panos of the State Court of DeKalb County and Chief Judge John Cranford of the State Court of Coweta County who will both be retiring at the end of this month. Judge Panos has served as a State Court Judge for 21 years and Judge Cranford has served as a State Court Judge for 25 years, having served as the Solicitor of that Court 10 years prior to being on the bench.

Respectfully submitted,

*John Kent Edwards, Jr.*

Chief Judge John Kent Edwards, Jr. President



## COUNCIL OF JUVENILE COURT JUDGES OF GEORGIA

Judge Warner Kennon, *President*  
Judge T. Neal Brunt, *President-Elect*  
Judge Maureen Wood, *Vice President*  
Judge Michelle Harrison, *Secretary*  
Judge MacCracken Poston, *Treasurer*  
Judge Render Heard, *Immed. Past President*

Judge Donald Sheppard, *District 1*  
Judge Brian Bellamy, *District 2*  
Judge Chefferre Young, *District 3*  
Judge Desiree Peagler, *District 4*  
Judge Coy Johnson, *District 5*  
Judge (vacant), *District 6*  
Judge Jason Souther, *District 7*  
Judge Sherri McDonald, *District 8*  
Judge Heather Dunn, *District 9*  
Judge Charles Evans, *District 10*

Eric J. John, *Executive Director*

### REPORT TO JUDICIAL COUNCIL OF GEORGIA AS OF NOVEMBER 28, 2023

I am particularly excited about the Education Certification Committee's emphasis on training for our newly appointed Juvenile Court Judges. Since the August meeting, the Georgia Council of Juvenile Court Judges held its Fall conference in conjunction with the Institute of Continuing Judicial Education (ICJE). The conference went well, the New Judges Orientation was well-attended, and the feedback for the conference and the new judges' training was very positive.

Each year the Council honors a fellow judge with the Judge Aaron Cohn Award. This award recognizes a judge who has made significant contributions to the Council and/or the field of juvenile justice and child welfare. This year's recipient was Judge William Bartles, who is also a past president of the Council. The Judge Martha K. Glaze Award recognizes a non-judicial person who has made significant contributions to the Council and/or the field of juvenile justice and child welfare. This year's recipient was Jerry Bruce, Esquire, who is the Director of the Office of Child Advocate.

The Council has been actively engaged with the Senate Select Committee on Foster Care and Adoption. The Council's leadership also met to collaborate with the Department of Family and Children Services leadership informally on more than one occasion, to discuss how we can better serve children and families in the state.

The Council is also hard at work finalizing our proposed rules for e-filing. This exciting update will allow access to the courts for all parties and litigants to seamlessly perfect filings with the touch of a button. Upon completion, the Council will submit same to the Supreme Court of Georgia for formal approval.

Respectfully submitted,

Warner Kennon, *President*  
Georgia Council of Juvenile Court Judges





# Council of Probate Court Judges of Georgia

**Judge Danielle McRae**  
*President (Upson)*

**Judge Christopher Ballar**  
*President Elect (Gwinnett)*

**Judge Scott Chastain**  
*Vice President (Gilmer)*

**Judge Darin McCoy**  
*Secretary-Treasurer (Evans)*

**Judge B. Shawn Rhodes**  
*Immediate Past President (Wilcox)*

**Kevin D. Holder**  
*Executive Director*

## Report to Judicial Council of Georgia December 8, 2023

The following is a summary of activities and current initiatives by the Council of Probate Court Judges:

### 2023 Fall COAG Conference

The annual Fall COAG Conference was held on October 8-11, 2023 at the Hyatt Regency Savannah. As always, we extend our appreciation to the Probate Judges' Training Council and the staff of the Institute of Continuing Judicial Education for facilitating this event.

### DeKalb County Probate Court Mental Health Symposium

On November 8, 2023, the DeKalb County Probate Court held its 3<sup>rd</sup> annual Mental Health Symposium at the Porter Sanford III Performing Arts and Community Center in Decatur. The event's attendees included judges, attorneys, mental health professionals, and other interested stakeholders, who came together to engage in substantive dialogue about the issues and potential solutions relative to addressing the mental health system and its impact on law enforcement, medical providers, and the courts. DeKalb County CEO Michael Thurmond served as the keynote speaker. Other speakers included State Representative Mary Margaret Oliver, Stone Mountain Judicial Circuit Chief Judge LaTisha Dear Jackson, DeKalb County Police Department Chief Mirtha Ramos, DeKalb County Solicitor General Donna Coleman-Stribling, and DeKalb County Superior Court Clerk Debra DeBerry. Finally, our Council was proud to serve as a sponsor for this wonderful event.

### Judge Vivian Cummings

Our Council sends our sincere condolences to the family of former Judge Vivian L. Cummings, who passed away in October. Judge Cummings enjoyed a lengthy career on the bench, as she served for 24 years as the probate judge and chief magistrate of Wilkinson County. Known for her impeccable sense of style and the grace with which she always carried herself, her constant smile and ever-present joy could illuminate any room. Simply put, she was our dear friend and colleague and we will miss her immensely.

Respectfully submitted,

Judge Danielle McRae  
President, Council of Probate Court Judges of Georgia

## COUNCIL OF MUNICIPAL COURT JUDGES

November 20, 2023

### Report to the Judicial Council of Georgia – December 2023

The following is an overview of recent events, programs, and activities of the Council of Municipal Court Judges (CMuCJ):

#### Council Meeting Endeavors

The Council's full Executive Committee met on October 5, at The University of Georgia Center for Continuing Education & Hotel, Athens, Georgia. The Council also held its annual Fall Business Meeting on this day, where the Membership received updates on the request for a State appropriations increase and the progress of the municipal judges terms increase initiative.

#### Municipal Court Judges Benchbook

The updated edition, through the CY2023 legislative session, of the E-Book of the Municipal Judges Benchbook by MyCLE, was distributed to all Council members for download and uploaded to the password protected area of the Council's website. Training for new judges ("Introduction to the Benchbook") was provided by MyCLE staff at the Fall Law & Practice Update.

#### Legislation

For the 2024 session of the General Assembly, the CMuCJ plans to introduce proposed legislation regarding the Extension of Minimum Term to amend Article 1 of Chapter 32 of Title 36.

The Council presented the initiative for approval at the November 15 meeting of the Judicial Council Standing Committee on Legislation. Judge Barrett, Chair, CMuCJ Legislative Committee and I look forward to the weekly JC Legislative Committee meetings during the session.

#### Continuing Judicial Education

The Council's Fall Law and Practice Update Seminar was presented October 4-6, 2023, at the Georgia Center in Athens, Georgia. Conducted through the Institute of Continuing Judicial Education (ICJE), the three-day program provided accreditation for those serving as of January 1, 2022 (New Judges), in addition to recertifying judges. The curriculum included sessions such as When Justice Fails; Update on DUI Law; Legislative-Case Law-Evidence Updates; DDS Update and Q&A; Judicial Attitudes and Ethics; Bench Trials: Elements of Common Cases and a Compassion Fatigue Panel in the Wellness track. Additional subject matter tracks will be provided to new judges as well. The curriculum was a duplicate of the summer conference.

#### Next Meeting

The next meeting of the Council of Municipal Court Judges Executive Committee will take place in conjunction with the 2024 Legislative Day at the Capitol.

**Chief Judge Matthew McCord, President**  
Stockbridge Municipal Court  
62 Macon Street  
McDonough, GA 30253  
(770) 692-0261  
[matt@mmccordlaw.com](mailto:matt@mmccordlaw.com)

**Chief Judge David Will, President-Elect**  
Cities of Alpharetta & Clarkston  
[dwill@royallaw.net](mailto:dwill@royallaw.net)

**Chief Judge Robert Cowan, Vice-President**  
City of Dalton  
[robcowan@cowanlawoffice.com](mailto:robcowan@cowanlawoffice.com)

**Judge Pamela Boles, Secretary**  
City of Cumming  
[pambo98@msn.com](mailto:pambo98@msn.com)

**Judge James Baker, Treasurer**  
City of LaGrange  
[jgbaker@jgbpc.com](mailto:jgbaker@jgbpc.com)

**Judge JaDawnya Baker**  
**Immediate Past President**  
City of Atlanta  
[JCBaker@AtlantaGa.Gov](mailto:JCBaker@AtlantaGa.Gov)

**District One**  
Judge Joe Huffman  
Judge Richard Sanders

**District Two**  
Chief Judge Willie Weaver Sr.  
Judge Gregory T. Williams

**District Three**  
Judge Chimere Trimble  
Judge Bill NeSmith

**District Four**  
Judge Denise Vanlanduyt  
Judge Jennifer Mann

**District Five**  
Judge Gary E. Jackson  
Judge Roberta Cooper

**District Six**  
Judge James Dalton II  
Judge Wanda Dallas

**District Seven**  
Judge Robert Cowan  
Chief Judge Luke Mayes IV

**District Eight**  
Judge Joseph Sumner  
Judge Dexter Wimbish

**District Nine**  
Judge Pamela Boles  
Chief Judge William Brogdon

**District Ten**  
Chief Judge Dale "Bubba" Samuels  
Judge Samuel Barth

## COUNCIL OF MUNICIPAL COURT JUDGES

Respectfully submitted,

*Chief Judge Matthew McCord*

President, Council of Municipal Court Judges



# TAB 11



# Council of Accountability Court Judges

**Judge Lawton E. Stephens**  
*Executive Committee Chair*  
*Western Judicial Circuit*

**Taylor Jones**  
*Executive Director*

## **Council of Accountability Court Judges Report to Judicial Council December 2023**

In the time since the Council of Accountability Court Judges (CACJ) last reported to the Judicial Council, CACJ held its annual training conference from September 10 - 13<sup>th</sup>, 2023 in Athens, Georgia. This year's conference was attended by 1402 professionals, which makes it the largest accountability court training conference to date. Attendees had the opportunity to learn new, innovative ideas from their peers and gather information on the latest best practices from around the nation. During the training event, CACJ recognized the 2023 Model Mental Health Courts and DUI Courts. These courts will serve as model programs and learning sites for others until 2026. The goal of Georgia's Accountability Court Model Court Program is to recognize the great work of accountability courts across the state, as well as identify strong programs that may serve as mentors for other courts. Programs identified as model courts are those that have met and exceeded adherence to Georgia's Standards as dictated by strong performance on the certification and peer review processes. All certified mental health and DUI courts were evaluated by objective criteria to determine eligibility. CACJ's Nominations Committee, comprised of judges who preside over all accountability court types, determined the final candidates for the model courts. The Nominations Committee is committed to selecting model courts of each court type that are representative of Georgia's diverse communities.

