

# JUDICIAL COUNCIL OF GEORGIA

General Session

Friday, April 26, 2019

10 a.m. – 12:30 p.m.



Columbus Convention & Trade Center  
Sycamore Room  
801 Front Avenue  
Columbus, GA 31901

**Judicial Council of Georgia**  
**General Session**

**Columbus Convention & Trade Center**  
801 Front Avenue – Sycamore Room  
Columbus, GA 31901

**Friday, April 26, 2019**

10 a.m. – 12:30 p.m.

*Lunch will be served immediately following the Council meeting*

- 1. Preliminary Remarks and Introductions**  
(Chief Justice Harold D. Melton, Est. Time – 5 Min.)
- 2. Approval of Minutes, February 15, 2019** *(Action Item)* **TAB 1**  
(Chief Justice Harold D. Melton, Est. Time – 2 Min.)
- 3. Presentation: Southwest Georgia Legal Self-Help Center (Project Update)**  
(Ms. Laureen Kelly, Dougherty County Law Library, Est. Time – 10 Min.)
- 4. Judicial Council Committee Reports**
  - A. Budget Committee** **TAB 2**  
(Ms. Maleia Wilson, Est. Time – 5 Min.)
  - B. Legislation Committee** **TAB 3**  
(Presiding Justice David E. Nahmias, Est. Time – 5 Min.)
  - C. Technology Committee** **TAB 4**  
(Chief Justice Harold D. Melton, Est. Time – 5 Min.)
  - D. Strategic Plan Committee** **TAB 5**  
(Judge W. Allen Wigington, Est. Time – 3 Min.)
  - E. Judicial Workload Assessment Committee** *(Action Item)* **TAB 6**  
(Judge Stephen D. Kelley & Mr. Christopher Hansard, Est. Time – 7 Min.)
  - F. Court Reporting Matters Committee** *(Action Item)* **TAB 7**  
(Vice Chief Judge Christopher J. McFadden, Est. Time – 5 Min.)
  - G. Sexual Harassment Prevention Committee** *(written report)* **TAB 8**
- 5. Report from Judicial Council/AOC** **TAB 9**  
(Ms. Cynthia H. Clanton, Est. Time – 10 Min.)

**6. Reports from Appellate Courts, Trial Court Councils & State Bar**  
(Est. Time – 10 min.)

**TAB 10**

- A. Supreme Court**
- B. Court of Appeals**
- C. Council of Superior Court Judges**
- D. Council of State Court Judges**
- E. Council of Juvenile Court Judges**
- F. Council of Probate Court Judges**
- G. Council of Magistrate Court Judges**
- H. Council of Municipal Court Judges**
- I. State Bar of Georgia**

**7. Reports from additional Judicial Branch Agencies** (Est. Time – 5 Min.)

**TAB 11**

- 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**

**8. Old/New Business**

(Chief Justice Harold D. Melton, Est. Time – 5 Min.)

**9. Recognition of Outgoing Members**

(Chief Justice Harold D. Melton, Est. Time – 5 Min.)

**10. Concluding Remarks and Adjournment**

(Chief Justice Harold D. Melton, Est. Time – 5 Min.)

**Next Judicial Council Meeting**

Friday, August 23, 2019

10 a.m. – 2 p.m.

Anderson Conference Center/Macon, GA

### **Judicial Council Meeting Calendar – 2019**

|                          |                  |                               |
|--------------------------|------------------|-------------------------------|
| Friday, December 6, 2019 | 10 a.m. – 2 p.m. | The Carter Center/Atlanta, GA |
|--------------------------|------------------|-------------------------------|

### **Proposed Judicial Council Meeting Calendar – 2020**

|                           |                      |  |
|---------------------------|----------------------|--|
| Friday, February 14, 2020 | 10 a.m. – 12:30 p.m. | James H. “Sloppy” Floyd Building/Atlanta, GA     |
| Friday, April 24, 2020    | 10 a.m. – 12:30 p.m. | Peachtree Pointe, Lake Lanier Islands/Buford, GA |
| Friday, August 14, 2020   | 10 a.m. – 12:30 p.m. | Columbus Convention & Trade Center/Columbus, GA  |
| December 11, 2020         | 10 a.m. – 12:30 p.m. | The Carter Center/Atlanta, GA                    |

## Judicial Council Members

As of January, 2019

### **Supreme Court**

Chief Justice Harold D. Melton  
Chair, Judicial Council  
507 State Judicial Building  
Atlanta, GA 30334  
404-657-3477/F 651-8642  
[meltonh@gasupreme.us](mailto:meltonh@gasupreme.us)

Presiding Justice David E. Nahmias  
Vice-Chair, Judicial Council  
501 State Judicial Building  
Atlanta, GA 30334  
404-656-3474/F 657-6997  
[nahmiasd@gasupreme.us](mailto:nahmiasd@gasupreme.us)

### **Court of Appeals**

Chief Judge Stephen L.A. Dillard  
47 Trinity Avenue, Suite 501  
Atlanta, GA 30334  
404-657-9405/F 657-8893  
[dillards@gaappeals.us](mailto:dillards@gaappeals.us)

Vice Chief Judge Christopher McFadden  
47 Trinity Avenue, Suite 501  
Atlanta, GA 30334  
404-656-3450/F 651-6187  
[mcfaddenc@gaappeals.us](mailto:mcfaddenc@gaappeals.us)

### **Superior Court**

Judge Stephen D. Kelley  
President, CSCJ  
Brunswick Judicial Circuit  
701 H Street, Suite 201  
Brunswick, GA 31520  
912-554-7372/F 264-8145  
[skelley@glvnncounty-ga.gov](mailto:skelley@glvnncounty-ga.gov)

Judge Shawn E. LaGrua  
President-Elect, CSCJ  
Atlanta Judicial Circuit  
185 Central Avenue SW, STE T8855  
Atlanta, GA 30303  
404-612-8460/F 612-2625  
[shawn.lagrua@fultoncountyga.gov](mailto:shawn.lagrua@fultoncountyga.gov)

Judge Jeffrey H. Kight  
Waycross Judicial Circuit, 1<sup>st</sup> JAD  
Ware County Courthouse  
800 Church Street, STE B202  
Waycross, GA 31501  
912-287-4330/F 544-9857  
[jhkight@gmail.com](mailto:jhkight@gmail.com)

Judge James G. Tunison, Jr.  
Southern Judicial Circuit, 2<sup>nd</sup> JAD  
327 Ashley Street  
Valdosta, GA 31601  
229-333-5130/F 245-5223  
[jgtunison@gmail.com](mailto:jgtunison@gmail.com)

Judge Arthur Lee Smith  
Chattahoochee Judicial Circuit, 3<sup>rd</sup> JAD  
PO Box 1340  
Columbus, GA 31902  
706-653-4273/F 653-4569  
[arthursmith@columbusga.org](mailto:arthursmith@columbusga.org)

Judge Asha Jackson  
Stone Mountain Judicial Circuit, 4<sup>th</sup> JAD  
DeKalb County Courthouse, STE 6230  
556 N. McDonough Street  
Decatur, GA 30030  
404-371-2344/F 371-2002  
[afjackson@dekalbcountyga.gov](mailto:afjackson@dekalbcountyga.gov)

Judge Robert C.I. McBurney  
Atlanta Judicial Circuit, 5<sup>th</sup> JAD  
T8955 Justice Center Tower  
185 Central Avenue SW STE T-5705  
Atlanta, GA 30303  
404-612-6907/F 332-0337  
[robert.mcburney@fultoncountyga.gov](mailto:robert.mcburney@fultoncountyga.gov)

Judge Geronda V. Carter  
Clayton Judicial Circuit, 6<sup>th</sup> JAD  
Harold R. Banke Justice Center  
9151 Tara Boulevard  
Jonesboro, GA 30236  
770-477-3432/F 473-5827  
[geronda.carter@claytoncountyga.gov](mailto:geronda.carter@claytoncountyga.gov)

Judge Ralph Van Pelt, Jr.  
Lookout Mountain Judicial Circuit, 7<sup>th</sup> JAD  
875 LaFayette Street, Room 206  
Ringgold, GA 30736  
423-902-9321/F 965-6246  
[RVANP45246@AOL.COM](mailto:RVANP45246@AOL.COM)

Judge Donald W. Gillis  
Dublin Judicial Circuit, 8<sup>th</sup> JAD  
PO Box 2016  
Dublin, GA 31040  
478-275-7715/F 275-2984  
[gillisd@eighthdistrict.org](mailto:gillisd@eighthdistrict.org)

Judge Bonnie Chessher Oliver  
Northeastern Judicial Circuit, 9<sup>th</sup> JAD  
P.O. Box 409  
Gainesville, GA 30503  
770-297-2333/F 822-8662  
[boliver@hallcounty.org](mailto:boliver@hallcounty.org)

Judge Carl C. Brown  
Augusta Judicial Circuit, 10<sup>th</sup> JAD  
735 James Brown Blvd., Suite 4203  
Augusta, GA 30901  
706-821-2347/F 721-4476  
[kcampbell@augustaga.gov](mailto:kcampbell@augustaga.gov)

**State Court**

Judge Nancy Bills  
President, CStCJ  
Rockdale County  
922 Court Street, Room 305  
Conyers, GA 30012  
770-278-7724/ F 918-6695  
[nancy.bills@rockdalecountyga.gov](mailto:nancy.bills@rockdalecountyga.gov)

Judge T. Russell McClelland  
President-Elect, CStCJ  
Forsyth County  
101 East Courthouse Square, STE 4016  
Cumming, GA 30040  
770-781-2130/F 886-2821  
[rmcclelland@forsythco.com](mailto:rmcclelland@forsythco.com)

**Juvenile Court**

Judge Philip Spivey  
President, CJCJ  
Ocmulgee Judicial Circuit  
P.O. Box 1810  
Milledgeville, GA 31059  
478-445-7060/F 445-7059  
[spiveyp@eighthdistrict.org](mailto:spiveyp@eighthdistrict.org)

Judge Juliette Scales  
President-Elect, CJCJ  
Atlanta Judicial Circuit  
Romae T. Powell Juvenile Justice Center  
395 Pryor Street SW, STE 3056  
Atlanta, GA 30312  
404-613-4823/F 893-0750  
[juliette.scales@fultoncountyga.gov](mailto:juliette.scales@fultoncountyga.gov)

**Probate Court**

Judge Sarah S. Harris  
President, CPCJ  
Bibb County  
P.O. Box 6518  
Macon, GA 31208-6518  
478-621-6494/F 621-6686  
[sharris@maconbibb.us](mailto:sharris@maconbibb.us)

Judge Torri M. Hudson  
President-Elect, CPCJ  
Treutlen County  
650 2<sup>nd</sup> Street S., STE 101  
Soperton, GA 30457  
912-529-3342/F 529-6838  
[tj4treutlen@yahoo.com](mailto:tj4treutlen@yahoo.com)

**Magistrate Court**

Judge Glenda Dowling  
President, CMCJ  
Pierce County  
3550 US Hwy 84, STE 2  
Blackshear, GA 30045-6900  
912-449-2027/F 449-2103  
[glenda.dowling@piercecountyga.gov](mailto:glenda.dowling@piercecountyga.gov)

Judge Joyette Holmes  
First Vice-President, CMCJ  
Cobb County  
32 Waddell Street  
Marietta, GA 30090  
770-528-8924/F 528-8947  
[joyette.holmes@cobbcounty.org](mailto:joyette.holmes@cobbcounty.org)

**Municipal Courts**

Judge Matthew McCord  
President, CMuCJ  
Municipal Court of Stockbridge  
4602 North Henry Blvd  
Stockbridge, GA 30281  
770-389-7906/F 389-7969  
[Matt@Matthewmccordlaw.com](mailto:Matt@Matthewmccordlaw.com)

Judge Dale R. "Bubba" Samuels  
President-Elect, CMuCJ  
Municipal Court of Monroe  
PO Box 1926  
Buford, GA 30515  
678-482-0208/F 770-267-8386  
[bubba@bubbasamuels.com](mailto:bubba@bubbasamuels.com)

**State Bar of Georgia**

Mr. Brian D. "Buck" Rogers  
President, State Bar of Georgia  
Three Alliance Center  
3550 Lenox Road NE, Suite 1500  
Atlanta, GA 30326  
404-216-5978/F 574-6248  
[buck@frg-law.com](mailto:buck@frg-law.com)