The 2023 Model Mental Health Courts are: Appalachian Judicial Circuit HELP Court; Conasauga Judicial Circuit Mental Health Court; Dougherty Superior Court Substance Abuse/Mental Health Treatment Program; Gwinnett County Mental Health Court; Hall County HELP Court; Henry County Resource Court; Houston County Mental Health Court; Piedmont Judicial Circuit Wellness Court; Savannah-Chatham County Mental Health Court; and the Western Judicial Circuit Treatment Accountability Court.

The 2023 Model DUI Courts are: Cherokee County DUI Court; Cobb County DUI Court; Coweta County DUI Court; Douglas County DUI Court; Gwinnett County DUI Court; Hall County DUI Court; Liberty County DUI Court; and the Tift County DUI Court.

Further, CACJ's Funding Committee met on November 2, 2023. During this meeting mid-year grants were considered. The Funding Committee was able to award the courts \$566,076 as part of the FY24 Enhancement and Innovative Grant opportunity, and \$237,140 as part of the FY24 Accountability Court Law Enforcement Grant opportunity. Additionally, CACJ, in partnership with the Criminal Justice Coordinating Council, was awarded \$2.5 million from the Bureau of Justice Assistance in Discretionary Treatment Court Grant funds on September 27, 2023. The funds will be used to support participant housing; the development of a language access protocol for non-English and limited-English speaking participants; continued racial and ethnic diversity training; and the development of an additional participant screening tool for arrestees within local detention centers to determine accountability court eligibility.

Looking ahead to 2024, CACJ is committed to executing another successful year of further developing and enhancing Georgia's accountability courts under the guidance and expertise of judges.



# GEORGIA COMMISSION ON DISPUTE RESOLUTION

---

**Chair**

Judge M. Cindy Morris

**Executive Director**

Tracy B. Johnson

**Deputy Director**

Karlie A. Sahs

**Commission Members**

Justice John J. Ellington

Presiding Judge Sara L. Doyle

N. Staten Bitting Jr., Esq.

Hon. Rebecca Crumrine Rieder

Judge Clarence Cuthbert, Jr.

Mary Donovan, Esq.

Herbert H. (Hal) Gray III, Esq.

Melissa C. Heard, M.S.S.W.

Nicole Woolfork Hull, Esq.

Rep. Rob Leverett, Esq.

Judge Carrie B. Markham

Patrick T. O'Connor, Esq.

Judge Pandora E. Palmer

Edith B. Primm, Esq.

Judge Vic Reynolds

Judge Renata D. Turner

Randall Weiland

Peggy McCoy Wilson

The following is an update on the initiatives and activities for the Georgia Commission on Dispute Resolution (GCDR):

**FY2025-2027 Strategic Projects**

The GCDR held a strategic planning session wherein they approved a new project list starting July 1, 2025, including two focused on Judicially Hosted Settlement Conferences and Juvenile Court Mediation Programs.

These new projects are in addition to the ongoing projects focusing on such areas as Probate Mediation; improved and enhanced data collection; updated neutral registration system; and revisions to the Supreme Court ADR Rules.

**ADR Institute**

The 30<sup>th</sup> Annual ADR Institute was held Thursday, November 16, 2023, at the State Bar of Georgia. In total, there were over 540 registered for the event with 170 attending in-person and 370 viewing the livestream. The GCDR would like to thank the staff to the Georgia Child Support Commission: Ms. Noelle Lagueux-Alvarez, Esq.; Ms. Elanie Johnson; Ms. Latoinna Lawrence; and Mr. Kurt Bryan for leading a breakout session entitled: "Child Support - The Doctor Is In." During this presentation, attendees were given the opportunity to ask specific questions regarding child support calculations, guidelines, and income deduction orders.

The GCDR would also like to express its appreciation to Ms. Kriste Pope, JC/AOC Systems Analyst II, Information Technology for her assistance with the sponsorships and conference logistics; Ms. Carole Collier, JC/AOC Staff Attorney for onsite assistance; the Georgia Courts Registrar Team for providing onsite help to neutrals with their registration renewals; and Ms. Jasmine Jackson, Front End Web Developer and Ms. Kristy King, JC/AOC I.T. Program Manager, Development Team Lead for their roles in designing and managing the conference ticketing system.

**2023 Program Directors Conference**

The 2023 Program Directors' Conference was held November 15-17 at the State Bar of Georgia. Program directors in attendance participated in the first Probate Mediation training, providing valuable feedback for upcoming trainings scheduled for 2024.

**Recognition of outgoing Commission Member Ms. Edith Primm, Esq.**

At the November 29 meeting, the Commission recognized long-standing member and former Chair Ms. Edie Primm her 15-year service. Ms. Primm was appointed to the Commission in 2008 and served as Chair



## GEORGIA COMMISSION ON DISPUTE RESOLUTION

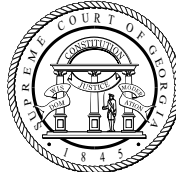
from 2009-2012. Ms. Primm was also the 2015 recipient of the Chief Justice Harold G. Clarke Award. Her dispute resolution work pre-dates both the Commission and the Office; she played a pivotal role in the federal ADR pilot project at its inception in the 1970's and building the highly-respectable national and international reputation which it – now known as the Justice Center of Atlanta – enjoys today. The Commission appreciates Ms. Primm's contributions and commitment to advancing dispute resolution in Georgia.

### **2024 Commission Meeting Date**

Next year's GCDR meeting schedule has been set: February 7, May 8, August 14, and December 4. Meeting information as well as minutes from past meetings are posted on the GODR website at [www.godr.org](http://www.godr.org).

# CHIEF JUSTICE'S COMMISSION ON PROFESSIONALISM

Hon. Michael P. Boggs, Chief Justice  
Supreme Court of Georgia, Chair



Karlise Y. Grier  
Executive Director

## Memorandum

TO: Judicial Council of Georgia  
FROM: Karlise Y. Grier, Executive Director  
RE: Chief Justice's Commission on Professionalism  
DATE: December 8, 2023

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The Chief Justice's Commission on Professionalism (Commission), the first body of its kind in the nation, was created in 1989 by the Supreme Court of Georgia with the primary charge to enhance professionalism among Georgia's judges and lawyers. **Chief Justice Michael P. Boggs** serves as the current Chair of the Commission. Other judges who serve on the Commission are as follows: **Judge Elizabeth Gobeil** for the Court of Appeals of Georgia; **Judge Shondeana Crews Morris** (Stone Mountain Judicial Circuit) for the Council of Superior Court Judges; and **Chief Judge T. Russell McClelland III** (State Court of Forsyth County) for the Council of State Court Judges. **Judge Steven D. Grimberg** serves on the Commission for the federal judiciary. **Justice Andrew A. Pinson** is the Supreme Court of Georgia advisor to the Commission. You may find a complete list of Commission members, advisors, and liaisons at the Commission's website at <https://cjcpga.org/commission-members-2023-2024/>. A brief update of some of the Commission's activities as of November 20, 2023, is as follows.

### LAW DAY 2024

The Commission staffs the State Bar of Georgia Committee on Professionalism (Committee), currently chaired by **Mr. Michael Herskowitz**. In that role, the Commission supports the Committee's work on many of the State Bar's Law Day initiatives, which are a joint project of the State Bar of Georgia's Committee on Professionalism and the State Bar's Local and Voluntary Bars Committee. The leaders for the State Bar's 2024 Law Day initiatives are **Judge Ashley Palmer and Attorney Denise Warner**. Each year, the State Bar, along with many other bar associations and legal organizations, partner with the American Bar Association to promote Law Day. The American Bar Association's Law Day theme for 2024 is "Voices of Democracy." As you may know, Law Day is May 1, 2024, but can be celebrated the entire month of May! We invited judges and lawyers across Georgia to participate in the State Bar's Law Day initiatives during May 2024. For more information on how you can participate in the Committee's Law Day initiatives, please see "Exhibit A."

### **PROFESSIONALISM PAGE ARTICLES**

The Commission communicates with lawyers and judges through the Professionalism Page that appears in each issue of the Georgia Bar Journal, which is published six times per year. The August 2023 Georgia Bar Journal Professionalism Page entitled *Living Legends of the Macon Bar* is attached as “Exhibit B.” The October 2023 Georgia Bar Journal Professionalism Page entitled *2023 Law School Orientations on Professionalism* is attached as “Exhibit C.”

### **COMMISSION ASSISTANCE WITH BAR ASSOCIATION AND SECTION PROFESSIONALISM CLE PROGRAMS**

The Commission’s Executive Director is available to assist State Bar of Georgia sections, local and voluntary Bar associations, and other law-related organizations with their professionalism CLE programming. Please contact the Commission’s Executive Director if you would like assistance in planning a professionalism CLE program or if you would like to have the Commission’s Executive Director to make a professionalism presentation to your organization. Please contact the Commission’s Executive Director, Karlise Y. Grier, via e-mail at [kygrier@cjcpga.org](mailto:kygrier@cjcpga.org) for information or assistance.

### **COMMISSION WEBSITE AND SOCIAL MEDIA**

We invite you to visit the Commission website, [www.cjcpga.org](http://www.cjcpga.org). The Commission also enjoys communicating with judges and lawyers about #professionalism on the Commission’s social media platforms. Connect with us!

**Twitter:** <https://twitter.com/CJCPGA>

**LinkedIn:** <https://www.linkedin.com/company/cjcpga/>

**YouTube:** <https://www.youtube.com/user/cjcpga/videos>



# Exhibit A



State Bar  
of Georgia

Committee on Professionalism  
Local and Voluntary Bars Committee

*Lawyers Serving the Public and the Justice System*

December 8, 2023

Members of the Judicial Council of Georgia

RE: *Law Day 2024*

Dear Members of the Judicial Council of Georgia:

We hope this letter finds you well. This year we have the pleasure of serving on the Law Day subcommittee, which is a joint project of the State Bar of Georgia's Committee on Professionalism and Local and Voluntary Bar Committee. The leaders for the State Bar's 2024 Law Day initiatives are Attorney Denise Warner and Judge Ashley Palmer. Each year, the State Bar, along with many other bar associations, partner with the American Bar Association to promote Law Day.

The American Bar Association's Law Day theme for 2024 is "Voices of Democracy." As you may know, Law Day is May 1, 2024, but can be celebrated the entire month of May! As we are in a critical time in our democracy, it is imperative that we as legal professionals uplift the voices of our democracy and encourage confidence in our judicial system.

I would like to encourage you to officially recognize Law Day by participating in any activity that promotes this year's theme. For example, we are encouraging members of the bar to speak to students at their local middle/high schools, recreation centers, Rotary or Kiwanis clubs (or similar organizations), sororities, fraternities, civic organizations, places of worship, or other similar groups. You can plan/host a formal event or celebration, oratorical contest, social media contest, roundtable discussion or whatever creative measure you conceive to help celebrate the role of law and importance of the legal profession in our society.