**Administrative Office of the Courts**  
244 Washington St. SW, Suite 300 Atlanta, GA 30334

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

**Director's Office**

***Administration***

Tara Smith  
404-463-3820

Tiffanie Robinson  
404-463-6516

***Budget***

Maleia Wilson  
404-656-6404

***Governmental and Trial Court Liaison***

Tracy Mason  
404-463-0559

Robert Aycock  
404-463-1023

Darron Enns  
404-656-5453

Tyler Mashburn  
404-651-7616

LaShawn Murphy  
404-651-6325

***Human Resources***

Stephanie Hines  
404-657-7469

Jacqueline Booker  
404-463-0638

***General Counsel***

Jessica Farah  
404-463-3805

Meisa Pace  
404-463-3821

Alison Lerner  
404-657-4219

Rhonda Womack  
404-463-1798

**Judicial Services**

Christopher Hansard  
Division Director  
404-463-1871

Tynesha Manuel  
404-232-1857

***Research and Data Analysis***

Matthew Bishop  
404-656-0371

Jeffrey Thorpe  
404-656-6413

Callie Weir  
404-463-6887

Shimike Dodson  
404-656-2614

***Court Professionals***

John Botero  
404-463-3785

Bianca Bennett  
404-651-8707

Angela Choyce  
404-463-6478

Herbert Gordon  
404-653-3789

Amber Richardson  
404-232-1409

**Communications, Children, Families  
& the Courts**

Michelle Barclay  
Division Director  
404-657-9219

Aimee Maxwell  
404-463-0044

Jerry Bruce  
404-656-5169

Peter Faile  
404-656-0371

Elaine Johnson  
404-463-6383

Latoikka Lawrence  
404-463-6106

Paula Myrick  
404-463-6480

Bruce Shaw  
404-656-6783

**Financial Administration**

Drew Townsend  
CFO/Division Director  
404-651-7613

Kevin Brock  
404-463-9016

Kim Burley  
404-463-3816

Janice Harkins  
404-463-2982

Monte Harris  
404-656-6691

Latricia Harris  
404-463-1907

Tanya Osby  
404-463-0237

***Tax Intercept***

Matthew Kloiber  
404-463-5177

**Information Technology**

Jorge Basto  
Division Director  
404-657-9673

Willie Alcantara  
404-519-9989

Bradley Allen  
404-657-1770

John Counts  
404-550-1254

Angela He  
404-651-8169

Kristy King  
404-651-8180

Christina Liu  
404-651-8180

Michael Neuren  
404-657-4218

Sterling Perry  
470-446-3930

Kriste Pope  
404-731-1358

Pete Tyo  
404-731-1357

Jill Zhang  
404-463-6343

Sandra Yang  
404-852-9261

Jessica Jones  
404-538-0849

Amber Piatt  
404-304-5495

***Georgia Judicial Exchange***

Tajsha Dekine  
404-656-3479

Eureka Frierson  
470-733-9404



## **Directions to the Columbus Georgia Convention & Trade Center**

801 Front Avenue  
Columbus, GA 31901

### **Southbound on I-75/I-85:**

Merge onto I-75 S / I-85 S. Keep right at the fork to continue on I-85 S, follow signs for Domestic Airport/ Montgomery. Keep left to stay on I-85 S. Take exit 21 for I-85 S toward Columbus. Continue onto I-85 S. Take exit 10 to merge onto GA-22 W/US-80 W toward Phenix City Alabama. Take exit GA-22 exit toward GA-85/Downtown/ Columbus. Continue onto 2<sup>nd</sup> Avenue. Turn right onto 9<sup>th</sup> St. Turn left onto Front Avenue.

**Parking:** Judicial Council attendees should park on the top level of the Convention Center parking deck and enter the building through the glass doors.

### **Northbound on I-75**

Merge onto I-75 N. Use the right 2 lanes to take exit 238B to merge onto I-285 W toward ATL Airport. Use the right 2 lanes to take exit 61 to merge onto I-85 S toward Montgomery/Columbus. Take exit 10 to merge onto GA-22 W/US-80 W toward Phenix City Alabama. Take exit GA-22 exit toward GA-85/Downtown/ Columbus. Continue onto 2<sup>nd</sup> Avenue. Turn right onto 9<sup>th</sup> St. Turn left onto Front Avenue. **Parking:** Judicial Council attendees should park on the top level of the Convention Center parking deck and enter the building through the glass doors.

### **Westbound on I-285 W**

Merge onto I-285 W. Keep left to stay on I-285 W. Use the right 2 lanes to exit 61 to merge onto I-85 S toward Montgomery/Columbus. Take exit 21 for I-85 S toward Columbus. Continue onto I-85 S. Take exit 10 to merge onto GA-22 W/US-80 W toward Phenix City Alabama. Take exit GA-22 exit toward GA-85/Downtown/ Columbus. Continue onto 2<sup>nd</sup> Avenue. Turn right onto 9<sup>th</sup> St. Turn left onto Front Avenue. **Parking:** Judicial Council attendees should park on the top level of the Convention Center parking deck and enter the building through the glass doors.

### **Eastbound on I-285 E**

Take I-285. Use the right 2 lanes to take exit 61 to merge on to I-85 S toward Columbus/ Montgomery. Take exit 21 for I-185 S toward Columbus. Continue onto I-185 S toward Columbus. Take exit 10 to merge onto GA-22 W/US-80 W toward Phenix City Alabama. Take exit GA-22 exit toward GA-85/Downtown/ Columbus. Continue onto 2<sup>nd</sup> Avenue. Turn right onto 9<sup>th</sup> St. Turn left onto Front Avenue. **Parking:** Judicial Council attendees should park on the top level of the Convention Center parking deck and enter the building through the glass doors.

### **Westbound on I-20**

Take I-285 S. Take exit 21 for I-85 S toward Columbus. Continue onto I-85 S. Take exit 10 to merge onto GA-22 W/US-80 W toward Phenix City Alabama. Take exit GA-22 exit toward GA-85/Downtown/ Columbus. Continue onto 2<sup>nd</sup> Avenue. Turn right onto 9<sup>th</sup> St. Turn left onto Front Avenue. **Parking:** Judicial Council attendees should park on the top level of the Convention Center parking deck and enter the building through the glass doors.

### **Eastbound on I-20**

Merge onto I-75 S / I-85 S. Keep right at the fork to continue on I-85 S, follow signs for Domestic Airport/ Montgomery. Keep left to stay on I-85 S. Take exit 21 for I-85 S toward Columbus. Continue onto I-85 S. Take exit 10 to merge onto GA-22 W/US-80 W toward Phenix City Alabama. Take exit GA-22 exit toward GA-85/Downtown/ Columbus. Continue onto 2<sup>nd</sup> Avenue. Turn right onto 9<sup>th</sup> St. Turn left onto Front Avenue.

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**Judicial Council of Georgia**  
**General Session**  
**Sloppy Floyd Building • Floyd Room • Atlanta, GA**  
**February 15, 2019 • 10:00 a.m.**

**Members Present**

Chief Justice Harold D. Melton, Chair  
Presiding Justice David Nahmias  
Judge Berryl Anderson (for Judge Glenda Dowling)  
Judge Nancy Bills  
Judge Carl C. Brown  
Judge Bonnie Chessher Oliver  
Chief Judge Stephen L.A. Dillard  
Judge Donald W. Gillis  
Judge Sarah Harris  
Judge Joyette Holmes  
Judge T.J. Hudson  
Judge Asha Jackson  
Judge Stephen Kelley  
Judge Jeffrey H. Kight  
Judge Shawn LaGrua  
Judge Edward Lukemire (for Judge Arthur Lee Smith)  
Judge Robert C.I. McBurney  
Judge T. Russell McClelland  
Judge Matthew McCord  
Vice-Chief Judge Christopher McFadden  
Judge Emory Palmer (for Judge Geronda Carter)  
Judge Jack Partain (for Judge Ralph Van Pelt)  
Judge Dale “Bubba” Samuels

Judge Juliette Scales  
Judge Philip Spivey  
Mr. Darrell Sutton (for Mr. Brian D. “Buck” Rogers)  
Judge James G. Tunison, Jr.

**Staff Present**

Ms. Cynthia Clanton, Director  
Mr. Brad Allen  
Ms. Michelle Barclay  
Mr. Jorge Basto  
Ms. Jacqueline Booker  
Mr. John Botero  
Ms. Siarra Carr  
Mr. Darron Enns  
Mr. Christopher Hansard  
Ms. Stephanie Hines  
Mr. Tyler Mashburn  
Ms. Tracy Mason  
Ms. LaShawn Murphy  
Ms. Tara Smith  
Ms. Bruce Shaw  
Ms. Maleia Wilson

**Guests (Appended)**

**Call to Order and Welcome**

The meeting of the Judicial Council of Georgia (Council) was called to order at 10:02 a.m. by Chief Justice Harold D. Melton. Chief Justice Melton welcomed everyone and recognized those representatives sitting in as designees for absent members<sup>1</sup>. Judge Asha Jackson and Judge T. Russell McClelland were sworn in as new Judicial Council members. Mr.

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<sup>1</sup> See Members Present

Darrell Sutton was sworn in as designee for State Bar Immediate Past President Mr. Buck Rogers, who was a new member and unable to attend. Members and designees identified themselves for the purposes of roll call, followed by staff and guests. Presiding Justice Nahmias introduced special guest speaker Representative Bert Reeves. Rep. Reeves, House District 34, expressed his appreciation to the judicial and legal community for its work and support on several judicial bills.

### **Adoption of Minutes – December 7, 2018**

Chief Justice Melton directed the Council's attention to the minutes of the December 7, 2018 meeting. A motion to approve the minutes was offered by Presiding Justice Nahmias, followed by a second from Chief Judge Dillard. Judge Kelley offered an amendment to the minutes to reflect that he attended the December meeting as a member and not as a designee for Judge Stephen Scarlett. The minutes were approved as amended.

### **Magistrate Recusal/Appointment Rule**

Judge Robert A. Ruppenthal presented the Agreement for Inter-County Judicial Assistance in the Magistrate Courts of the Griffin Judicial Circuit which complies with Magistrate Court Uniform Rules 4.2.4 and 4.2.5. The Rule contains a provision for allowing the chief circuit judge to expediently assign a neutral judge when a motion is filed for recusal/disqualification. This process also provides a low or no cost method of reassignment while complying with the Magistrate Uniform Court Rules.

### **Committee Reports**

Criminal Justice Reform. Justice Boggs provided an overview of Senate Bill 407 (2018), which tasked the Judicial Council with establishing a uniform misdemeanor citation form and rules, and the Juvenile Data Exchange (JDEX) rules, based on recommendations stemming from the Governor's Criminal Justice Reform Council. The Judicial Council Ad Hoc Committee on Criminal Justice Reform was created to fulfill the directives and the Council adopted the uniform misdemeanor citation form in December 2018 for use by law enforcement agencies. The Georgia Association of Chiefs of Police requested an explicit effective date for use of the form and time for implementation. In response to the Association's request, Justice Boggs presented the Committee's amendment to the rules for the use of the citation and made a request for approval to make the citation and rules effective July 1, 2019. The recommendation was approved without opposition.

Budget Committee. Justice Boggs summarized the three Judicial Council budget requests approved for FY 2020. They include: 1) Supreme Court Committee on Justice for Children - Georgia Legal Services for Kinship Care Families in the amount of \$750,000; 2) Judicial Council Technology Committee - Georgia Judicial Services Gateway (formerly named Single Sign-On Portal) in the amount of \$250,000; and, 3) Supreme Court Committee on Justice for Children - Court Process Reporting System (CPRS) in the amount of \$78,885. Justice Boggs reported that he presented these requests before Chairman Andy Welch and the House Appropriations Public Safety Subcommittee the week before and inquiries were made about the possibility of consolidating JDEX and CPRS databases. There are significant legal and fiscal reasons why consolidation of the databases is not practical at this time. The Committee will continue to engage in on-going conversations with the legislature.

Technology Committee. Chief Justice Melton reported that the Judicial Services Gateway remains active and enhancements continue to be made. The Rules Subcommittee will commence work on the second phase of the civil e-filing rules, along with the criminal e-filing rules. Additionally, the Criminal Justice Exchange Project (CJEP) led by the executive branch is well underway and allows for data exchange from the time of arrest through sentencing, probation, and parole. Data transmissions are instantaneous with minimal to no inaccuracies.

Legislation Committee. Presiding Justice Nahmias provided a status update on each legislative item the Council has taken a position of support on for the 2019 session, as well as the status of the judgeship recommendations made by the Council. He also reported that enabling legislation for the Business Court was filed this week. He added Crossover Day is March 7<sup>th</sup> and *sine die* is April 2<sup>nd</sup>.

Presiding Justice Nahmias reminded all that the Judicial Council has granted the Committee the authority to take positions on legislation when time constraints prevent the entire Council from convening. If any Council hears about legislation which may affect any of the court councils, please notify the Committee via the weekly teleconference call or in writing.

Court Reporting Matters Committee. Vice-Chief Judge McFadden presented as an action item the recommendation to appoint Mr. Frederic J. Bold, Esq. to the Board of Court Reporting as a replacement for the vacancy left by Mr. John A. Larkins, Sr. The Committee's recommendation was seconded by Presiding Justice Nahmias. The motion passed with no opposition.

Commission on Interpreters. Justice Keith Blackwell and Justice Sarah Hawkins Warren, co-chairs of the Commission on Interpreters (COI), reported on the grant received from the National Center for State Courts to develop a model administrative protocol to assist trial courts in administering interpreter and language programs. Justice Blackwell introduced Ms. Jana Edmonson-Cooper, a Commission member and leading expert on language access programs in the courts, who provided an overview of the of the companion guide and template. Ms. Edmonson-Cooper and Mr. Shinji Morokuma collaborated on the documents. Justice Blackwell announced that COI endorses the Model Administrative Protocol and requests the same of the Council. The Protocol is comprised of a guide and an accompanying template and a written report was provided in the materials. Vice-Chief Judge McFadden moved for adoption, with a second by Judge McCord. The motion passed with no opposition.

### **New Business**

Chief Justice Melton deviated from the order of the agenda to discuss new business. He announced his creation of the Judicial Council Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government. Chief Justice Melton signed an Order on February 13<sup>th</sup> calling for a survey of the judicial branch to determine if gaps exist in sexual harassment policies in the courts. Based on the findings, the Committee will make recommendations for the Council's consideration. Justice Warren will serve as Chair of the Committee.

Chief Justice Melton called for a break; the meeting reconvened at 11:14 a.m.

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

Ms. Clanton delivered a report to the Council which highlighted various events and work performed by AOC staff. Notably, the probate, magistrate, and municipal court councils had their respective "Days at the Capitol" which were all a success. Ms. Clanton also featured the 2019 Courts Directory produced by the AOC Communications Division, and introduced new AOC Policy Analyst Mr. Darron Enns. She reported that AOC IT staff has been conducting trainings as well as assisting with the installations of the e-Court case management system in Floyd County. Staff will soon provide assistance to Hall County superior, state, and magistrate courts and the District Attorney's office, Evans County Magistrate Court, and the Municipal Court of Milton. Ms. Clanton also mentioned that the AOC received a \$50,000 grant from the Zeist Foundation and Community Foundation of Greater Atlanta to help with civil child neglect cases. The AOC and State Bar will host a legislative reception on February 19<sup>th</sup> following the

Chief Justice's State of the Judiciary Address. Fulton County received a grant to provide mental health training to judges of all classes of court. The event will be held April 29<sup>th</sup> at Georgia State University and Ms. Yolanda Lewis may be contacted for more information. Ms. Clanton closed her remarks by reiterating the agency's continuing commitment to serving the judiciary and asked that members let her know of any questions or concerns they may have.

### **Reports from Appellate Courts and Trial Court Councils**

Supreme Court. Chief Justice Melton Justice referenced the written report included in the meeting materials and highlighted points from the document. He mentioned Justice John Ellington has joined the Court. The Supreme Court also hosted a legislative breakfast which included a tour of the Courtroom and information about the Court. He will deliver his State of the Judiciary Address next Tuesday and invited all to attend. Chief Justice Melton also reminded the Council that the Code of Judicial Conduct filing under Rule 3.15 is due April 15<sup>th</sup>. Lastly, the Supreme Court has added a feature to its website for reporting the cumulative list of felony cases required by Superior Court Rule 39.3.1.

Court of Appeals. Vice-Chief Judge McFadden announced his investiture as Chief Judge will be held on June 25<sup>th</sup> at 10:30 a.m. Similarly, Judge Carla McMillian will be sworn in as Vice-Chief Judge of Administration. The Court has also created a new position whereby Judge Sarah Doyle has been elected as Vice-Chief Judge of Finance. This position was added to allow for more consistency with the Court's budget.

Council of Superior Court Judges. Judge Kelley announced that at the Council's Annual Meeting held in Athens, Judge Brian Amero was elected as President-Elect and Judge Wade Padgett was elected as Secretary-Treasurer. He referred members to the written report provided in the materials.

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

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

Council of Probate Court Judges. Judge Harris referred members to the written report provided in the materials and added that within the next two months the Council plans to release videos to assist self-represented litigants in probate courts.

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

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

State Bar of Georgia. Mr. Darrell Sutton spoke briefly on behalf of the State Bar.

Council of Accountability Court Judges. Judge McClelland recognized Ms. Taylor Jones and staff for advancing the work of the accountability courts. He also referenced the written report provided in the materials.

Georgia Commission on Dispute Resolution. Ms. Tracy Johnson referred members to the written report provided in the materials. She added that Judge Jane Barwick is the newly elected Chair of the Commission and former Chair Judge Charles Auslander was honored for his outstanding leadership and service to the Commission.

Council of Superior Court Clerks. Chief Justice Melton reported on behalf of Mr. Mike Holiman that e-filing has been implemented in every circuit except for one (Rome Circuit), which is pending.

Chief Justice's Commission on Professionalism. Ms. Karlise Grier referred members to the written report provided in the materials. She also mentioned the upcoming Benham Awards where Judge Clarence Seeliger, DeKalb County State Court, along with the late Chief Justice P. Harris Hines and Judge Willie Lovett will be honored posthumously.

Georgia Council of Court Administrators. Mr. Jeff West provided an oral report.

Institute of Continuing Judicial Education. Mr. Doug Ashworth referred members to the written report provided in the materials.

### **Old Business**

No old business was offered.

### **Concluding Remarks**

The next Council meeting will be held April 26, 2019, at 10 a.m. in Columbus.

### **Adjournment**

Hearing no further business, Chief Justice Melton adjourned the meeting at 11:37 a.m.

Respectfully submitted:

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Stephanie Hines  
Associate Director, Judicial Council/AOC  
For Cynthia H. Clanton, Director and Secretary

The above and foregoing minutes  
were approved on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

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Harold D. Melton  
Chief Justice

DRAFT



**Judicial Council of Georgia**  
**General Session**  
**James H. “Sloppy” Floyd Building ● Floyd Room**  
**February 15, 2019 ● 10:00 a.m.**

**Guests Present**

Ms. Eline Acosta, Council of Accountability Court Judges  
Mr. Doug Ashworth, Institute of Continuing Judicial Education  
Mr. Joe Baden, Third Judicial Administrative District  
Justice Keith Blackwell, Georgia Supreme Court  
Mr. Jay Bland, GreenCourt  
Mr. Tracy J. BeMent, Tenth Judicial Administrative District  
Mr. Bob Bray, Council of State Court Judges  
Mr. Brandon A. Bullard, Georgia Public Defender Council  
Mr. Richard F. Denney, First Judicial Administrative District  
Ms. Jana J. Edmondson-Cooper, Commission on Interpreters  
Taylor Ewing, City of Gainesville/GMCCC  
Mr. Steven Ferrell, Ninth Judicial Administrative District  
Ms. Angie Floyd, City of Gainesville  
Ms. Karlise Grier, Chief Justice Commission on Professionalism  
Mr. Mike Holiman, Council of Superior Court Clerks  
Mr. Eric John, Council of Juvenile Court Judges  
Ms. Tracy Johnson, Georgia Office of Dispute Resolution  
Ms. Taylor Jones, Council of Accountability Court Judges  
Ms. Yolanda Lewis, Fifth Judicial Administrative District  
Ms. Cathy McCumber, Fourth Judicial Administrative District  
Judge Carla McMillian, Georgia Court of Appeals  
Ms. Natasha MacDonald, Council of Superior Court Judges  
Mr. Charles Miller, Council of Superior Court Judges  
Mr. David Mixon, Second Judicial Administrative District  
Mr. Dwayne Orrich, Georgia Association of Chiefs of Police  
Ms. Jody Overcash, Seventh Judicial Administrative District  
Ms. Sharon Reiss, Council of Magistrate Court Judges  
Ms. Jimmonique Rodgers, Georgia Public Defender Council  
Judge Robert “Bob” Ruppenthal, Fayette County Magistrate Court  
Ms. Karlie Sahs, Georgia Office of Dispute Resolution  
Mr. William T. “Will” Simmons, Sixth Judicial Administrative District  
Ms. Christina Smith, Georgia Court of Appeals  
Mr. Robert Smith, Prosecuting Attorneys’ Council  
Ms. Kirsten Wallace, Council of Juvenile Court Judges

Justice Sarah Hawkins Warren, Supreme Court of Georgia  
Mr. Shannon Weathers, Council of Superior Court Judges  
Mr. Jeff West, Georgia Council of Court Administrators

## **EXECUTIVE SUMMARY: SOUTHWEST GEORGIA LEGAL SELF-HELP CENTER**

In 2016 the ABA's *Report on the Future of Legal Services* found that despite the efforts of pro bono attorneys, the Legal Services Corporation and other efforts, lower- and middle-income people do not receive the legal help they need.<sup>i</sup> The Legal Service Corporation's 2017 Justice Gap Report found that 86% of low-income Americans received inadequate or no legal help. Over half of the 1.7 million problems brought to legal aid organizations were turned away due to a lack of resources. Georgia had 800,000 self-represented litigants in 2016, and 1.2 million in 2017. There are many counties in rural Georgia that have few or no lawyers.

In March 2018, the National Center for State Courts selected the Dougherty County Law Library as the pilot project representing Georgia in the Justice for All Project. The Justice for All project, with funding from the Public Welfare Foundation, awarded grants to seven states to advance the goal of providing civil justice for all. The Access to Justice Committee of the State Bar of Georgia submitted Georgia's winning application. The Administrative Office of the Courts has overseen the implementation of the project. The Justice for All project goal is to provide meaningful access to justice for all by providing a wide range of legal services through comprehensive collaboration among legal services providers and community resource organizations.

We chose to embed our help center in a county law library. Law libraries have always had the mission to provide legal information to all. The help center expands law library services in new ways that fit with the mission it already had. Single or few-issue help centers leave many self-represented litigants without help; the law library has access to information resources that can assist with any legal question. 95% of Americans have a positive view of libraries. People view libraries as neutral, non-threatening places and are comfortable approaching them for help.

The Southwest Georgia Legal Self-Help Center helps citizens of southwest Georgia who otherwise have no access to civil legal services. We provide the following types of services:

- Triage, diagnosis & referral
- Access to legal information – substantive & procedural
- Help filling out forms
- How-to videos
- Follow-up help (contempt, enforcement)
- Planning & prevention (wills, advance directives, etc.)
- Attorney referrals – full service, pro/low bono, limited scope
- Referrals to other community agencies

Through this project, we hope to achieve the following goals:

- ❖ Greater confidence in fairness, helpfulness and usefulness of the justice system;
- ❖ Increased efficiency with case flow through the court docket;
- ❖ More people with meaningful access to justice;
- ❖ Reduce demand for the unauthorized practice of law by providing appropriate alternatives to people who cannot afford full-service representation;
- ❖ Provide a model that can be replicated in other parts of the state.

We have helped people from 71 Georgia counties, 19 states and 5 foreign countries. 53% of our users have family law issues, while the other 47% have problems with a wide variety of legal issues. After triage, diagnosis and explaining legal information, our second most common service is making referrals. Our number one referral is to private practice attorneys. We are seeking attorneys to join our attorney referral service, and we hope that some of them will be willing to provide low bono, pro bono and limited scope legal services. On April 13<sup>th</sup> we partnered with the Access to Justice Committee to hold a criminal records correction clinic. The clinic was very successful, with 20 volunteer attorneys and approximately 287 participants.

Preliminary feedback from judges in our judicial district has been positive. 100% of judges surveyed rated our project quality as “excellent.” 100% of judges surveyed said that self-represented litigants assisted by our help center took less judicial time. SRLs assisted by our help center were 40% less likely to have hearings re-scheduled due to lack of preparation. SRLs assisted by our help center needed less assistance from the bench to complete their hearings.