Members of the State Bar of Georgia's Committee on Professionalism will develop and provide you with talking points for your Law Day presentation, so all you need to do is:

- 1) Pick a group to whom you want to speak about Law Day during the month of May 2024, and make arrangements to speak to the group;
- 2) Let us know the date and the name of the group to whom you will present; and
- 3) Send us a photo of you making your presentation regarding Law Day (if you are speaking to minors, please ensure your photos do NOT show their faces).

For more information regarding the State Bar's Law Day initiatives or to confirm your participation, please visit <https://www.gabar.org/newsandpublications/lawday.cfm>

Warmest regards,

Judge Ashley Palmer  
State Court of Cobb County

*Denise Warner*

Ms. Denise Warner  
Staff Attorney

Hon. Brian E. Lake, Stone Mountain Judicial Circuit

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# 20 LAW 24 DAY

## VOICES OF DEMOCRACY

CELEBRATE LAW DAY  
DURING THE  
MONTH OF MAY

**Volunteer** to speak in  
your local community.

**Law Day** is recognized on May 1  
every year to celebrate the role of  
law in our society and to cultivate  
a deeper understanding of the  
legal profession.



For more information, please scan the  
QR code or visit, <https://www.gabar.org/newsandpublications/lawday.cfm>.



Contact Denise Warner or Karlise Grier for more information:  
[dmwarner@dekalbcountyga.gov](mailto:dmwarner@dekalbcountyga.gov) or [kygrier@cjcpga.org](mailto:kygrier@cjcpga.org)





## Living Legends of the Macon Bar

The Bootle Inn of Court in Macon presented a series of programs titled, “Living Legends of the Macon Bar,” which told the stories of Manley F. Brown, Hon. Lamar W. Sizemore Jr. and Virgil L. Adams.

BY TATE CRYMES AND SIENA BERRIOS GADDY



One of the best ways to learn professionalism is to hear about the lives and careers of distinguished lawyers and judges. In that spirit, the Bootle Inn of Court in Macon presented a series of programs titled, “Living Legends of the Macon Bar.” The programs told the stories of Manley Brown, Hon. Lamar Sizemore and Virgil Adams. These are Macon’s “Living Legends.”

### Manley F. Brown

Manley Brown<sup>1</sup> was born into humble but loving circumstances in the mountain community of Sols Creek, North Carolina. His mother was the only formally educated person in Sols Creek and, because of her influence, Brown learned to read at age five. He attended Western Carolina University but, after three years, was running out of money. He learned that Mercer University School of Law would admit him without an undergraduate degree. Brown enrolled at Mercer, hoping that he would do well enough that he might find a way to stay.

Manley F. Brown

PHOTO COURTESY OF O'NEAL & BROWN, P.C.

Brown did well but still found himself without enough money to continue. After Brown missed one quarter, Dean Jim Quarles offered Brown a scholarship to return. Brown accepted and graduated with the class of 1964.

Brown then clerked for Hon. William A. Bootle on the federal district court in Macon. After his clerkship, Brown became an assistant U.S. attorney, where he tried more than 75 cases. Brown speaks of the importance of that experience by comparing it to his time as a high school basketball star: in lawyering—like in basketball—“you can’t learn ... from sitting on the bench.”

Brown then entered private practice in Macon with legendary trial lawyer Hank O’Neal. O’Neal and Brown worked together for 15 years until O’Neal passed away. Brown attributes much of his success to lessons he learned from O’Neal. Until Brown retired, he kept O’Neal’s name first in the name of his law firm.

Over more than 40 years of private practice, Brown established a reputation as a superb attorney. In 1985, he was inducted into the American College of Trial Lawyers. Brown became a mentor to generations of trial lawyers and, as an adjunct professor of law at Mercer for 44 years, to law students.

### **Hon. Lamar W. Sizemore Jr.**

Hon. Lamar Sizemore<sup>2</sup> likes to say that he has had three careers: trial lawyer, judge and mediator. Along the way, he has also served as an adjunct professor and a mentor.

Sizemore learned how to be a lawyer from, among others, his father, Hank



Hon. Lamar W. Sizemore Jr.

O’Neal and Manley Brown. He urges lawyers to treat each prospective client with empathy, explaining that while attorneys see many cases, to the plaintiff, “it is [their] only case, and generally ... [their] only involvement with the legal system.”<sup>3</sup> Sizemore’s relationships with his clients were particularly rewarding. They were grateful for his time and expertise and sometimes sent tokens of their appreciation long after the representation ended—such as the client who delivered a bushel of sweet potatoes every Thanksgiving.

Sizemore served for 10 years as a Superior Court judge in Macon. He often shares his three rules with new judges: (1) “just rule,” because the parties cannot proceed until you do; (2) remember you

were a lawyer first, because otherwise you become a tyrant; and (3) when it is possible, err on the side of mercy. He is now of counsel at Clark, Smith & Sizemore in Macon, where he practices with his son, Rick. Sizemore concentrates now on serving as a mediator. He has often said that the best part about being a mediator or a judge is helping lawyers resolve their cases.

Sizemore recognizes his debt to those who mentored him and repays it by mentoring younger lawyers and, as a long-time adjunct professor at Mercer, law students as well. He explains, “[w]e all stand ... on the shoulders of the people who came before [us]. Well, every lawyer practicing law does that, and I think we have an obligation to return that or pay it forward.”<sup>4</sup>

PHOTO COURTESY OF CLARK, SMITH & SIZEMORE LLC





It's a great idea to join  
a State Bar Section.

### Virgil L. Adams

Virgil Adams<sup>5</sup> is a founding partner of the firm now known as Adams, Jordan & Herrington in Macon. Adams was raised in modest circumstances but enjoyed the support of his mother and his grandmother, who emphasized the importance of education. Adams took that lesson to heart and graduated from Albany State University, after which he enrolled at Mercer University School of Law. There he discovered he was drawn to the courtroom.

Adams spent the first seven and a half years of his career as an assistant district attorney in Macon, where he tried all kinds of cases, from shoplifting to murder. Adams gained a reputation as an outstanding trial lawyer and was known especially for delivering powerful closing arguments. For example, Adams tried a death penalty case against a man who beat the victim to death with a baseball bat. In his closing argument, Adams smacked a pointer with such impact on counsel table that it shattered. In the appeal, the defendant argued that the closing argument unfairly prejudiced him, but the Supreme Court held, "Bombastic argument is not unconstitutional."<sup>6</sup>

After his years in the DA's office, Adams co-founded his firm, originally known as Mathis, Sands, Jordan & Adams, PC. The firm has recovered millions for their clients and counts among its former partners two federal judges, Hon. W. Louis Sands and Hon. Marc T. Treadwell.

The State Bar of Georgia's 51 sections provide newsletters, programs and the chance to exchange ideas with other practitioners. Section dues are very affordable, from \$10-35. Join one (or more) today by visiting [www.gabar.org](http://www.gabar.org) > Our Programs > Sections. Questions? Contact Sections Director Mary Jo Sullivan at [maryjos@gabar.org](mailto:maryjos@gabar.org).



State Bar  
of Georgia

He continues to demonstrate his flair for closing arguments. In a recent case, Adams prevailed after describing to the jury in a medical malpractice case how one document was the “stealth bomber” that would decide the case.

Adams attributes his success to his mentors, Sands, Hon. Walker P. Johnson and Manley Brown, and to his experience as an ADA. Adams reminds lawyers that reputation is paramount and suggests that they become involved in their local communities because “people in the community need to see that you care about them.”

We hope these stories inspire lawyers to lead similar lives of professionalism and honorable service. ●



Virgil L. Adams

PHOTO COURTESY OF ADAMS, JORDAN & HERRINGTON, P.C.



**Tate Crymes** serves as term clerk for Hon. Austin E. Carter, U.S. Bankruptcy Court for the Middle District of Georgia.

Crymes graduated *cum laude* from Mercer University Walter F. George School of Law and earned her Bachelor of Science in public policy with highest honors from the Georgia Institute of Technology.



**Siena Berrios Gaddy** serves as career law clerk to Hon. Austin E. Carter, U.S. Bankruptcy Court for the Middle District of Georgia

and is an adjunct professor at Mercer University School of Law. She teaches

Advanced Legal Writing in the Legal Writing, Research, and Drafting Certificate Program and has taught Bar Preparation. Gaddy is the secretary/treasurer of the William A. Bootle American Inn of Court. She graduated magna cum laude from Mercer University Walter F. George School of Law and earned an undergraduate degree in psychology from Saint Leo University.

## Endnotes

1. To read the details of Manley Brown’s life, see *An Oral History of Manley F. Brown*, 26 J.S. Legal Hist. 7 (2018).
2. For more of Sizemore’s story, listen to several recorded interviews with him on the website of the Mercer Center

for Legal Ethics and Professionalism, <https://law.mercer.edu/academics/centers/clep/inside-legal-profession/>. See also the transcribed interview in Patrick E. Longan, *Inside the Legal Profession: Conversations with Leaders of the Georgia Bench and Bar* 260 – 282 (Mercer University Press 2023).

3. *Inside the Legal Profession*, *supra* note 2 at 261 (Mercer University Press 2023).
4. *Id.* at 266 – 267.
5. You can hear Adams talk about his own career in an interview he gave as part of Mercer Law’s 1L class on professionalism. The recording is available at <https://www.youtube.com/watch?v=LKpRfOn0DpM>.
6. *Patillo v. State*, 258 Ga. 255, 262, 368 S.E.2d 493, 498 (1988).



## 2023 Law School Orientations on Professionalism

The Chief Justice's Commission on Professionalism thanks all the lawyers and judges for helping to make the 2023 Law School Orientations on Professionalism a success.

BY KARLISE Y. GRIER

**When the Supreme Court of Georgia** adopted A Lawyer's Creed and the Aspirational Statement on Professionalism in 1992, it wrote, "It is the Court's hope that Georgia's lawyers, judges and legal educators will use the following aspirational

ideals to reexamine the justifications of the practice of law in our society and to consider the implications of those justifications for their conduct. The Court feels that enhancement of professionalism can be best brought about by the cooperative

efforts of the organized bar, the courts and the law schools with each group working independently, but also jointly in that effort."<sup>1</sup> For the past 31 years, the Chief Justice's Commission on Professionalism, along with the State Bar of Georgia's Committee on Professionalism, have partnered to bring the Court's vision to life during the Law School Orientations on Professionalism. In August 2023, the Commission, along with the Bar's 2022-23 Committee on Professionalism, under the leadership of Committee Chair Joshua Bosin and Committee Vice Chair Michael Herskowitz organized the 31st Annual Law School Orientations on Professionalism, which were held at all five of Georgia's ABA-accredited law schools. The orientations are designed to provide incoming first year law students with their first introduction to professionalism. Georgia lawyers and judges apply to serve as group leaders during small-group breakout sessions at the orientations to help students learn the meaning of professionalism and why it is important for them as law students. The 130 lawyers and judges who volunteered to serve as group leaders in 2023 ensured the contin-



Supreme Court of Georgia Chief Justice Michael P. Boggs giving remarks at the Georgia State University College of Law Orientation on Professionalism.