The Access to Justice movement challenges society to seek ways to educate citizens about the law and legal procedure, expand the appearance of counsel to those most in need, and provide information and programs for those handling their own cases. . . . As the principal providers of legal information, law libraries are an indispensable part of the services that can be provided to those with legal needs.<sup>ii</sup>

As we continue to implement this project, we welcome your suggestions, feedback and support.

Laureen Alford Kelly, J.D., M.L.I.S.  
Library Manager, Dougherty County Law Library  
Director, Southwest Georgia Legal Self-Help Center, Inc.  
225 Pine Ave., #212  
P.O. Box 1827  
Albany, GA 31702-1827  
229-431-2133  
[lkelly@dougherty.ga.us](mailto:lkelly@dougherty.ga.us)  
[www.albany.ga.us/lawlibrary](http://www.albany.ga.us/lawlibrary)

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<sup>i</sup> American Bar Association, Standing Committee on the Delivery of Legal Services, *The Self-Help Center Census: A National Survey* (Aug. 2014), available at [https://www.americanbar.org/content/dam/aba/administrative/delivery\\_legal\\_services/lself\\_help\\_center\\_census.authcheckdam.pdf](https://www.americanbar.org/content/dam/aba/administrative/delivery_legal_services/lself_help_center_census.authcheckdam.pdf) (last visited Apr. 15, 2019).

<sup>ii</sup> American Association of Law Libraries, Special Committee on Access to Justice, *Law Libraries and Access to Justice: A Report of the American Association of Law Libraries Special Committee on Access to Justice* (July 2014), available at <https://www.aallnet.org/wp-content/uploads/2018/01/AccessToJusticeSpecialCommittee2014LawLibrariesAndAccessToJustice.pdf> (last visited Apr. 15, 2019).



## Judicial Council of Georgia

### Administrative Office of the Courts

Chief Justice Harold D. Melton  
*Chair*

Cynthia H. Clanton  
*Director*

To: Judicial Council Members

From: Standing Committee on Budget *MPS*  
Justice Michael P. Boggs, Chair

Re: Judicial Council Budget and Financial Report

Date: April 1, 2019

This report will provide an update on Fiscal Year 2019, Amended Fiscal Year 2019, the Fiscal Year 2020 budget requests and an overview of the next steps for Amended Fiscal Year 2020 and Fiscal Year 2021 budget cycles.

#### **Fiscal Year 2019**

The Judicial Council received \$15,845,519 in State Appropriations for FY 2019. The attached Financial Report highlights the Judicial Council's expenditures and remaining balances as of March 31, 2019.

#### **Amended Fiscal Year 2019**

The Judicial Council: Section 6 of the Appropriations Bill (HB 30) was amended as follows:

|   |          |
|---|----------|
| 6.1 Council of Accountability Court Judges  |          |
| <i>Reduction for personal services based on actual start dates for new position</i> | (9,632)  |
| 6.3 Institute of Continuing Education   |          |
| <i>Reduction for personal services based on actual start dates for new position</i> | (12,325) |
| 6.4 Judicial Council  |          |
| <i>Adjustment to agency premiums for Department of Administrative Services</i>      | 8,763    |

The changes represent a \$13,194 reduction to the FY 2019 budget. The Amended Judicial Council State Appropriated budget is \$15,832,325.

#### **Fiscal Year 2020**

The FY 2020 Appropriations Bill (HB 31) has been sent to the Governor for signature. The bill includes the Judicial Council's FY 2019 continuation funding, statewide changes and three enhancement requests. A summary of the enhancements and statewide changes as passed is attached. The Judicial Council's State Appropriated budget increased by \$725,518 to \$16,571,037.

The Judicial Council's three FY 2020 enhancement requests were funded as follows:

1. The Justice for Children Committee received \$375,000 for **Legal Services for Kinship Care Families**.
  - The Legislature agreed to fund half of the \$750,000 request. The House and Senate Appropriations committees agreed to consider the remaining request after performance measures are provided. The Justice for Children Committee is planning to request the remaining \$375,000 in the Amended FY2020 budget.
2. The Standing Committee on Technology received \$183,000 for the **Georgia Judicial Services Gateway**.
  - The appropriation of \$183,000 added to the existing continuation funding of \$24,000 provides \$207,000 in Gateway funding.
3. The Justice for Children Committee received \$78,885 for the **Court Process Reporting System (CPRS)**.
  - This request brings the Court Process Reporting System's state funding to \$194,183.

#### **Amended Fiscal Year 2020 and Fiscal Year 2021**

The Standing Committee on Budget will accept White Papers for these budget cycles from May 1 to June 15, 2019. A meeting notification will be sent to the Standing Committee on Budget members before May 10, 2019. In this meeting, all enhancement requests will be reviewed for funding. Those approved by the Council will be submitted to the Governor's Office of Planning and Budget prior to the September 1 deadline.

#### **Attachments:**

Fiscal Year 2019 Budget and Financial Report as of March 31, 2018

Amended FY 2019 and FY 2020 Budget Comparison Report

Fiscal Year 2020 Enhancement Requests and Statewide Changes Summary

## Fiscal Year Budget and Financial Report

Budget as of March 31, 2019

| Department                                 | Project | FY 2019 Budget          | YTD<br>Expenditures | Remaining           | Budget<br>Spent |
|--|---------|-------------------------|---------------------|---------------------|-----------------|
| <b>Administrative Office of The Courts</b> |         | <b>\$ 6,988,626</b>     | <b>\$ 4,630,889</b> | <b>\$ 2,357,737</b> | <b>66%</b>      |
| Legal Services for Domestic Violence       | 103     | 2,500,000               | 2,500,000           | \$ -                | 100%            |
| Georgia Council of Court Administrators    | 141     | 19,057                  | 19,057              | \$ -                | 100%            |
| Council of Municipal Court Judges          | 142     | 16,185                  | 7,221               | \$ 8,964            | 45%             |
| Child Support Collaborative                | 174     | 119,000                 | 67,369              | \$ 51,631           | 57%             |
| Council of Magistrate Court Judges         | 204     | 190,449                 | 98,234              | \$ 92,215           | 52%             |
| Council of Probate Court Judges            | 205     | 182,176                 | 131,150             | \$ 51,026           | 72%             |
| Council of State Court Judges              | 206     | 258,608                 | 168,783             | \$ 89,825           | 65%             |
| Council of State Court Judges Ret.         | 207     | 2,623,814               | 1,339,356           | \$ 1,284,458        | 51%             |
| <b>Other Judicial Council Subprograms</b>  |         | <b>\$ 5,909,289.00</b>  | <b>4,331,170</b>    | <b>\$ 1,578,119</b> | <b>73%</b>      |
| Accountability Courts                      | 195     | 726,926                 | 303,213             | \$ 423,713          | 42%             |
| Resource Center                            | 500     | 800,000                 | 599,999             | \$ 200,001          | 75%             |
| Judicial Qualifications Commission         | 400     | 819,844                 | 622,603             | \$ 197,241          | 76%             |
| Inst of Continuing Jud Ed Operations       | 300     | 64,000                  | 38,872              | \$ 25,128           | 61%             |
| Inst of Continuing Jud Ed Administration   | 301     | 523,640                 | 143,564             | \$ 380,076          | 27%             |
| <b>Separate Judicial Council Programs</b>  |         | <b>\$ 2,934,410.00</b>  | <b>1,708,251</b>    | <b>\$ 1,226,159</b> | <b>56%</b>      |
| <b>TOTAL JUDICIAL COUNCIL</b>              |         | <b>\$ 15,832,325.00</b> | <b>10,670,310</b>   | <b>\$ 5,162,015</b> | <b>67%</b>      |



## Amended FY 2019 and FY 2020 - Budget Comparison

### Judicial Council - Standing Committee on Budget Report

| Judicial Council Program & Subprograms  | FY 2019<br>and<br>Changes | Final<br>AFY2019     | FY 2020<br>Changes | Final FY2020         | FY 2020<br>%<br>Change |
|---|---------------------------|----------------------|--------------------|----------------------|------------------------|
| Administrative Office of the Courts   | \$ 6,979,863              | \$ 6,988,626         |                    | \$ 7,673,468         | 9.92%                  |
| <i>JC/Georgia Legal Services (Grants for Legal Services to Kinship Care Families )</i>  |                           |                      | \$ 375,000         |                      |                        |
| <i>JC Technology Committee (Sign-On Portal)</i>   |                           |                      | \$ 183,000         |                      |                        |
| <i>JAC (CPRS)</i>   |                           |                      | \$ 78,885          |                      |                        |
| <i>* Adjustment to agency premiums for Department of Administrative Services</i>        | \$ 8,763                  |                      | \$ (16,038)        |                      |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 116,089         |                      |                        |
| <i>Reduction in employer share of State Health Benefit Plan from 30.454% to 29.454%</i> |                           |                      | \$ (42,026)        |                      |                        |
| <i>Reduction to TeamWorks billings</i>  |                           |                      | \$ (1,305)         |                      |                        |
| Child Support Collaborative   | \$ 119,000                | \$ 119,000           |                    | \$ 119,000           |                        |
| Georgia Council of Court Administrators   | \$ 19,057                 | \$ 19,057            |                    | \$ 19,057            |                        |
| Council of Magistrate Court Judges  | \$ 190,449                | \$ 190,449           |                    | \$ 193,021           |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 2,572           |                      |                        |
| Council of Probate Court Judges   | \$ 182,176                | \$ 182,176           |                    | \$ 185,454           |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 3,278           |                      |                        |
| Council of State Court Judges   | \$ 2,882,422              | \$ 2,882,422         |                    | \$ 2,885,895         |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 3,473           |                      |                        |
| Council of Municipal Court Judges   | \$ 16,185                 | \$ 16,185            |                    | \$ 16,185            |                        |
| Civil Legal Services to Victims of Domestic Violence                                    | \$ 2,500,000              | \$ 2,500,000         |                    | \$ 2,500,000         |                        |
| <b>Judicial Council Programs and Subprograms Total</b>                                  | <b>\$ 12,889,152</b>      | <b>\$ 12,897,915</b> | <b>\$ 702,929</b>  | <b>\$ 13,592,081</b> | <b>5.45%</b>           |
| <b>Other Programs</b>   |                           |                      |                    |                      |                        |
| Council of Accountability Court Judges  | \$ 736,558                | \$ 726,926           |                    | \$ 742,070           |                        |
| <i>Reduction for personal services based on actual start dates for new position</i>     | \$ (9,632)                |                      |                    |                      |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 7,219           |                      |                        |
| <i>Reduction in employer share of State Health Benefit Plan from 30.454% to 29.454%</i> |                           |                      | \$ (1,707)         |                      |                        |
| Appellate Resource Center   | \$ 800,000                | \$ 800,000           |                    | \$ 800,000           |                        |
| Judicial Qualifications Commission  | \$ 819,844                | \$ 819,844           |                    | \$ 826,943           |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 10,726          |                      |                        |
| <i>Reduction in employer share of State Health Benefit Plan from 30.454% to 29.454%</i> |                           |                      | \$ (3,627)         |                      |                        |
| Institute of Continuing Judicial Education  | \$ 599,965                | \$ 587,640           |                    | \$ 609,943           |                        |
| <i>Reduction for personal services based on actual start dates for new position</i>     | \$ (12,325)               |                      |                    |                      |                        |
| <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                           |                      | \$ 9,978           |                      |                        |
| <b>Other Programs Total</b>   | <b>\$ 2,956,367</b>       | <b>\$ 2,934,410</b>  | <b>\$ 22,589</b>   | <b>\$ 2,978,956</b>  | <b>0.77%</b>           |
| <b>Total</b>  | <b>\$ 15,845,519</b>      | <b>\$ 15,832,325</b> | <b>\$ 725,518</b>  | <b>\$ 16,571,037</b> | <b>4.58%</b>           |
| *Amount reflected in AFY 2019 total   |                           |                      |                    |                      |                        |



| Fiscal Year 2020 Enhancement Requests and Statewide Changes Summary |  |
|---|--|
|---|--|