PHOTO BY JENNI GIRTMAN



ued success of the orientations. Several of the group leaders participated in orientations at more than one school. In addition, several other judges and one lawyer served as plenary speakers during the professionalism orientations. Supreme Court of Georgia Chief Justice Michael P. Boggs, for example, made brief remarks regarding professionalism and administered the Professionalism Oath and Honor Code Pledge at Georgia State University College of Law. Chief Justice Boggs also shared his thoughts on professionalism in a letter provided to the law students at all of the schools. He shared in his letter, “You are now a member of your law school community, and you will eventually become a member of the Bar. You will often interact with one another in stressful, chaotic environments that are designed to be adversarial. But you should never put aside the moral compass you brought with you to law school or forget that we are all colleagues in a noble profession. For our profession to thrive, we must remember that the way in which we resolve disputes defines part of the character of our society and we should act accordingly.”

Hon. J. Antonio “Tony” DelCampo, the 61st president of the State Bar of Georgia also provided a letter to the law students at each of the law schools that emphasized the importance of relationships and service. He wrote: “Beginning with your first moments as a law student, it is important that you establish solid professional and social relationships with your classmates because this is one of the foundational elements of professionalism. While you may not realize it yet, the relationships that you establish with your peers will benefit you throughout your entire professional life. ... I also encourage you to get involved in your law school, your community and in civic organizations—even as a law student. Getting involved is not only good for your soul, it is not only good for doing what is right, but it is also good for your legal career.”

Group leaders for the orientations at  
(1) Atlanta’s John Marshall Law School;  
(2) Emory University School of Law; and  
(3) Georgia State University College of Law.



PHOTO BY A. J. DOUCETT



PHOTO BY TAYO FAYEMI



PHOTO BY JENNI GIRTMAN





PHOTO BY MAGGIE REIMER

Group leaders for the orientation at Mercer University Walter F. George School of Law.



PHOTO BY AMANDA FOX

Group leaders for the orientation at University of Georgia School of Law.

The subcommittee that planned the 2023 law school orientation programs was chaired by J. Maria Waters and Kacey Baine. The members of the Law School Orientation on Professionalism Subcommittee, which planned the orientations, included several lawyers, law students and one judge. The subcommittee members were: Associate Dean Kent Barnett, Assistant Director Leron Burge, Professor Nathan S. Chapman, Andrew Ligon Fant, Professor Derrick Howard, Hon. Shukura L. Ingram, Ashley S. Lewis, Associate Dean Tameka Lester, Professor Patrick Longan, Travis Lynes, C. Brad Marsh and Kevin C. Patrick. The Commission and Committee also wish to acknowledge the support staff of our law school partners: Leron Burge, Atlanta's John Marshall

Law School; Franklin B. Lebo, Emory University School of Law; Shreeca S. Lott, Emory University School of Law; Jeanne Zipperer, Mercer University Walter F. George School of Law; Cody Teague, Georgia State University College of Law; Amanda Jean Fox, University of Georgia School of Law; Casey Anne Graham, University of Georgia School of Law; and Chantelle Tickle, University of Georgia School of Law.<sup>2</sup>

On a personal note, I have discovered that by participating in the orientations, I “get back” as much as I give by my participation. This was also true in 2023 and in one particularly unexpected way. During one of the breaks at an orientation session, a student shared with me that he had actually read an article I

wrote, “The Necessity of Unparalleled Unity,”<sup>3</sup> which had been included in the written materials for the orientation. It made my day! If you are looking for a fun and meaningful way to serve our profession, please consider applying to participate as a group leader at the 2024 professionalism orientations.<sup>4</sup>

The Commission and the Committee thank our partners (including deans, professors, law students and support staff) at each of Georgia's five ABA-accredited law schools for their dedication to making this program a success. Moreover, the Commission and the Committee could not hold the orientation without the help of the many lawyers and judges who volunteer each year to serve as plenary speakers or to lead the small-group breakout sessions. It is because of each of these individuals that the Commission and the Committee can continue to make the award-winning Law School Orientations on Professionalism an outstanding success! □



**Karlise Y. Grier**

Executive Director  
UNIVERSITY OF GEORGIA  
COMMISSION ON PROFESSIONALISM  
kygrier@cjcpga.org

## Endnotes

1. See Chief Justice's Commission on Professionalism, Lawyer's Creed, ABA <http://cjcpga.org/wp-content/uploads/2019/07/2-Lawyers-CreedAspStatement-v-2013-Line-Number-with-new-logo-and-seal-v07-25-19.pdf> (last visited Aug. 31, 2023).
2. For more information regarding the 2023 Law School Orientations on Professionalism, visit <https://cjcpga.org/law-school-orientations-on-professionalism-2023/>.
3. See Karlise Y. Grier, *The Necessity of Unparalleled Unity*, Ga. Bar. J. Vol. 26, No. 1, p. 70-72 (August 2020).
4. To add your name to the list to receive the 2024 group leader application, visit <https://cjcpga.org/law-school-orientations-on-professionalism-2024/>.

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Mark G. Burnette	James W. Hays	Alexander S. Lurey	Georgette M.C. Thinn
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David Gan-wing Cheng	Nicole S. Holcomb	Hon. Shondeana Crews Morris	
Darryl B. Cohen	Sheila S. Huddleston	Samantha M. Mullis	
Ramona A. Condell	Julie E. Hunter-Anderson	Hon. David E. Nahmias	

## 2023 Plenary Speakers and/or Administration of Professionalism Oath or Student Honor Code Pledge

Aug. 5	Hon. Eric Richardson	Atlanta's John Marshall Law School
Aug. 8	Chief Justice Michael P. Boggs	Georgia State University College of Law
Aug. 10	Hon. Glenda Hatchett	Emory University School of Law
Aug. 11	Hon. Connie Williford	Mercer University School of Law
Aug. 11	Naveen Ramachandrappa	University of Georgia School of Law

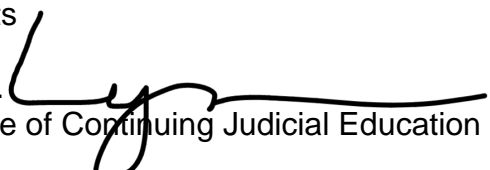
Are you interested in serving as a group leader for the 2024 Law School Orientations on Professionalism? Complete the contact form found at [bit.ly/groupleader2024](https://bit.ly/groupleader2024).







**To:** ICJE Board of Trustees  
Court of Class Constituents

**From:** Lynne Moore Nelson, Esq.   
Executive Director, Institute of Continuing Judicial Education

**RE:** Executive Director Monthly Report – October 2023 Financials

**Date:** November 21, 2023

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The Executive Director's Monthly report aims to share the monthly financial overview and ICJE program updates.

### MONTHLY FINANCIAL OVERVIEW

**The Monthly Financial Report** is attached as a PDF document. In response to the audit finding that ICJE should utilize an Excel Workbook instead of a Word Document to report the monthly financials, you will see the report format changed a bit.

1. Attached is the fiscal year-to-date financial report covering the revenues and expenditures for all ICJE constituent groups.
2. In consultation with a CPA Firm; the AOC Fiscal Office; and the UGA Law School Business Office, the financial report was created to answer four questions:
  - a. How much money did ICJE receive on behalf of Councils?
    - i. The monthly financial report documents all revenues (whether from appropriations, CJE support fees, contracted fees, or grants) and all expenditures about ICJE.
  - b. From whom?
  - c. How was the money spent?
  - d. What is the remaining balance?
3. Our fiscal manager, AOC, has confirmed the accuracy of our reporting, and an AOC financial source document is included, for your review. (**NEW STEP**)

### MONTHLY PROGRAM OVERVIEW

**November 2023 Programming** – ICJE managed 5 synchronous training courses this month on behalf of several classes of courts.

1. Legal Writing: Striving for Clarity, Multi-Class of Court was taught on November 2<sup>nd</sup>, and former Superior Court Judge Tain Kell led the Zoom training with 40 learners.



Joining Judge Kell as instructors were Justice Shawn LaGrua and UGA School of Law legal writing instructor Professor Jean Goetz Mangan.

2. Our last in-person training was held at St. Simons Island with Municipal Court Clerks Recertification training on November 2-3<sup>rd</sup> with 112 learners.
3. We collaborated with the AOC to offer non-credit training on November 8<sup>th</sup> to clerks of all courts about how to submit year-end case counts. The online training titled “The Future of Case Count; Automated Data Collaboration, Multi-Class of Court” had 139 learners join us online.
4. For our November 14<sup>th</sup> multi-class of court training titled “Mindfulness and Stress Management for Judges” we had 62 learners who were led by instructors from the UGA School of Law; Juvenile Court Judge Render Heard of the Tifton Judicial Circuit and Municipal Court Judge Matthew McCord of the Stockbridge Municipal Court.
5. We ended our calendar year 2023 training schedule on November 15<sup>th</sup> with Municipal Court Clerks. The clerks’ last certification training for calendar year 2023 was held online with 125 learners.

**Calendar Year 2024 Programming** – On November 17<sup>th</sup>, we launched 2024 programming for Superior Court Judges because they meet soon after the start of the new year.

All remaining classes of court will receive their registration emails the first week of January 2024 when ICJE returns from their holiday break (ICJE’s office is closed from December 23, 2023, through January 1, 2024, per UGA policy).

ICJE staff continue to work with the University of Georgia’s Public Service and Outreach unit on preparing our new event management system, PSO CONNECT, for the January launch.

## ICJE IN PICTURES

### Municipal Court Clerks’ Recertification, November 2-3, 2023 at The King and Prince





School of Law  
UNIVERSITY OF GEORGIA



INSTITUTE OF  
CONTINUING JUDICIAL  
EDUCATION  
OF GEORGIA

As we enter the holiday season, I offer heartfelt appreciation and gratitude for your continued support of ICJE in its mission to provide premier professional development and judicial education services to Georgia's judicial community. Our team is thankful for the confidence you extend to us by allowing us the privilege to collaborate and serve your unique training needs.

On behalf of the ICJE staff, I wish you and your family an abundance of happiness and goodwill this Thanksgiving.



# FY2024 MONTHLY FINANCIAL REPORT

OCTOBER 1 – 31, 2023

FOR REVENUE AND EXPENSES ADMINISTERED BY ICJE OF GEORGIA\*

COMPILED BY

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REVIEWED BY THE ADMINISTRATIVE OFFICE OF THE COURTS

**Peterson David, AOC – Chief Financial Officer**

*\*To promote constituent confidence and to foster transparency, this information is made available to all ICJE constituent groups. These reports include ICJE – administered expenses only. For ICJE – administered expenses, any ICJE – maintained document (e.g. contract, invoice, travel reimbursement claim, etc.) is available for review upon request. These expenditures do not include any event expense authorized or administered by a constituent group's leadership or educational apparatus that was not administered by ICJE.*

*This financial reporting template was developed in collaboration with the AOC Fiscal Staff, and the UGA School of Law Business Office.*

INSTITUTE OF CONTINUING JUDICIAL EDUCATION															
AOC - Fund Source: 01 Project Code: 301															
UGA - Project RADO000167400A															
1	BEGINNING BALANCE		\$ 822,352.00	\$ 778,471.61	\$ 666,311.27	\$ 615,679.04									
2	Personnel	FY2024 Budget	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	Salaries	\$ 656,207.00	\$ 41,627.83	\$ 50,418.11	\$ 50,199.13	\$ 49,213.96									
4	Total Personnel	\$ 656,207.00	\$ 41,627.83	\$ 50,418.11	\$ 50,199.13	\$ 49,213.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,459.03
5	Operating	FY2024 Budget	July	August	September	October	November	December	January	February	March	April	May	June	YTD
6	Travel	\$ 3,800.00	\$ 4.00	\$ -	\$ 160.00										\$ 164.00
7	Office Supplies	\$ 8,500.00	\$ 1,556.53	\$ 150.35		\$ 137.85									\$ 1,844.73
8	Copier Lease	\$ 790.00	\$ -	\$ 70.29	\$ 69.10	\$ 104.73									\$ 244.12
9	Support Services	\$ 1,000.00	\$ -	\$ -											\$ -
10	Software	\$ 35,000.00	\$ -	\$ 9,109.30	\$ -	\$ 115.00									\$ 9,224.30
11	Publications & Printing	\$ 5,000.00	\$ -	\$ 211.86											\$ 211.86
12	Equipment Purchase	\$ 4,000.00	\$ -	\$ 108.69											\$ 108.69
13	IT Equipment Materials	\$ 4,000.00	\$ 39.16	\$ -	\$ 111.00										\$ 150.16
14	Consultant Fees	\$ 23,425.00	\$ -	\$ -											\$ -
15	Utilities	\$ 7,000.00	\$ 367.87	\$ 25.50	\$ 93.00	\$ 2,417.44									\$ 2,903.81
16	Rent	\$ 50,630.00	\$ -	\$ 50,630.40											\$ 50,630.40
17	Communications - AOC	\$ 1,400.00	\$ -	\$ 304.08		\$ 304.10									\$ 608.18
18	Communications - UGA	\$ 18,600.00		\$ 1,131.76	\$ -										\$ 1,131.76
19	Conference/Workshop	\$ 3,000.00	\$ 285.00	\$ -											\$ 285.00
20	Total Operating	\$ 166,145.00	\$ 2,252.56	\$ 61,742.23	\$ 433.10	\$ 3,079.12									\$ 67,507.01
21	Monthly Personnel & Operating Totals		\$ 43,880.39	\$ 112,160.34	\$ 50,632.23	\$ 52,293.08									\$ 258,966.04
22	Total Remaining Funds		\$ 778,471.61	\$ 666,311.27	\$ 615,679.04	\$ 563,385.96									



**STATE COURT JUDGES**

Fund Source: 42006 Project Code: 319

**Training Mandates:** These training events are mandated by Uniform State Court Rule 43.1(A) & 43.1(B). The venues are contracted in collaboration with the CSCJ Educational Programs Committee; CSCJ NJO & Mentoring Committee; and, the CSCJ Executive Committee.

1	BEGINNING BALANCE	\$ 181,805.22	\$ 181,805.22	\$ 180,799.33	\$ 181,754.05									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ -	\$ -	\$ 960.00	\$ 320.00									\$ 1,280.00
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ -	\$ -	\$ -									\$ -
7	Total:	\$ -	\$ -	\$ 960.00	\$ 320.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,280.00
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Fall Conference	\$ -	\$ -	\$ -	\$ 2,563.77									\$ 2,563.77
10	New Judges Orientation	\$ -	\$ -	\$ -	\$ -									\$ -
11	Spring Conference	\$ -	\$ -	\$ -	\$ -									\$ -
12	Multi-Class/Online	\$ -	\$ 751.95	\$ 5.28	\$ -									\$ 757.23
13	Past & Future Events	\$ -	\$ 253.94	\$ -	\$ -									\$ 253.94
14	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
15	Total:	\$ -	\$ 1,005.89	\$ 5.28	\$ 2,563.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,574.94
16	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
17	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
18	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
19	NJO Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
20	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
21	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
22	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
23	Misc. Adjustments/PO	\$ -	\$ -	\$ -	\$ -									\$ -
24	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	ENDING BALANCE	\$ 181,805.22	\$ 180,799.33	\$ 181,754.05	\$ 179,510.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

# JUVENILE COURT JUDGES

Fund Source: 42003 Project Code: 308

**Training Mandates:** These training events are mandated by OCGA §15-11-59(d); §15-11-62; Uniform Juvenile Court Rule 4.3; 4.4; & CJCJ Executive Committee Protocol. The venues are contracted in collaboration with CJCJ Educational and Certification Committee; and, the CJCJ Executive Committee.

1	BEGINNING BALANCE	\$ 121,626.15	\$ 121,755.15	\$ 121,046.75	\$ 122,204.97									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 1,152.00	\$ 795.82	\$ 1,179.82	\$ 384.00									\$ 3,511.64
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ 21.60	\$ 21.60	\$ -									\$ 43.20
7	Total:	\$ 1,152.00	\$ 774.22	\$ 1,158.22	\$ 384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,468.44
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Fall Conference	\$ -	\$ -	\$ -	\$ 924.43									\$ 924.43
10	Spring Conference	\$ -	\$ -	\$ -	\$ -									\$ -
11	Multi-Class/Online	\$ -	\$ -	\$ -	\$ -									\$ -
12	Past & Future Events	\$ 1,023.00	\$ 1,482.62	\$ -	\$ 11,636.31									\$ 14,141.93
13	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
14	Total:	\$ 1,023.00	\$ 1,482.62	\$ -	\$ 12,560.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,066.36
15	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
16	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
17	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
18	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
19	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
20	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
21	Misc. Adjustments/PO	\$ -	\$ -	\$ -	\$ -									\$ -
22	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	ENDING BALANCE	\$ 121,755.15	\$ 121,046.75	\$ 122,204.97	\$ 110,028.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

# JUVENILE COURT CLERKS

Fund Source: 42000 Project Code: 306

**Training Mandates:** These training events are mandated by OCGA §15-11-65. The venues are contracted in collaboration with the Georgia Association of Juvenile Court Clerks.

1	BEGINNING BALANCE	\$ 28,690.87	\$ 29,290.87	\$ 29,593.31	\$ 24,811.25									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 600.00	\$ 610.98	\$ 1,554.90	\$ -									\$ 2,765.88
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ 300.00	\$ 300.00	\$ -									\$ 600.00
6	Processing Fees	\$ -	\$ 8.54	\$ 51.24	\$ -									\$ 59.78
7	Total:	\$ 600.00	\$ 302.44	\$ 1,203.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,106.10
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Fall Conference	\$ -	\$ -	\$ 5,985.72	\$ 98.25									\$ 6,083.97
10	Spring Conference	\$ -	\$ -	\$ -	\$ -									\$ -
11	Past & Future Events	\$ -	\$ -	\$ -	\$ -									\$ -
12	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
13	Total:	\$ -	\$ -	\$ 5,985.72	\$ 98.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,083.97
14	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
15	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
16	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
17	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
18	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
19	Misc. Adjustments/PO	\$ -	\$ -	\$ -	\$ -									\$ -
20	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	ENDING BALANCE	\$ 29,290.87	\$ 29,593.31	\$ 24,811.25	\$ 24,713.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



PROBATE COURT JUDGES : NON-TRAFFIC														
Fund Source: 42005 Project Code: 315														
<b>Training Mandates:</b> These training events are mandated by OCGA §15-9-1.1(a); §15-9-1.1(b); §15-9-2.1(c)(2); Uniform Probate Court Rule 14.2(A) & 14.2(B); & Probate Judges Training Council Policy. The venues are contracted in collaboration with the Probate Judges Training Council.														
1	BEGINNING BALANCE	\$ 139,891.69	\$ 139,891.69	\$ 132,714.35	\$ 141,498.65									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ -	\$ -	\$ 2,299.08	\$ 1,170.00									\$ 3,469.08
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ -	\$ -	\$ -									\$ -
7	Total:	\$ -	\$ -	\$ 2,299.08	\$ 1,170.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,469.08
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Fall COAG	\$ -	\$ -	\$ -	\$ 3,870.28									\$ 3,870.28
10	Spring Conference	\$ -	\$ -	\$ -	\$ -									\$ -
11	Multi-Class/Online	\$ -	\$ 316.24	\$ 8.88	\$ -									\$ 325.12
12	Past & Future Events	\$ -	\$ 268.22	\$ 98.78	\$ 98.25									\$ 465.25
13	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
14	Total:	\$ -	\$ 584.46	\$ 107.66	\$ 3,968.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,660.65
15	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
16	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
17	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
18	Certificate Program	\$ -	\$ -	\$ -	\$ -									\$ -
19	Mentoring	\$ -	\$ -	\$ -	\$ -									\$ -
20	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
21	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
22	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
23	Misc. Adjustments/PO	\$ -	\$ 6,592.88	\$ (6,592.88)	\$ -									\$ -
24	Total:	\$ -	\$ 6,592.88	\$ (6,592.88)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	ENDING BALANCE	\$ 139,891.69	\$ 132,714.35	\$ 141,498.65	\$ 138,700.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**PROBATE COURT JUDGES : TRAFFIC**

Fund Source: 42005 Project Code: 352

**Training Mandates:** These training events are mandated by OCGA §15-9-1.1(a); §15-9-1.1(b); §15-9-2.1(c)(2); Uniform Probate Court Rule 14.2(A) & 14.2(B); & Probate Judges Training Council Policy. The venues are contracted in collaboration with the Probate Judges Training Council.