| HB 31_Section 6: Judicial Council  |   | Enhancement Request | Governor's Budget | House Changes | Senate Changes | Conference Committee |
|--|---|---------------------|-------------------|---------------|----------------|----------------------|
|  | <b>Council of Accountability Court Judges:</b>  |                     |                   |               |                |                      |
| 15.1   | <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                     |                   | \$ 7,219.00   | \$ 7,219.00    | \$ 7,219.00          |
| 15.2   | <i>Reduction in employer share of State Health Benefit Plan from 30.454% to 29.454%</i> |                     |                   | \$ (1,707.00) | \$ (1,707.00)  | \$ (1,707.00)        |
|  |   |                     |                   |               |                |                      |
|  | <b>Institute of Continuing Education</b>  |                     |                   |               |                |                      |
| 17.1   | <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                     |                   |               | \$ 9,978.00    | \$ 9,978.00          |
|  |   |                     |                   |               |                |                      |
|  | <b>Judicial Council</b>   |                     |                   |               |                |                      |
| 8.1  | <i>Increase funds for grants for civil legal services to Kinship Care families</i>      | \$ 750,000          | \$ 750,000        | \$ 375,000    | \$ 375,000     | \$ 375,000           |
| 8.2  | <i>Increase funds for a Judicial Gateway (Single Sign-on Portal)</i>                    | \$ 250,000          | \$ 250,000        | \$ -          | \$ 183,000     | \$ 183,000           |
| 8.3  | <i>Increase funds for the Court Process Reporting System (CPRS)</i>                     | \$ 78,885           | \$ 78,885         | \$ 78,885     | \$ 78,885      | \$ 78,885            |
| 18.4   | <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                     |                   | \$ 135,391    | \$ 125,413     | \$ 125,413           |
| 18.5   | <i>Reduction in employer share of State Health Benefit Plan from 30.454% to 29.454%</i> |                     |                   | \$ (42,026)   | \$ (42,026)    | \$ (42,026)          |
| 18.6   | <i>Adjustment to agency premiums for Department of Administrative Services</i>          |                     |                   | \$ (16,038)   | \$ (16,038)    | \$ (16,038)          |
| 18.7   | <i>Reduction to TeamWorks billings</i>  |                     |                   | \$ (1,305)    | \$ (1,305)     | \$ (1,305)           |
|  |   |                     |                   |               |                |                      |
|  | <b>Judicial Qualifications Commission</b>   |                     |                   |               |                |                      |
| 19.1   | <i>Increase funds for merit-based adjustments, recruitment and retention</i>            |                     |                   | \$ 10,726     | \$ 10,726      | \$ 10,726            |
| 19.2   | <i>Reduction in employer share of State Health Benefit Plan from 30.454% to 29.454%</i> |                     |                   | \$ (3,627)    | \$ (3,627)     | \$ (3,627)           |
|  |   |                     |                   |               |                |                      |
| <b>Total Increase to Judicial Council's FY 2020 State Appropriations</b> |   |                     |                   |               |                | \$ 725,518.00        |



## Judicial Council of Georgia Administrative Office of the Courts

Chief Justice Harold D. Melton  
*Chair*

Cynthia H. Clanton  
*Director*

### Memorandum

TO: Judicial Council Members

FROM: Presiding Justice David E. Nahmias  
Chair, Standing Committee on Legislation

RE: Committee Report

DATE: April 8, 2019

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The following report provides the final status of each item the Judicial Council took a position of support on during the 2019 legislative session.

**I. Post-judgment filings** (*Attached to HB 239*)

**Judicial Council**

OCGA § 15-6-77 & 15-6-61

Amendment to SB 38 (as filed)

Sponsor: Sen. William Ligon (R – Brunswick); Rep. Andy Welch (R – McDonough)

Committee: Senate Judiciary; House Judiciary

Final Status: House Committee Favorably Reported by Substitute, 3/26/19

**Amendment to HB 239:** Senate Agreed to House Amendment to Senate Substitute, 4/2/19; **Final passage**

Effective Date: Upon signature of the Governor or by operation of law on 5/12/19

**II. HB 92 – Municipal court judges training hours carryover**

**Council of Municipal Court Judges**

OCGA Title 36 Chapter 32

Sponsor: Rep. Dale Rutledge (R – McDonough); Sen. Matt Brass (R – Newnan)

Committee: House Judiciary; Senate Special Judiciary

Final Status: Senate Passed/Adopted, 3/6/19; **Final passage**

Effective Date: 7/1/2019

- III. Uniform Mediation Act**  
**Georgia Commission on Dispute Resolution**  
Final Status: No legislation filed
- IV. HB 257 - Title 15 Update**  
**Council of Magistrate Court Judges**  
OCGA Title 15 Chapter 10  
Sponsor: Rep. Mitchell Scoggins (R – Cartersville); Sen. Chuck Hufstetler (R – Rome)  
Committee: House Judiciary; Senate Special Judiciary  
Final Status: Senate Passed/Adopted, 3/28/19; **Final passage**  
Effective Date: 7/1/2019
- V. HB 492 - Writ of possession**  
**Council of Magistrate Court Judges**  
OCGA § 44-7-49  
Sponsor: Rep. Bonnie Rich (R – Suwanee); Sen. Jesse Stone (R – Waynesboro)  
Committee: House Judiciary; Senate Special Judiciary  
Final Status: House Agreed to Senate Substitute, 4/2/19; **Final passage**  
Effective Date: 7/1/2019
- VI. HB 134 - Management of law library funds**  
**Superior Courts of Fulton, Gwinnett and Cobb**  
OCGA § 36-15-11  
Sponsor: Rep. Bonnie Rich (R – Suwanee); Sen. Jesse Stone (R – Waynesboro)  
Committee: House Judiciary; Senate Special Judiciary  
Final Status: Senate Passed/Adopted, 3/29/19; **Final passage**  
Effective Date: Upon signature of the Governor or by operation of law on 5/12/19
- VII. HB 381 - Child Support Guidelines**  
**Georgia Commission on Child Support**  
OCGA § 19-6-15  
Sponsor: Rep. Chuck Efstration (R – Dacula); Sen. Jesse Stone (R – Waynesboro)  
Committee: House Judiciary; Senate Judiciary  
Final Status: House Agreed to Senate Substitute, 4/2/19; **Final passage**  
Effective Date: 7/1/2019

The Judicial Council recommended new superior court judgeships in the Griffin and Gwinnett Judicial Circuits.

**HB 21 – Gwinnett Judicial Circuit; additional judge of the superior court; provide**

Sponsor: Rep. Chuck Efstration (R – Dacula); Sen. P.K. Martin (R – Lawrenceville)

Committee: House Judiciary; Senate Special Judiciary

Final Status: Senate Passed/Adopted, 3/14/19; **Final passage**

Signed by Governor, 4/2/19

Effective Date: 1/1/20

**HB 28 - Griffin Judicial Circuit; additional judge of the superior court; provide**

Sponsor: Rep. Karen Mathiak (R – Griffin); Sen. John Kennedy (R – Macon)

Committee: House Judiciary; Senate Special Judiciary

Final Status: Senate Passed/Adopted, 3/14/19; **Final passage**

Effective Date: 1/1/20



## **Judicial Council of Georgia**

### **Administrative Office of the Courts**

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### **Memorandum**

TO: Judicial Council Members & all affected classes of court

FROM: Justice Michael Boggs

CC: Chief Justice Harold D. Melton  
Presiding Justice David E. Nahmias  
Cynthia H. Clanton, Director

RE: SB 222 update and Uniform Misdemeanor Citation

DATE: April 23, 2019

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#### **Background**

In 2018, the Georgia General Assembly passed, and Governor Nathan Deal signed SB 407 (2018), the final bill to enact recommendations made by the Georgia Council on Criminal Justice Reform. Among other things, SB 407 charged the Judicial Council with creating a uniform misdemeanor citation and complaint form and the rules for the use of such citation (OCGA § 15-5-21.1).

The Judicial Council Ad Hoc Committee on Criminal Justice Reform was established by Supreme Court order in August 2018 for the purposes of complying with the directives within SB 407 relative to the duties of the Judicial Council, and to provide statewide judicial leadership regarding previous criminal justice policies enacted upon the recommendations made by the Georgia Council on Criminal Justice Reform from 2011 through 2018.

The Committee presented the uniform misdemeanor citation and rules to the Judicial Council on December 7, 2018. The Judicial Council adopted these recommendations and the Supreme Court issued its final approval on December 14, 2018. The Committee expired on December 31, 2018. We were subsequently contacted by many stakeholders for additional guidance on the use of the citation and, at my request, Chief Justice Melton issued an order on January 31, 2019, to reconstitute the committee for the purpose of providing additional guidance regarding the use of the newly promulgated uniform misdemeanor citation form.

Specifically, the Georgia Association of Chiefs of Police (GACP) formally asked us to consider providing additional guidance regarding the effective date of the citation. Neither the statute nor the promulgated citation or rules expressly provided for an effective date for the use of the form.

Of course, the use of the arrest-by-citation process, and by extension – the form, is purely discretionary.

Together with the Chief Justice, I agreed to accommodate the concerns of the various stakeholders and the GACP. As such, the Committee made recommendations in this regard and on February 15, 2019, the Judicial Council adopted amendments to the rules to provide for a July 1, 2019, effective date for the uniform misdemeanor citation and rules. The Supreme Court issued its final approval of the amended rules on February 20, 2019.

## **2019 Legislative Session**

During this year's legislative session, [SB 222](#) (Sponsor: Sen. Jesse Stone, R-Waynesboro) was introduced to reestablish the Georgia Council on Criminal Justice Reform. As a result of conversations with stakeholders, this bill was amended on the Senate floor by Sen. John Albers (R-Roswell) to attempt to address some clean up from SB 407. Specifically, these amendments included clarifications to the fingerprinting process in OCGA § 17-4-23, repeal of OCGA § 15-5-21.1, and transfer of responsibility for the citation from the Judicial Council to the Georgia Bureau of Investigation. Ultimately, SB 222 did not achieve final passage and responsibility for the uniform misdemeanor citation remains with the Judicial Council.

## **Moving Forward**

The uniform misdemeanor citation and rules will be effective on July 1, 2019, and are currently available on <https://www.gasupreme.us/rules/>. Local agencies should contact their city or county attorney or their respective statewide organization for assistance and guidance with use and implementation. Judicial Council/AOC staff are available in a limited capacity for questions from judges or courts but cannot give legal advice or interpretation to local agencies or others.

SB 222 is eligible for consideration during the 2020 legislative session. We expect to have ongoing discussions regarding this matter in the interim and will keep the Judicial Council and all affected classes of court updated.



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### Memorandum

TO: Judicial Council Members

FROM: Chief Justice Harold D. Melton, Chair

RE: Committee Report - Judicial Council Standing Committee on Technology

DATE: April 2, 2019

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The Judicial Council Standing Committee on Technology met on Thursday, March 14, 2019. The following report reflects matters and topics discussed during that meeting.

#### *Portal Sub-Committee – Mr. Jorge Basto, Sub-Committee Chair*

Mr. Basto updated the committee on the Georgia Judicial Services Gateway. Mr. Basto communicated increased traffic to the Gateway. He also explained features have been enabled to track site specific activities. The Gateway has begun integration with GreenCourt and continues to explore additional vendors, including Tyler Technology. Also noted, requests to secure future funding for the Gateway continue.

#### *Standards Committee – Judge David T. Emerson, Chair*

Judge David Emerson provided a recap on the draft of the Criminal Electronic Filing Rule created by the Committee of the Criminal Justice Data Exchange Board. The Board continues to work towards completion of four pilot jurisdictions while creating a standard project model. Discussions continue with the Governor's Office regarding the mission and relevance of the project to support continuous funding.

#### *Rules Committee – Judge Jim Altman, Chair*

Judge Jim Altman lead a discussion surrounding e-filing which included county transfer limitations and courtesy copies. Committee members and guests discussed several areas for further clarification within the e-filing rules. The sub-committee will continue to examine topics in work sessions.

#### *New Business-*

An ad hoc sub-committee was created to review authentication of judicial signatures. The sub-committee will discuss concerns regarding proper authentication and fraudulent signatures.

*Next Meeting-* The next committee meeting is scheduled for May 23, 2019 in Atlanta.



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### Memorandum

TO: Judicial Council of Georgia

FROM: Chief Judge W. Allen Wigington, Chair

RE: Strategic Plan Standing Committee Report

DATE: April 15, 2019

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The Strategic Plan Standing Committee met on April 12, 2019. The Committee heard updates on key initiatives 3, 4, 8, and 9.

The Committee voted to close out initiative 3, *Encourage ongoing use of CourTools measures to promote access and fairness in the courts*. The AOC Office of Research and Data Analysis (ORDA) has focused on 3 CourTools measures and will serve as a resource for courts who wish to implement CourTools measures. The ORDA demonstrated how courts can request training, research, and other services from the ORDA through its webpage.

The Committee also voted to close out initiative 9, *Assist the Judiciary in Business Continuity and Leadership Succession Planning*. As part of this initiative, the Committee previously presented the *Emergency Preparedness and Continuity of Judicial Operations Manual* at the December 7, 2018 Judicial Council meeting, where it was adopted. The e-version of the *Manual* will be placed on the AOC's website.

As part of key initiative 4, *Encourage legislative branch communications and initiatives of mutual interest*, the Committee received an update on the 2019 Legislative Session, including numerous legislative initiatives and budget requests that were passed. While the 2019 session was a success and this initiative complete, work under this initiative will continue as it is of ongoing importance to the judiciary.

An update to key initiative 8, *Monitor and share trends and best practices of interest to the judiciary*, was also presented. A new committee, the Judicial Council Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government, has been created to identify best practices for courts on addressing sexual harassment. As part of this initiative, an article on this new Committee and on sexual harassment initiatives across the judiciary will be printed in the Georgia Courts Journal. A previous article on cyber security was included in the February Georgia Courts Journal.



as part of this initiative. Additional information on cyber security can be found on the AOC's information security webpage at <http://cybersecurity.georgiacourts.gov/>.

To date, only 1 key initiative, initiative 8, remains in progress.

The next and final Committee meeting is scheduled for June 11, 2019. Current Committee membership terms end June 30, 2019.

#### Future Strategic Planning

On April 11, 2019, the Supreme Court issued an order continuing the Strategic Plan Standing Committee. The Committee will create and implement a future Judicial Council strategic plan for fiscal years 2020 through 2022. Committee membership has been revised for these future efforts. A copy of the order is attached.

Attachment



## SUPREME COURT OF GEORGIA

Atlanta      April 11, 2019

The Honorable Supreme Court met pursuant to adjournment.  
The following order was passed.

It is hereby ordered that effective July 1, 2019, the Judicial Council Strategic Plan Standing Committee, as established by this Court's Order of January 6, 2016, be hereby continued with the mission of creating and implementing a future Judicial Council strategic plan for fiscal years 2020 – 2022.

The following members are hereby appointed to the Judicial Council Strategic Plan Standing Committee for terms ending June 30, 2022:

- Judge Sara L. Doyle, Chair; Court of Appeals;
- Judge Shawn LaGrue, Fulton County Superior Court;
- Judge Shondeana Crews Morris, DeKalb County State Court;
- Judge Temika Williams Murry, DeKalb County Juvenile Court;
- Judge Sarah S. Harris, Bibb County Probate Court;
- Chief Judge W. Allen Wigington, Pickens County Magistrate Court;
- Judge Matthew M. McCord, Stockbridge Municipal Court;
- Justice John J. Ellington, Supreme Court, Advisory member; and
- Judge Rizza P. O'Connor, State Bar of Georgia, Advisory member.

**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.

*Theresa A. Barnes* Clerk



## **Judicial Council of Georgia**

### **Administrative Office of the Courts**

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

### **Memorandum**

TO: Judicial Council

FROM: Chief Judge David Emerson  
Chair, Standing Committee on Judicial Workload Assessment

RE: Standing Committee on Judicial Workload Assessment Report

DATE: April 26, 2019

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### **Introduction**

The Standing Committee on Judicial Workload Assessment met on March 15, 2019 to consider several items. After deliberation, the Committee approved changes to the general civil and domestic relations case filing and disposition forms for Judicial Council consideration. The Committee also discussed the appropriate response to comments made by legislators during the most recent session of the General Assembly regarding the Judicial Council's process for analyzing the need for superior court judgeships.

### **General Civil and Domestic Relations Case Filing and Disposition Forms**

On October 28, 2016, the Judicial Council voted to support legislation which would allow civil and domestic relations case filing and disposition forms to be created and promulgated by the Judicial Council with approval from the Supreme Court. This proposal became SB 132 and was approved by the General Assembly and signed by the Governor on May 9, 2017.

Based on feedback from judges, clerks, and other stakeholders over the past year, staff recommended updates to the forms to the Standing Committee on Judicial Workload Assessment. The Committee considered and accepted these recommendations and now presents them to the Judicial Council for consideration.

### **Summary of Changes**

Highlights have been added to the forms for ease of understanding changes and will be removed upon approval by the Supreme Court.

1. The shading in all boxes was removed.
2. In anticipation of SB 38, the Committee amended the forms to recognize that post-judgment filings will now receive a new case number, and the recommended forms reflect that practice. This includes re-arrangement of certain checkboxes and term definitions.
3. The checkbox referencing language interpreting now clarifies that the court needs to know about both foreign language and sign-language interpreting.
4. The instructions in the disposition form were changed to make clear that alternative dispute resolution is a type of non-trial disposition.

### **Recommendation**

The Standing Committee on Judicial Workload Assessment recommends the Judicial Council approve the attached forms for consideration by the Supreme Court of Georgia.

### **Discussion of Legislator Comments**

At the most recent session of the General Assembly, several legislators questioned Administrative Office of the Courts' staff as to whether the Council has a process for determining if circuits have more superior court judges than are needed to do the work of the circuit. The Committee discussed an appropriate response to these comments.

After deliberation, the Committee agreed that if the legislature is going to consider eliminating superior court judgeships from circuits, the recommendations for which circuits to consider should come from the Judicial Council and its Workload Assessment Committee in the same way requests to increase circuit judgeships do.

Further, the Committee instructed staff to develop a policy and process for the Committee and Council to use when considering the need to eliminate a judgeship. Staff has developed some language and, with the approval of the Chair, circulated that language amongst committee members for feedback. The Committee anticipates reviewing this issue and language further at its July meeting.

## General Civil and Domestic Relations Case Filing Instructions

1. Provide the class of court and county in which the case is being filed.
2. Provide the plaintiff's and defendant's names.
3. Provide the plaintiff's attorney's name and Bar number. If you are representing yourself, provide your own name and check the self-represented box.
4. Provide the type of case by checking only *one* appropriate box. Cases can be either general civil or domestic relations and only *one* type of case within those categories. Check the case type that most accurately describes the primary case. **If applicable, check one sub-type under the primary case type.** If you are making more than one type of claim, check the case type that involves the largest amount of damages or the one you consider most important. See below for definitions of each case type.
5. Provide an answer to the four questions by checking the appropriate boxes and/or filling in the appropriate lines.

### Case Type Definitions

#### General Civil Cases

**Automobile Tort:** Any tort case involving personal injury, property damage, or wrongful death resulting from alleged negligent operation of a motor vehicle.

**Civil Appeal:** Any case disputing the finding of a limited jurisdiction trial court, department, or administrative agency.

**Contract:** Any case involving a dispute over an agreement between two or more parties.

**Contempt/Modification/Other Post-Judgment:** Any case alleging failure to comply with a previously existing court order, seeking to change the terms of a previously existing court order, or any other post-judgment activity in a general civil case.

**Garnishment:** Any case where, after a monetary judgment, a third party who has money or other property belonging to the defendant is required to turn over such money or property to the court.

**General Tort:** Any tort case that is not defined or is not attributable to one of the other torts.

**Habeas Corpus:** Any case designed to test the legality of the detention or imprisonment of an individual, not the question of guilt or innocence.

**Injunction/Mandamus/Other Writ:** Cases involving a written court order directed to a specific person, requiring that person to perform or refrain from performing a specific act.

**Landlord/Tenant:** Any case involving landlord/tenant disputes wherein the landlord removes a tenant and his/her property from the premises or places a lien on tenant property to repay debt.

**Medical Malpractice Tort:** Any tort case that alleges misconduct or negligence by a person in the medical profession acting in a professional capacity, such as doctors, nurses, physician's assistants, dentists, etc.

**Product Liability Tort:** Any tort case that alleges injury is caused to a person by the manufacturer or seller of an article due to a defect in, or the condition of, the article sold or an alleged breach of duty to provide suitable instructions to prevent injury.

**Real Property:** Any case involving disputes over the ownership, use, boundaries, or value of fixed land.

**Restraining Petition:** Any petition for a restraining order that does not result from a domestic altercation or is not between parties considered to be in a domestic relationship.

**Other General Civil:** Any case in which a plaintiff requests the enforcement or protection of a right or the redress or prevention of a wrong, but does not fit into one of the other defined case categories.

#### Domestic Relations Cases

**Adoption:** Cases involving a request for the establishment of a new, permanent relationship of parent and child between persons not so biologically related.

**Contempt:** Any case alleging failure to comply with a previously existing court order. If the contempt action deals with non-payment of child support, medical support, or alimony, check the sub-type box as well.

**Dissolution/Divorce/Separate Maintenance/Alimony:** Any case involving the dissolution of a marriage or the establishment of alimony or separate maintenance.

**Family Violence Petition:** Any case in which a protective order from a family member or domestic partner is requested.

**Modification:** Any case seeking to change the terms of a previously existing court order. If the modification deals with custody, parenting time, or visitation, check the sub-type box as well.

**Paternity/Legitimation:** Cases involving the establishment of the identity and/or responsibilities of the father of a minor child or the determination of biological offspring.

**Support – IV-D:** Cases filed by the Georgia Department of Human Services to request maintenance of a minor child by a person who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance.

**Support – Private (non-IV-D):** Cases filed to request maintenance of a parent/guardian or a minor child by a person who is required by law, but who is not under the auspices of Title IV-D of the Social Security Act of 1973, to provide such maintenance.

**Other Domestic Relations:** Domestic relations cases, including name changes, that do not adequately fit into any of the other case types.

**Please note:** This form is for statistical purposes only. It shall have no legal effect in the case. The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or court rules. Information on this form cannot be entered into evidence.

## General Civil and Domestic Relations Case Filing Information Form

☐ Superior or ☐ State Court of \_\_\_\_\_ County

### For Clerk Use Only

Date Filed \_\_\_\_\_  
MM-DD-YYYY

Case Number \_\_\_\_\_

### Plaintiff(s)

| Last | First | Middle I. | Suffix | Prefix |
|------|-------|-----------|--------|--------|
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |

### Defendant(s)

| Last | First | Middle I. | Suffix | Prefix |
|------|-------|-----------|--------|--------|
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |

Plaintiff's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented ☐

Check one case type and, if applicable, one sub-type in one box.

### General Civil Cases

- ☐ Automobile Tort
- ☐ Civil Appeal
- ☐ Contract
- ☐ Contempt/Modification/Other Post-Judgment
- ☐ Garnishment
- ☐ General Tort
- ☐ Habeas Corpus
- ☐ Injunction/Mandamus/Other Writ
- ☐ Landlord/Tenant
- ☐ Medical Malpractice Tort
- ☐ Product Liability Tort
- ☐ Real Property
- ☐ Restraining Petition
- ☐ Other General Civil

### Domestic Relations Cases

- ☐ Adoption
- ☐ Contempt
  - ☐ Non-payment of child support, medical support, or alimony
- ☐ Dissolution/Divorce/Separate Maintenance/Alimony
- ☐ Family Violence Petition
- ☐ Modification
  - ☐ Custody/Parenting Time/Visitation
- ☐ Paternity/Legitimation
- ☐ Support – IV-D
- ☐ Support – Private (non-IV-D)
- ☐ Other Domestic Relations

- ☐ Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

\_\_\_\_\_  
Case Number

\_\_\_\_\_  
Case Number

- ☐ I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

- ☐ Is a foreign language or sign-language interpreter needed in this case? If so, provide the language(s) required.

\_\_\_\_\_  
Language(s) Required

- ☐ Do you or your client need any disability accommodations? If so, please describe the accommodation request.

\_\_\_\_\_  
\_\_\_\_\_

## General Civil and Domestic Relations Case Disposition Form Instructions

1. Provide the class of court and county in which the case is being disposed.
2. Provide the plaintiff's and defendant's names.
3. Provide the reporting party who is the individual completing the form.
4. Provide the attorneys' names and Bar numbers. If parties represented themselves, provide their names and check the self-represented box.
5. Provide the manner of disposition by checking the appropriate box. See below for definitions.
6. Provide an answer to the three questions by checking the appropriate boxes.