1	BEGINNING BALANCE	\$ 15,896.22	\$ 15,896.22	\$ 15,896.22	\$ 14,418.63									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ -	\$ -	\$ -	\$ -									\$ -
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ -	\$ -	\$ -									\$ -
7	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Annual Conference	\$ -	\$ -	\$ -	\$ -									\$ -
10	New Judge Orientation	\$ -	\$ -	\$ -	\$ -									\$ -
11	Multi-Class/Online	\$ -	\$ -	\$ -	\$ -									\$ -
12	Past & Future Events	\$ -	\$ -	\$ 1,477.59	\$ -									\$ 1,477.59
13	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
14	Total:	\$ -	\$ -	\$ 1,477.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,477.59
15	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
16	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
17	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
18	Certificate Program	\$ -	\$ -	\$ -	\$ -									\$ -
19	Mentoring	\$ -	\$ -	\$ -	\$ -									\$ -
20	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
21	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
22	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
23	Misc. Adjustments/PO	\$ -	\$ -	\$ -	\$ -									\$ -
24	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	ENDING BALANCE	\$ 15,896.22	\$ 15,896.22	\$ 14,418.63	\$ 14,418.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**PROBATE COURT CLERKS**

Fund Source: 42004 Project Code: 314

**Training Mandates:** These training events are not mandated by statute, uniform rule, or educational apparatus policy. ICJE is pleased to provide them as an accommodation for this group. The venues are contracted in collaboration with the Probate Judges Training Council.

1	BEGINNING BALANCE	\$ 78,883.71	\$ 80,533.71	\$ 77,230.75	\$ 71,354.03									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 1,650.00	\$ 2,537.70	\$ -	\$ -									\$ 4,187.70
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ 501.27	\$ -	\$ -									\$ 501.27
6	Processing Fees	\$ -	\$ 49.30	\$ -	\$ -									\$ 49.30
7	Total:	\$ 1,650.00	\$ 1,987.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,637.13
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Annual Conference	\$ -	\$ 3,894.82	\$ 7,270.55	\$ -									\$ 11,165.37
10	Multi-Class/Online	\$ -	\$ -	\$ 1.44	\$ -									\$ 1.44
11	Past & Future Events	\$ -	\$ -	\$ -	\$ -									\$ -
12	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
13	Total:	\$ -	\$ 3,894.82	\$ 7,271.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,166.81
14	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
15	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
16	Certificate Program	\$ -	\$ -	\$ -	\$ -									\$ -
17	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
18	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
19	Additonal Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
20	Misc. Adjustments/PO	\$ -	\$ 1,395.27	\$ (1,395.27)	\$ -									\$ -
21	Total:	\$ -	\$ 1,395.27	\$ (1,395.27)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	ENDING BALANCE	\$ 80,533.71	\$ 77,230.75	\$ 71,354.03	\$ 71,354.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

MAGISTRATE COURT JUDGES														
Fund Source: 42001 Project Code: 337														
<b>Training Mandates:</b> These training events are mandated by OCGA §15-10-25; §15-10-131; §15-10-136(2); §15-10-137(a); §15-10-137(c)(1); §15-10-233; & Magistrate Court Training Council Policy. The venues are contracted in collaboration with the Executive Council of the Council of Magistrate Court Judges of Georgia.														
1	BEGINNING BALANCE	\$ 286,830.22	\$ 288,015.22	\$ 287,931.62	\$ 230,135.65									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 1,185.00	\$ 3,188.58	\$ 2,793.58	\$ -									\$ 7,167.16
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ 22.18	\$ 22.18	\$ -									\$ 44.36
7	Total:	\$ 1,185.00	\$ 3,166.40	\$ 2,771.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,122.80
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	40 Hr. Basic Civil	\$ -	\$ -	\$ 16,818.21	\$ 33,865.99									\$ 50,684.20
10	Fall Recertification	\$ -	\$ -	\$ -	\$ 10,888.42									\$ 10,888.42
11	Chief Judges' Update	\$ -	\$ -	\$ -	\$ -									\$ -
12	40 Hr. Criminal Cert.	\$ -	\$ -	\$ -	\$ -									\$ -
13	Multi-Class/Online	\$ -	\$ 1,704.23	\$ 26.64	\$ -									\$ 1,730.87
14	Past & Future Events	\$ -	\$ 1,545.77	\$ 1,000.00	\$ 2,000.00									\$ 4,545.77
15	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
16	Total:	\$ -	\$ 3,250.00	\$ 17,844.85	\$ 46,754.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,849.26
17	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
18	MCTC Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
19	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
20	National Trainings	\$ -	\$ -	\$ -	\$ -									\$ -
21	Mentoring	\$ -	\$ -	\$ -	\$ -									\$ -
22	Bench book	\$ -	\$ -	\$ -	\$ -									\$ -
23	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
24	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
25	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
26	Misc. Adjustments/PO	\$ -	\$ -	\$ 42,722.52	\$ (32,492.52)									\$ 10,230.00
27	Total:	\$ -	\$ -	\$ 42,722.52	\$ (32,492.52)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,230.00
28	ENDING BALANCE	\$ 288,015.22	\$ 287,931.62	\$ 230,135.65	\$ 215,873.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

On May 19, 2023, the ICJE Board of Trustees unanimously approved the following motion: Directing the Administrative Office of the Courts, ICJE's financial manager, to transfer the amount of \$47,931.32 designated as "Magistrate Historic Reserves" for Magistrate Court Judges ("Magistrate" Project Code 371) to Magistrate Court Judges' operational Project Code 337 by the start of Fiscal Year 2024; thereby, eliminating further reference of the "Historic Reserves."

**MAGISTRATE COURT CLERKS**

Fund Source: 42008 Project Code: 331

**Training Mandates:** These training events are not mandated by statute, uniform rule, or educational apparatus policy. ICJE is pleased to provide them as an accommodation for this group. The venues are contracted in collaboration with the Executive Council of the Council of Magistrate Courts Clerks Incorporated.

1	BEGINNING BALANCE	\$ 28,365.91	\$ 27,875.25	\$ 27,228.09	\$ 27,567.40									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ -	\$ 362.72	\$ -	\$ -									\$ 362.72
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ 9.88	\$ -	\$ -									\$ 9.88
7	Total:	\$ -	\$ 352.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 352.84
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Annual Conference	\$ -	\$ -	\$ -	\$ -									\$ -
10	Multi-Class/Online	\$ -	\$ -	\$ -	\$ -									\$ -
11	Past & Future Events	\$ 490.66	\$ -	\$ 660.69	\$ -									\$ 1,151.35
12	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
13	Total:	\$ 490.66	\$ -	\$ 660.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,151.35
14	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
15	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
16	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
17	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
18	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
19	Misc. Adjustments/PO	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -									\$ -
20	Total:	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	ENDING BALANCE	\$ 27,875.25	\$ 27,228.09	\$ 27,567.40	\$ 27,567.40									



MUNICIPAL COURT JUDGES														
Fund Source: 42002 Project Code: 344														
<b>Training Mandates:</b> These training events are mandated by OCGA §36-32-27 (b) & (c); Municipal Court Training Council Policy. The venues are contracted in collaboration with the Municipal Court Training Council.														
1	BEGINNING BALANCE	\$ 88,756.99	\$ 89,817.56	\$ 91,254.83	\$ 92,349.17									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 3,250.00	\$ 5,619.80	\$ 2,972.40	\$ 325.00									\$ 12,167.20
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ 73.68	\$ 36.84	\$ -									\$ 110.52
7	Total:	\$ 3,250.00	\$ 5,546.12	\$ 2,935.56	\$ 325.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,056.68
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Fall Recert / L&P	\$ -	\$ -	\$ -	\$ 3,660.65									\$ 3,660.65
10	Summer Recert / L&P	\$ -	\$ -	\$ -	\$ -									\$ -
11	National Trainings	\$ -	\$ -	\$ -	\$ -									\$ -
12	Multi-Class/Online	\$ -	\$ 632.64	\$ 5.76	\$ -									\$ 638.40
13	Past & Future Events	\$ 2,189.43	\$ 1,876.21	\$ 1,835.46	\$ 2,592.00									\$ 8,493.10
14	Encumbrances	\$ -	\$ 1,600.00	\$ -	\$ -									\$ 1,600.00
15	Total:	\$ 2,189.43	\$ 4,108.85	\$ 1,841.22	\$ 6,252.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,392.15
16	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
17	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
18	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
19	Bench book	\$ -	\$ -	\$ -	\$ -									\$ -
20	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
21	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
22	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
23	Misc. Adjustments/PO	\$ -	\$ -	\$ -	\$ -									\$ -
24	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	ENDING BALANCE	\$ 89,817.56	\$ 91,254.83	\$ 92,349.17	\$ 86,421.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

On May 19, 2023, the ICJE Board of Trustees unanimously approved the following motion: Directing the Administrative Office of the Courts, ICJE's financial manager, to transfer the amount of \$110,874.31 designated as "Municipal Historic Reserves" for Municipal Court Judges ("Municipal" Project Code 371) to Municipal Court Judges' operational Project Code 337 by the start of Fiscal Year 2024; thereby, eliminating further reference of the "Historic Reserves."

**MUNICIPAL COURT CLERKS**

Fund Source: 42009 Project Code: 345

**Training Mandates:** These training events are mandated by OCGA §36-32-13(b)(1); §36-32-13(b)(2); & Municipal Court Training Council Policy. The venues are contracted in collaboration with the Georgia Municipal Court Clerks Council.

1	BEGINNING BALANCE	\$ 91,643.76	\$ 93,409.87	\$ 81,169.01	\$ 84,911.25									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 2,000.00	\$ 6,284.82	\$ 2,029.96	\$ 400.00									\$ 10,714.78
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ 400.00	\$ -									\$ 400.00
6	Processing Fees	\$ -	\$ 105.48	\$ 38.28	\$ -									\$ 143.76
7	Total:	\$ 2,000.00	\$ 6,179.34	\$ 1,591.68	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,171.02
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	August Recertification	\$ -	\$ 15,115.20	\$ 1,154.44	\$ 4,074.32									\$ 20,343.96
10	September Certification	\$ -	\$ -	\$ -	\$ 18,172.91									\$ 18,172.91
11	November Recertification	\$ -	\$ -	\$ -	\$ -									\$ -
12	February Certification	\$ -	\$ -	\$ -	\$ -									\$ -
13	April Recertification	\$ -	\$ -	\$ -	\$ -									\$ -
14	Past & Future Events	\$ 233.89	\$ -	\$ -	\$ 3,750.00									\$ 3,983.89
15	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
16	Total:	\$ 233.89	\$ 15,115.20	\$ 1,154.44	\$ 25,997.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500.76
17	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
18	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
19	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
20	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
21	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
22	Misc. Adjustments/PO	\$ -	\$ 3,305.00	\$ (3,305.00)	\$ -									\$ -
23	Total:	\$ -	\$ 3,305.00	\$ (3,305.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	ENDING BALANCE	\$ 93,409.87	\$ 81,169.01	\$ 84,911.25	\$ 59,314.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**SUPERIOR COURT JUDGES**

Fund Source: 42007 Project Code: 323

**Training Mandates:** Training expenses are addressed by OCGA §15-6-32; training is mandated by Uniform Superior Court Rule 43; and, by CSCJ MCJE Committee Protocol. The venues are contracted in collaboration with CSCJ MCJE Committee; and, CSCJ Executive Committee.

1	BEGINNING BALANCE	\$ 58,938.33	\$ 670,938.33	\$ 459,140.67	\$ 265,287.47									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 612,000.00	\$ -	\$ -	\$ -									\$ 612,000.00
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ -	\$ -	\$ -									\$ -
7	Total:	\$ 612,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 612,000.00
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Summer NJO	\$ -	\$ 4,340.45	\$ 11,947.20	\$ 13,623.47									\$ 29,911.12
10	Summer Conference	\$ -	\$ 207,457.21	\$ 166,921.16	\$ 15,979.35									\$ 390,357.72
11	Winter NJO	\$ -	\$ -	\$ -	\$ -									\$ -
12	Winter Conference	\$ -	\$ -	\$ -	\$ -									\$ -
13	Judicial Staff Attorneys	\$ -	\$ -	\$ 194.29	\$ 14,790.55									\$ 14,984.84
14	Past & Future Events	\$ -	\$ -	\$ -	\$ -									\$ -
15	Encumbrances/Adjust.	\$ -	\$ -	\$ -	\$ -									\$ -
16	Total:	\$ -	\$ 211,797.66	\$ 179,062.65	\$ 44,393.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,253.68
17	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
18	Council Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
19	ICJE Board Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
20	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
21	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
22	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
23	Misc. Adjustments/PO	\$ -	\$ -	\$ 14,790.55	\$ (14,790.55)									\$ -
24	Total:	\$ -	\$ -	\$ 14,790.55	\$ (14,790.55)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	ENDING BALANCE	\$ 670,938.33	\$ 459,140.67	\$ 265,287.47	\$ 235,684.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



**JUDICIAL STAFF ATTORNEYS**

Fund Source: 42006 Project Code: 367

**Training Mandates:** These events fulfill Continuing Legal Education Requirements promulgated in State Bar of Georgia Rule 8-104. The venues are contracted in collaboration with the Superior Court Judges' MCJE Committee; and, the State Court Judges' Educational Programs Committee.

1	BEGINNING BALANCE	\$ 3,141.76	\$ 3,291.76	\$ 4,197.86	\$ 3,061.19									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ 150.00	\$ 928.70	\$ 622.96	\$ -									\$ 1,701.66
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ 150.00	\$ -									\$ 150.00
6	Processing Fees	\$ -	\$ 22.60	\$ 18.08	\$ -									\$ 40.68
7	Total:	\$ 150.00	\$ 906.10	\$ 454.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,510.98
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	Annual Conference	\$ -	\$ -	\$ 795.17	\$ 1,804.38									\$ 2,599.55
10	Past & Future Events	\$ -	\$ -	\$ -	\$ -									\$ -
11	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
12	Total:	\$ -	\$ -	\$ 795.17	\$ 1,804.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,599.55
13	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
14	Educational Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
15	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
16	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
17	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
18	Misc. Adjustments/PO	\$ -	\$ -	\$ 796.38	\$ (796.38)									\$ -
19	Total:	\$ -	\$ -	\$ 796.38	\$ (796.38)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	ENDING BALANCE	\$ 3,291.76	\$ 4,197.86	\$ 3,061.19	\$ 2,053.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

# ACCOUNTABILITY COURT JUDGES

Fund Source: 44195 Project Code: 368

**Training Mandates:** Training is mandated by Article 10 – Training, of the CACJ Rules and Regulations; and by CACJ Standing Committee on Training Protocol. The venues are contracted in collaboration with CACJ Executive Committee; and, CACJ Executive Director.

1	BEGINNING BALANCE	\$ 31,924.79	\$ 31,924.79	\$ 31,924.79	\$ 31,633.04									
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	CJE Support Fees	\$ -	\$ -	\$ -	\$ -									\$ -
4	Additional Revenues	\$ -	\$ -	\$ -	\$ -									\$ -
5	Refunds	\$ -	\$ -	\$ -	\$ -									\$ -
6	Processing Fees	\$ -	\$ -	\$ -	\$ -									\$ -
7	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	EVENTS	July	August	September	October	November	December	January	February	March	April	May	June	YTD
9	New Judges Orientation	\$ -	\$ -	\$ -	\$ -									\$ -
10	Annual Conference	\$ -	\$ -	\$ 291.75	\$ -									\$ 291.75
11	Past & Future Events	\$ -	\$ -	\$ -	\$ -									\$ -
12	Encumbrances	\$ -	\$ -	\$ -	\$ -									\$ -
13	Total:	\$ -	\$ -	\$ 291.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291.75
14	MISC. EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
15	Educational Meetings	\$ -	\$ -	\$ -	\$ -									\$ -
16	Vimeo Subscription	\$ -	\$ -	\$ -	\$ -									\$ -
17	Quarterly Postage	\$ -	\$ -	\$ -	\$ -									\$ -
18	Additional Supplies	\$ -	\$ -	\$ -	\$ -									\$ -
19	Misc. Adjustments/PO	\$ -	\$ -	\$ -	\$ -									\$ -
20	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	ENDING BALANCE	\$ 31,924.79	\$ 31,924.79	\$ 31,633.04	\$ 31,633.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

GEORGIA COMMISSION ON FAMILY VIOLENCE														
Fund Source: 42012 Project Code: 353														
1	BEGINNING BALANCE	\$ -												
2	REVENUES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
3	VAWA Grant Funds	\$ -	\$ -	\$ -	\$ -									\$ -
4	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	EXPENDITURES	July	August	September	October	November	December	January	February	March	April	May	June	YTD
6	Attorney Payment #1	\$ -	\$ -	\$ -	\$ -									\$ -
7	Attorney Payment #2	\$ -	\$ -	\$ -	\$ -									\$ -
8	Benchcard Payment #1	\$ -	\$ -	\$ -	\$ -									\$ -
9	Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	ENDING BALANCE	\$ -	\$ -	\$ -	\$ -									

## ADJUSTMENTS

### August 1- 31, 2023

**1. Probate Court Judges (Non-Traffic):** An expenditure of \$6592.88 was incorrectly charged to Probate Court Judges Non-Traffic. This should have been charged to Superior Court Judges (42007-323) for the AV expenses from the 2023 Summer Conference. The request to make the correct was sent in September 2023.

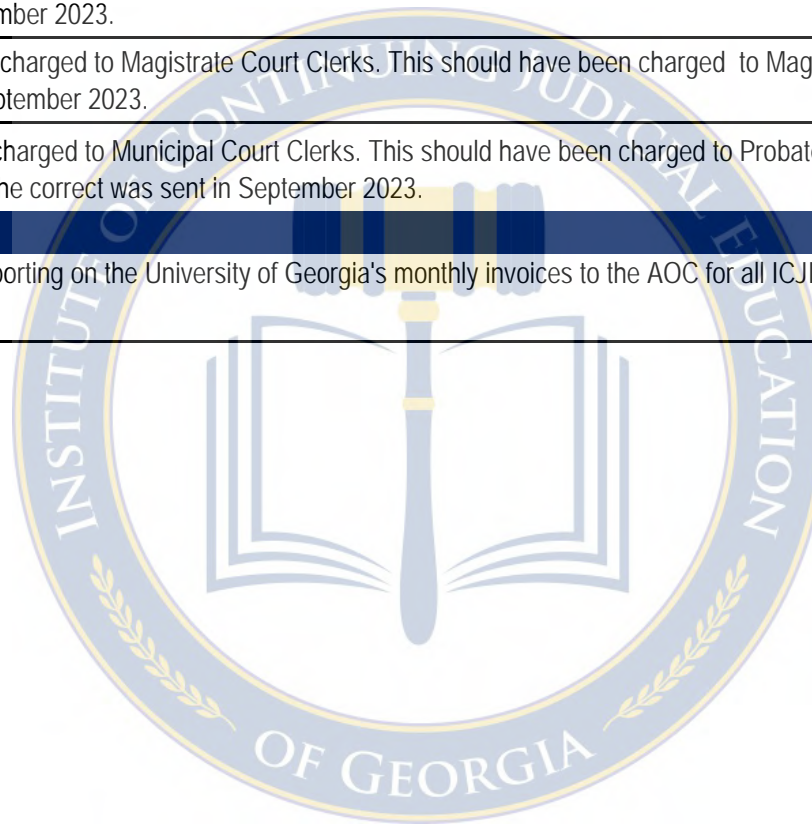
**2. Probate Court Clerks:** An expenditure of \$1395.27 was incorrectly charged to Probate Court Clerks. This should have been charged to Superior Court Judges (42007-323) for a travel reimbursement from the 2023 Summer Conference. The request to make the correct was sent in September 2023.

**3. Magistrate Court Clerks:** An expenditure of \$1000.00 was incorrectly charged to Magistrate Court Clerks. This should have been charged to Magistrate Court Judges (42001-337) to pay the 2024 deposit fee to the King & Prince Resort. The request to make the correction was sent in September 2023.

**4. Municipal Court Clerks:** An expenditure of \$3305.00 was incorrectly charged to Municipal Court Clerks. This should have been charged to Probate Court Clerks (42004-314) for the AV expenses from the 2023 Probate Court Clerks LWEG & Traffic Conference. The request to make the correct was sent in September 2023.

### October 1 - 31, 2023

**1. ICJE:** Expenditures were adjusted from July - October to reflect the reporting on the University of Georgia's monthly invoices to the AOC for all ICJE personnel and operating expenses for FY 2024. The ending fund balance was corrected once the adjustments were finalized.