### Manner of Disposition Definitions

**Jury Trial:** Cases in which a jury is impaneled to determine the issues of fact in the case. A jury trial should be counted when the jury has been sworn, regardless of whether a verdict is reached.

**Bench/Non-Jury Trial:** Cases in which a judge or judicial officer is assigned to determine both the issues of fact and law in the case. A bench/non-jury trial should be counted when the first evidence is introduced, regardless of whether a judgment is reached.

**Non-Trial Disposition:** Cases in which the disposition does not involve either a jury trial or a bench trial.

**Alternative Dispute Resolution:** If a case was disposed of via a non-trial disposition and the method of disposition was alternative dispute resolution. **If this box is checked, then then Non-Trial Disposition box must also be checked.** Only check if the whole case was resolved via alternative dispute resolution.

## General Civil and Domestic Relations Case Disposition Information Form

☐ Superior or ☐ State Court of \_\_\_\_\_ County

### For Clerk Use Only

Date Disposed \_\_\_\_\_  
MM-DD-YYYY

Case Number \_\_\_\_\_

Case Style \_\_\_\_\_

### Plaintiff(s)

| Last | First | Middle I. | Suffix | Prefix |
|------|-------|-----------|--------|--------|
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |

### Defendant(s)

| Last | First | Middle I. | Suffix | Prefix |
|------|-------|-----------|--------|--------|
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |
| ____ | ____  | ____      | ____   | ____   |

Reporting Party \_\_\_\_\_

Plaintiff's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented ☐

Defendant's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented ☐

### Manner of Disposition Check Only One

- ☐ Jury Trial  
☐ Bench/Non-Jury Trial  
☐ Non-Trial Disposition  
☐ Alternative Dispute Resolution

- ☐ Check if any party was self-represented at any point during the life of the case.
- ☐ Check if the court ordered an interpreter for any party, witness, or other involved individual.
- ☐ Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?





## SUPREME COURT OF GEORGIA

Atlanta, April 11, 2019

The Honorable Supreme Court met pursuant to adjournment.

The following order was passed.

In accordance with the September 1, 2016, order establishing the Standing Committee on Judicial Workload Assessment, it is hereby ordered that the following members of the Standing Committee on Judicial Workload be appointed for terms ending June 30, 2022:

Chief Judge David T. Emerson, Douglas Judicial Circuit (Chair)  
Judge Russell W. Smith, Mountain Judicial Circuit (Vice Chair)

**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.

*Theresa A. Barnes* Clerk



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### Memorandum

TO: Judicial Council of Georgia  
FROM: Standing Committee on Court Reporting Matters  
Christopher McFadden, Chair  
RE: Report of the Standing Committee on Court Reporting Matters  
DATE: April 5, 2019

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The Standing Committee on Court Reporting Matters met on March 22, 2019, to review nominations to the Board of Court Reporting, review changes to the Board of Court Reporting's bylaws, and for other purposes. The makes the following recommendations to the Council.

#### Changes to the Board of Court Reporting Bylaws

On November 30, 2018, the Board of Court Reporting approved changes to its Bylaws. On March 22, 2019, the Standing Committee on Court Reporting Matters approved those Bylaws with amendments. The changes to the Bylaws include the following.

Article I, Section 2, Subsection b: The phrase "develop and conduct examinations necessary to measure minimum proficiency among those individuals desiring to practice court reporting in Georgia" was changed to "approve examinations necessary to measure standardized proficiency for those individuals desiring to practice court reporting in Georgia."

Article II, Section 1: The term limits for members was changed from two terms to four terms. Each term will continue to be two years.

Article V, Section 3: Participation via electronic means (online and telephone) is now explicitly allowed.

Other changes included include grammatical and cosmetic changes.

A final version of the Bylaws are included after this report. The Committee now recommends the Bylaws to the Council for approval.

## **Nominations to the Board of Court Reporting**

Pursuant to OCGA §15-14-24, please find a synopsis of prospective candidates for the Board of Court Reporting seeking to fill the open seats for the two-year term of office, effective July 1, 2019. The vacancies are comprised of three certified court reporters, a member of the judiciary, and a member of the bar. Prospective applicants must possess at least five years of experience in the prescribed disciplines to qualify for a seat. The Standing Committee on Court Reporting Matters recommends all candidates by appointed to the Board.

### **CERTIFIED COURT REPORTERS**

**Kate Cochran, CCR:** A ten-year veteran, Ms. Cochran first started her professional career after receiving a Bachelor's degree from Georgia State University followed by graduation from Brown College of Court Reporting. Upon attaining her Registered Professional Reporter certification, Ms. Cochran began her reporting career under the tutelage of Linda Ruggeri at JPA Reporting. After gaining some experience and competency in the deposition world, she worked freelance for locally owned court reporting agencies. In 2016, Ms. Cochran furthered her skills by learning how to provide Communication Access Real-Time (CART). NEW APPOINTMENT.

**Daniel Gershwin, CCR:** Mr. Gershwin has been a freelance court reporter since 1985. In 1985, he was the first court reporter hired by Wheeler Reporting Company in Atlanta, where he helped grow the business to add ten court reporters. In 2002, he left to start his own freelance court reporting firm in Atlanta. He attended Brown College of Court Reporting from 1983 to 1985 and worked at the school as Night School Director/Administrator from 1984 to 1985. He has served on the board of the Georgia Shorthand Reporters Association. REAPPOINTMENT.

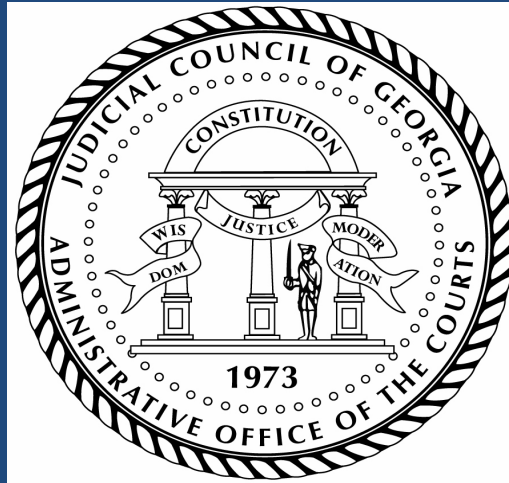
**Randi Strumlauf, CCR:** Ms. Strumlauf has served the Metro Atlanta legal community for over 30 years as a paralegal and, for the past 14 years, a certified court reporter. She has nine years' experience as an official court reporter in Gwinnett County Superior Court and another nine years as a freelance court reporter. Ms. Strumlauf previously served as Vice Chair of the Georgia Court Reporters Training Council for two terms. REAPPOINTMENT.

### **MEMBER OF THE JUDICIARY**

**The Honorable John Kent Edwards, Jr. Chief Judge, Lowndes County:** Judge Edwards has served as the judge of the Lowndes County State Court since 2006. He also served as a solicitor and as a municipal court judge for the city of Valdosta. Judge Edwards serves on the Council of State Court Judges Executive Committee as the District 3 Representative and is Chair of the New Judges Education Committee. He is a graduate of Wake Forest University (BA, 1989) and the Walter F. George School of Law at Mercer University (JD, 1992). He served as vice-chair of the Board of Court Reporting from 2015-2017 and is the current Chair of the Board. REAPPOINTMENT.

## **MEMBER OF THE STATE BAR**

**Frederic J. Bold, Jr. Esq.:** Mr. Bold handles complex, high-stakes trial, and appellate business litigation, specializing in contract, fraud, and business tort matters. Before joining Bondurant Mixson & Elmore, LLP, Mr. Bold served as a law clerk to Judge J.L. Edmondson on the United States Court of Appeals for the Eleventh Circuit. Mr. Bold received his law degree, magna cum laude, from the University of Pennsylvania Law School, where he served as an editor of the Law Review and as president of the Federalist Society. Before law school, Mr. Bold worked as an investment banking analyst in the Healthcare Corporate Finance Group at Wachovia Securities. Mr. Bold received his undergraduate degree in politics and economics, magna cum laude, from Davidson College. He also received a Master of Divinity degree from Princeton Theological Seminary, where he graduated near the top of his class. REAPPOINTMENT.



# **Judicial Council of Georgia.**

Board of Court Reporting

## **Bylaws**

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**Board of Court Reporting  
Of the Judicial Council of Georgia**

**BYLAWS**

**ARTICLE I: Name and Purpose**

**Section 1.** This Board shall be known as the Board of Court Reporting of the Judicial Council of Georgia.

**Section 2.** The purpose of this Board shall be to act in aid of the judiciary to ensure minimum proficiency in the practice of court reporting in this state and to specifically:

- (a) establish rules and regulations to effectively carry out the provisions of the Georgia Court Reporting Act (O.C.G.A. §15-14-20 through §15-14-35);
- (b) approve examinations necessary to measure standardized proficiency for those individuals desiring to practice court reporting in Georgia;
- (c) provide a mechanism for continuing education of court reporters certified under the Court Reporting Act;
- (d) to make recommendations to the Judicial Council of Georgia concerning problems and needed improvements for the establishment of an equitable fee schedule for official court reporters in Georgia;
- (e) to take other actions authorized under the Georgia Court Reporting Act to ensure that the practice of court reporting in the courts of Georgia is an integral part of an effective judicial system.

**ARTICLE II: Membership**

**Section 1.** The membership of the Board of Court Reporting of the Judicial Council shall be composed of nine members; five members to be certified court reporters; two members to be representatives from the State Bar of Georgia, who are practicing attorneys in good standing; and two members from the judiciary, one to be a superior court judge and one to be a state court judge. All members shall be appointed by the Judicial Council of Georgia for a term of two years, except that a person appointed by the Judicial Council to fill a vacancy on the Board of a member who resigns or is unable to complete his or her term, shall serve for the remainder of the term of the member originally appointed. The superior court judge, one practicing attorney, and two court reporter members shall be appointed in even-numbered years, and the state court judge, one practicing attorney, and three court reporter members shall be appointed in odd-numbered years. The Judicial Council shall fill vacancies on the Board at any time. All members are limited to serve no more than four terms.

**ARTICLE III: Officers and their Duties**

**Section 1.** The officers of the Board shall be a chair, vice-chair, and secretary.

**Section 2.** Chair. The Chair shall call the meetings, notify the members as required, preside at all meetings, name committees, represent the Board concerning releases to the media and in dealing with private or governmental agencies, and perform such other duties and acts as usually pertaining to the office.

**Section 3. Vice-Chair.** The Vice-Chair shall preside at meetings of the Board in the absence of the Chair. Upon the death, resignation, or during the disability of the Chair, the Vice-Chair shall perform the duties of the Chair for the remainder of the Chair's term or until a replacement shall have been elected or until the disability ends, whichever first occurs.

**Section 4. Secretary.** The Secretary of the Board shall be the Director of the Administrative Office of the Courts and shall be the custodian of all papers, documents, and other property of the Board, including money. The Secretary shall keep an accurate record of all proceedings of all meetings of the Board; shall keep an accurate record of all monies appropriated to, collected and expended for the use of the Board; and shall assist in the preparation of all notices, correspondence, policy statements, and opinions of the Board as directed. The Secretary shall serve in an *ex officio* capacity and shall not have a vote in Board activities. Also, the Secretary shall perform all other duties as may be assigned, either by the Board or by the Judicial Council.

#### **ARTICLE IV: Nomination and Election of Officers**

**Section 1.** The Board shall, at the first meeting after July 1 of each year, elect from its members a Chair and Vice-Chair who shall serve until the first meeting following July 1 of the succeeding year or until new officers are elected. The Secretary shall be the Director of the Administrative Office of the Courts.

**Section 2.** The Secretary shall establish the dates for the first meeting of any new Board appointed by the Judicial Council and said first meeting shall occur within 30 days after the effective date of appointment of the new members.

#### **ARTICLE V: Meetings**

**Section 1.** Meetings of the Board shall be at such time and place as the Chair may determine or upon written request of three members. The Board shall, in any event, meet no less than four times per year. Notices of all meetings shall be given by the Chair at least seven days in advance thereof. Notice shall include the time and place of said meeting.

**Section 2.** A majority of the voting members then on the Board shall constitute a quorum.

**Section 3.** All binding action of the Board shall be by a majority vote of the members present and voting. Participation by a voting member via conference call shall constitute presence for all purposes in these bylaws. The Chair shall be a voting member but shall exercise a vote only in the case of a tie vote on an issue.