## FY 2024 ICJE Fund Source Project Analysis

Fiscal Year 24	Fund Source	Jul-23 42006	Aug-23 42006	Sep-23 42006	Oct-23 42006
State Court Judges	Project	319	319	319	319
Beginning Balance		181,805.22	181,805.22	181,805.22	181,805.22
Adjustments		0.00	0.00	0.00	0.00
Total Balance		181,805.22	181,805.22	181,805.22	181,805.22
(Expenses)		0.00	(1,005.89)	(1,011.17)	(3,574.94)
Revenues		0.00	0.00	960.00	1,280.00
Future Adjustments		0.00	0.00	0.00	0.00
Balance		181,805.22	180,799.33	181,754.05	179,510.28

Fund Source	42003	42003	42003	42003
Juvenile Court Judges	Project	308	308	308
Beginning Balance		121,626.15	121,626.15	121,626.15
Adjustments		0.00	0.00	0.00
Total Balance		121,626.15	121,626.15	121,626.15
(Expenses)		(1,023.00)	(2,527.22)	(2,548.82)
Revenues		1,152.00	1,947.82	3,127.64
Future Adjustments		0.00	0.00	0.00
Balance		121,755.15	121,046.75	122,204.97

Fund Source	42000	42000	42000	42000
Juvenile Court Clerks	Project	306	306	306
Beginning Balance		28,690.87	28,690.87	28,690.87
Adjustments		0.00	0.00	0.00
Total Balance		28,690.87	28,690.87	28,690.87
(Expenses)		0.00	(8.54)	(6,045.50)



Revenues	600.00		910.98		2,165.88		2,165.88
Future Adjustments	0.00		0.00		0.00		0.00
Balance	<u>29,290.87</u>		<u>29,593.31</u>		<u>24,811.25</u>		<u>24,713.00</u>

	Fund Source	42005		42005		42005		42005
	Project	315		315		315		315
Beginning Balance		139,891.69		139,891.69		139,891.69		139,891.69
Adjustments		0.00		0.00		0.00		0.00
Total Balance		<u>139,891.69</u>		<u>139,891.69</u>		<u>139,891.69</u>		<u>139,891.69</u>
(Expenses)		0.00		(584.46)		(692.12)		(4,660.65)
Revenues		0.00		0.00		2,299.08		3,469.08
Future Adjustments		0.00		(6,592.88)		0.00		0.00
Balance		<u>139,891.69</u>		<u>132,714.35</u>		<u>141,498.65</u>		<u>138,700.12</u>

	Fund Source	42005		42005		42005		42005
	Project	352		352		352		352
Beginning Balance		15,896.22		15,896.22		15,896.22		15,896.22
Adjustments		0.00		0.00		0.00		0.00
Total Balance		<u>15,896.22</u>		<u>15,896.22</u>		<u>15,896.22</u>		<u>15,896.22</u>
(Expenses)		0.00		0.00		(1,477.59)		(1,477.59)
Revenues		0.00		0.00		0.00		0.00
Future Adjustments		0.00		0.00		0.00		0.00
Balance		<u>15,896.22</u>		<u>15,896.22</u>		<u>14,418.63</u>		<u>14,418.63</u>

	Fund Source	42004		42004		42004		42004
	Project	314		314		314		314

Beginning Balance	78,883.71		78,883.71		78,883.71		78,883.71
Adjustments	0.00		0.00		0.00		0.00
Total Balance	78,883.71		78,883.71		78,883.71		78,883.71
(Expenses)	0.00		(5,339.39)		(11,216.11)		(11,216.11)
Revenues	1,650.00		3,686.43		3,686.43		3,686.43
Future Adjustments	0.00		0.00		0.00		0.00
Balance	80,533.71		77,230.75		71,354.03		71,354.03

	<b>Fund Source</b>	<b>42001</b>		<b>42001</b>		<b>42001</b>	<b>42001</b>
<b>Magistrate Court Judges</b>	<b>Project</b>	<b>337</b>		<b>337</b>		<b>337</b>	<b>337</b>
Beginning Balance		286,830.22		286,830.22		286,830.22	286,830.22
Adjustments		0.00		0.00		0.00	0.00
Total Balance		286,830.22		286,830.22		286,830.22	286,830.22
(Expenses)		0.00		(3,272.18)		(21,139.21)	(67,893.62)
Revenues		1,185.00		4,373.58		7,167.16	7,167.16
Future Adjustments		0.00		0.00		(42,722.52)	(10,230.00)
Balance		288,015.22		287,931.62		230,135.65	215,873.76

	<b>Fund Source</b>	<b>42008</b>		<b>42008</b>		<b>42008</b>	<b>42008</b>
<b>Magistrate Court Clerks</b>	<b>Project</b>	<b>331</b>		<b>331</b>		<b>331</b>	<b>331</b>
Beginning Balance		28,365.91		28,365.91		28,365.91	28,365.91
Adjustments		0.00		0.00		0.00	0.00
Total Balance		28,365.91		28,365.91		28,365.91	28,365.91
(Expenses)		(490.66)		(1,500.54)		(1,161.23)	(1,161.23)
Revenues		0.00		362.72		362.72	362.72
Future Adjustments		0.00		0.00		0.00	0.00
Balance		27,875.25		27,228.09		27,567.40	27,567.40

	Fund Source	42002		42002		42002	42002
Municipal Court Judges	Project	344		344		344	344
Beginning Balance		88,756.99		88,756.99		88,756.99	88,756.99
Adjustments		0.00		0.00		0.00	0.00
Total Balance		88,756.99		88,756.99		88,756.99	88,756.99
(Expenses)		(2,189.43)		(4,771.96)		(6,650.02)	(12,902.67)
Revenues		3,250.00		8,869.80		11,842.20	12,167.20
Future Adjustments		0.00		(1,600.00)		(1,600.00)	(1,600.00)
Balance		89,817.56		91,254.83		92,349.17	86,421.52

	Fund Source	42009		42009		42009	42009
Municipal Court Clerks	Project	345		345		345	345
Beginning Balance		91,643.76		91,643.76		91,643.76	91,643.76
Adjustments		0.00		0.00		0.00	0.00
Total Balance		91,643.76		91,643.76		91,643.76	91,643.76
(Expenses)		(233.89)		(18,759.57)		(16,647.29)	(42,644.52)
Revenues		2,000.00		8,284.82		9,914.78	10,314.78
Future Adjustments		0.00		0.00		0.00	0.00
Balance		93,409.87		81,169.01		84,911.25	59,314.02

	Fund Source	42007		42007		42007	42007
Superior Court Judges	Project	323		323		323	323
Beginning Balance		58,938.33		58,938.33		58,938.33	58,938.33
Adjustments		0.00		0.00		0.00	0.00
Total Balance		58,938.33		58,938.33		58,938.33	58,938.33



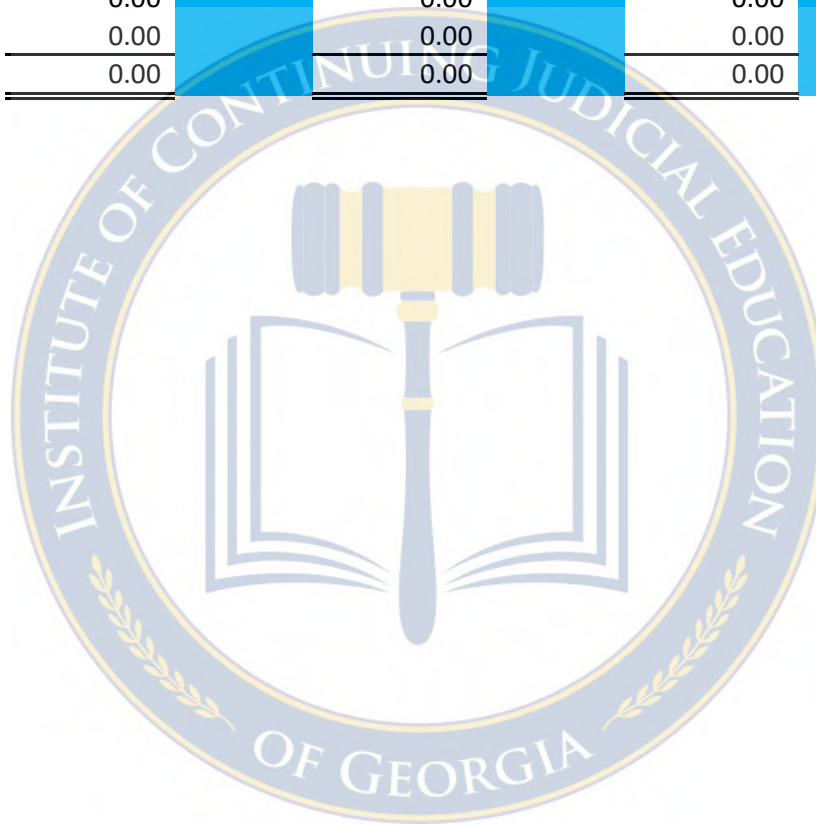
(Expenses)	0.00	(211,797.66)	(390,860.31)	(435,253.68)
Revenues	612,000.00	612,000.00	612,000.00	612,000.00
Future Adjustments	0.00	0.00	(14,790.55)	0.00
Balance	670,938.33	459,140.67	265,287.47	235,684.65

	Fund Source	42006	42006	42006	42006
Judicial Staff Attorneys	Project	367	367	367	367
Beginning Balance		3,141.76	3,141.76	3,141.76	3,141.76
Adjustments		0.00	0.00	0.00	0.00
Total Balance		3,141.76	3,141.76	3,141.76	3,141.76
(Expenses)		0.00	(22.60)	(835.85)	(2,640.23)
Revenues		150.00	1,078.70	1,551.66	1,551.66
Future Adjustments		0.00	0.00	(796.38)	0.00
Balance		3,291.76	4,197.86	3,061.19	2,053.19

	Fund Source	44195	44195	44195	44195
Accountability Judges	Project	368	368	368	368
Beginning Balance		31,924.79	31,924.79	31,924.79	31,924.79
Adjustments		0.00	0.00	0.00	0.00
Total Balance		31,924.79	31,924.79	31,924.79	31,924.79
(Expenses)		0.00	0.00	(291.75)	(291.75)
Revenues		0.00	0.00	0.00	0.00
Future Adjustments		0.00	0.00	0.00	0.00
Balance		31,924.79	31,924.79	31,633.04	31,633.04

Fund Source	42012	42012	42012	42012
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<b>Domestic Violence</b>	<b>Project</b>	<b>353</b>	<b>353</b>	<b>353</b>	<b>353</b>
Beginning Balance		0.00	0.00	0.00	0.00
Adjustments		0.00	0.00	0.00	0.00
Total Balance		0.00	0.00	0.00	0.00
(Expenses)		0.00	0.00	0.00	0.00
Revenues		0.00	0.00	0.00	0.00
Future Adjustments		0.00	0.00	0.00	0.00
Balance		0.00	0.00	0.00	0.00



**Samantha Cannon**  
President (Muscogee)

**Alicia Jacobs**  
President-Elect (Paulding)



**Patti Johnson**  
Treasurer (Henry)

**Sharon Coleman**  
Secretary (Carroll)

**Gina Bowling**  
Parliamentarian  
(Houston)

REPORT TO JUDICIAL COUNCIL OF GEORGIA

NOVEMBER 29, 2023

Since the August meeting, the first fall conference in over a decade was held in Athens, Georgia. New officers were elected at the fall business meeting. Effective January 1, 2024, the officers will be as follows:

President: Alicia Jacobs, Paulding County  
President-Elect: Renee Orr, Hall County  
Treasurer: Samantha Cannon, Muscogee County  
Secretary: Darlene Mitchell, Rockdale County  
Parliamentarian: Patti Johnson, Henry County

The Education and Certification Committee met and developed the educational curriculum for the two conferences for 2024.

Respectfully submitted,

Samantha Cannon, President  
Georgia Association of Juvenile Court Clerks