#### **ARTICLE VI: Committees**

**Section 1.** There shall be an Executive Committee composed of the Chair, Vice-Chair and one other board member selected by the full Board. The Executive Committee shall have general supervisory charge of the affairs of the Board in the interim between meetings subject to general policy guidelines which may be established by the full Board.

**Section 2.** It shall be the privilege of the chair to name such other committees as shall from time to time be required. Members of such committees shall serve during the term of, and at the pleasure of, the Chair.

## **ARTICLE VII: Miscellaneous Provisions**

**Section 1.** Agendas for meetings shall be the responsibility of the Chair and shall be mailed to all members at least seven days in advance of scheduled meetings. Members who desire to have an item placed on the meeting agenda should communicate this to the Chair 30 days before the next scheduled meeting. Failure to have an item included on the agenda, however, does not exclude it from consideration at the scheduled meeting.

**Section 2.** These bylaws may be amended at any meeting of the Board by a majority vote of the full membership, subject to ratification by the Judicial Council. Provided, however, that notice of said changes to the bylaws must have been mailed to all Board members at least seven days in advance of the meeting date.

**Section 3.** Members of the Board shall maintain the policies and direction of the Board as a whole in their contacts with the media, other state agencies, and the general public.



## **Board of Court Reporting of the Judicial Council of Georgia Officers and Committees**

### **Nomination and Election of Officers**

The Board shall elect a chair and vice-chair who shall serve until the first meeting following July 1 of the succeeding year or until new officers are elected. The secretary shall establish the dates for the first meeting of any new Board appointed by Judicial Council and said first meeting shall occur within 30 days after the effective date of appointment of the new members.

### **Executive Committee**

The committee shall have supervisory charge of the affairs of the board in the interim between meetings subject to general policy guidelines established by the full board. The membership of the Executive Committee consists of the Chair, Vice-Chair, and Member-at-Large that generally represents each classification of court officers appointed to the Board.

### **Board Committees**

The Chair creates standing committees as needed. Members of each shall serve during the term of, and at the pleasure of, the chair.

#### **A. Certification**

The purpose of this committee is to establish court reporting standards and criteria; promote the role of the Board and its mission; and mandate continuing education requirements. Additionally, the committee will implement policies for licensure, firm registration, and professional development (see below).

*Licensure and Registration Policies:* Oversee the certification rules and regulations, which include, but are not limited to testing protocol, renewal of certificate, and annual firm registration requirements.

*Professional Development:* Serve as liaison to the Board of Court Reporters Training Council (BCRTC) and assist with the planning and coordination of the Learning Essentials About Professionalism (LEAP) seminar. Members may attend BCTRC meetings, facilitate seminars authorized by the Board, and provide recommendations for training requirements.

#### **B. Publicity**

The primary function is to assist with drafting articles for official publications, i.e., the *Board Brief*, in addition to communicating events and activities to the Board and its stakeholders. Chair serves as liaison the national and state court reporters associations, and seek different methods to improve communications pathways with court reporting community. The Executive Committee approves any responses made to the news and print media. The Judicial Council Administrative Office of the Courts, under the direction of the Director and Board Secretary, responds to news and print media inquiries received by staff.

C. Rules and Opinions

Maintain the rules and regulations governing the court reporting profession and recommend advisory opinions from inquiries on the Code of Professional Ethics, statutes, rules or regulations governing court reporting (see below). The Board recommends advisory opinions and rules and regulations for approval by Judicial Council.

*Regulatory:* Ensures accurate and relevant information located in the Georgia Certified Court Reporters Resource Guide that includes suggested revisions and updates to the rules and regulations, opinions, code sections, case law, appellate rules, fee schedule, and retention schedules.

*Opinions:* Provides for interpretation to the Georgia Court Reporting Act, the Board's Rules and Regulations, Code of Professional Ethics, the fee schedule, opinions, case law, or any related constitutional or court rule related to court reporting or the court record.



## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### Memorandum

TO: The Judicial Council of Georgia

FROM: Justice Sarah Hawkins Warren, Chair, Judicial Council Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government

RE: Judicial Council Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government Report

DATE: April 17, 2019

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The Judicial Council Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government (“Committee”) was established by Order of Chief Justice Harold D. Melton on February 13, 2019. The Order directs the Committee “to research, examine, and evaluate best practices and encourage each class of court, and corresponding court councils, to establish and maintain policies to: (1) provide every judge and employee with training that addresses the various forms of workplace harassment, including sexual harassment, and related intimidation and reprisal that are prohibited by law; and (2) establish procedures for recognizing and responding to harassment and harassment complaints.” The Committee is comprised of a representative appointed from each class of court and four non-voting advisory members.

The Committee held its first meeting Thursday, April 11, 2019 in Atlanta, Georgia. Ms. Rebecca Sullivan, Committee Advisory Member and Assistant Commissioner and General Counsel for the Georgia Department of Administrative Services, presented on the Executive Branch’s Sexual Harassment Prevention Program. The newly developed program was established at the direction of Governor Brian Kemp in an Executive Order dated January 14, 2019. The Executive Order called for the development of a statewide sexual harassment policy, procedures for investigating allegations of sexual harassment, and training for Executive branch employees.

The Committee engaged in preliminary discussions about the development of similar policies and protocols for judges and court employees. Understanding the complexity and hybrid composition of the courts and their employees (i.e., that in many courthouses, some employees are state employees and others are county employees), a subcommittee plans to gather and review examples of sexual harassment policies that currently govern court councils and county employees. A second subcommittee will research, gather, and review sexual harassment policies that currently govern federal courts and other federal agencies. After evaluating relevant policies,

the Committee aims to compile the most relevant example policies and best practices. The Chief Justice has asked the Committee to present recommendations to the Judicial Council for its consideration. The Committee will exist until December 31, 2019.

The next Committee meeting will be held in June 2019.



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

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

### **Judicial Council Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government**

In accordance with the bylaws of the Judicial Council of Georgia, ad hoc committees exist to address issues of limited scope and duration, and the Judicial Council Chair shall create and charge ad hoc committees as are necessary to conduct the business of the Judicial Council.

Therefore, I hereby establish the Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government to address the recommendations contained in Resolution 2 of the Conference of Chief Justices<sup>1</sup> and the Executive Order issued by State of Georgia Governor Brian Kemp on January 14, 2019.<sup>2</sup> Specifically, this Ad Hoc Committee will convene to research, examine, and evaluate best practices and encourage each class of court, and corresponding court councils, to establish and maintain policies to: (1) provide every judge and employee with training that addresses the various forms of workplace harassment, including sexual harassment, and related intimidation and reprisal that are prohibited by law; and (2) establish procedures for recognizing and responding to harassment and harassment complaints.

The following members are hereby appointed to the Ad Hoc Committee to Prevent Sexual Harassment in the Judicial Branch of Government:

- Justice Sarah Hawkins Warren, Supreme Court of Georgia, Chair
- Judge Carla McMillian, Court of Appeals of Georgia
- Judge Horace J. Johnson, Jr., Superior Court, Alcovy Judicial Circuit
- Judge Dax E. Lopez, State Court of DeKalb County
- Judge Maureen E. Wood, Juvenile Court, Rockdale Judicial Circuit
- Judge TJ Hudson, Probate Court of Treutlen County
- Chief Judge Joyette Holmes, Magistrate Court of Cobb County
- Judge Matthew McCord, Municipal Court of Stockbridge

Committee membership may include advisory members appointed, as needed, by the Ad Hoc Committee Chair. Advisory members may be heard but shall not be entitled to vote. The

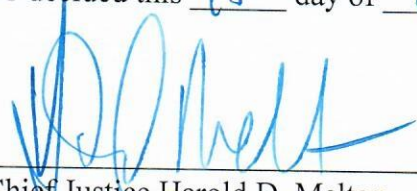
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<sup>1</sup> Conference of Chief Justices, Resolution 2 "In Support of Commitment to Awareness and Training on Workplace Harassment in the Judicial Branch," adopted as proposed by the CCJ Board of Directors at the Midyear Meeting on January 31, 2018.

<sup>2</sup> Governor Brian P. Kemp, Resolution 01.14.19.02 "Preventing Sexual Harassment in the Executive Branch of Government."

Administrative Office of the Courts shall provide staff support to this Committee and notify the judiciary of the creation of the aforementioned Committee. Recommendations of this Committee shall be presented to the Judicial Council for consideration. The Committee will exist from the date of this order until December 31, 2019.

So decided this 13<sup>th</sup> day of February, 2019.



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Chief Justice Harold D. Melton  
Chair, Judicial Council of Georgia

**DESCRIPTION OF GRANT PROGRAM**  
**OFFICIAL COMPILATION OF THE RULES AND REGULATIONS**  
**OF THE STATE OF GEORGIA**  
**OFFICE OF THE SECRETARY OF STATE**

- I. Name of Grant Program: Civil Legal Services to Kinship Care Families in Georgia (Short name: Kinship Care Project).
- II. Legal Authority: O.C.G.A. §15-5-24 and Supreme Court of Georgia Order of January 15, 1981 relating to the duties of the Judicial Council/Administrative Office of the Courts.
- III. Definition: This is a statewide project designed to provide civil legal services to kinship caregivers and children living with caregivers who need support to maintain stable homes and care.
- IV. Scope: Kinship care refers to full-time, non-parental care of children by grandparents, relatives, and sometimes family friends, without the assistance of parents.<sup>1</sup> Studies show that the benefits of kinship care are substantial. A Georgia House of Representatives study committee noted that “[k]inship care families provide a safe, stable, and nurturing home for children suffering from the trauma of parental separation and other hardship.”<sup>2</sup> It is estimated that informal kinship caregivers save U.S. taxpayers \$4 billion annually by caring for children who would otherwise fall into state custody.<sup>3</sup> Many kinship families are low-income households and face complex issues. Relatives and other caregivers often struggle to care and provide for new members of the household, who often arrive in their care following trauma or crisis. This Project will provide civil legal services to this target population to help caregivers create safer and more sustainable households and equip caregivers with resources to stabilize the lives of the children in their care.
- V. Purpose: The purpose of this project is to provide civil legal assistance to kinship care families. Such legal assistance helps keep at risk children out of the foster care system and supports them in homes by providing holistic civil legal representation. Legal services can help secure legal custody, financial benefits, healthcare support, educational support, and safe housing.

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<sup>1</sup> *Private Kinship Care: An Underutilized Child Welfare Resource*, Testimony of the National Committee of Grandparents for Children’s Rights and the Empire Justice Center for the June 16, 2011 Ways and Means Hearing Record on Improving Programs Designed to Protect at Risk Youth, available at <https://empirejustice.org/wp-content/uploads/2017/12/private-kinship-care.pdf>

<sup>2</sup> Final Report of the Georgia House of Representatives Study Committee on Grandparents Raising Grandchildren and Kinship Care, 2015, Report prepared by the Georgia House Budget and Research Office, available at [http://www.house.ga.gov/Documents/CommitteeDocuments/2015/Report%20of%20the%20House%20Study%20Committee%20on%20Kinship%20Care\\_signed.pdf](http://www.house.ga.gov/Documents/CommitteeDocuments/2015/Report%20of%20the%20House%20Study%20Committee%20on%20Kinship%20Care_signed.pdf)

<sup>3</sup> Id.

#### A. Eligible Services

Eligible civil legal services for kinship families include:

1. Formalizing the relationship between the child and the kinship caregiver;
2. Services related to the family's economic security and stability including housing issues, employment-related issues, problems with access to education, and health care.
3. Helping families access home, school, and community-based support for children who are living with disabilities; and
4. Helping families with estate planning to protect the child's stability if the kinship caregiver passes away.

#### B. Excluded Services

Certain services are specifically excluded from this program, including:

1. Class action suits;
2. Criminal defense;
3. Deportation proceedings;
4. Juvenile delinquency;
5. Indirect legal services such as attorney training;
6. Matters to be adjudicated in courts outside of Georgia; and
7. Other proceedings not related to the safety, stability, or economic security of the at-risk child or kinship care family.

#### C. Eligible Clients

Eligible clients are kinship care families in need civil legal services related to the safety, stability, or economic security of the child or kinship care family.

#### D. Eligible Grantees

1. Eligible grantees for these funds are non-profit corporations registered and in good standing with the State of Georgia with at least ten years of experience providing kinship legal services or similar civil legal services in the State.
2. Recipients must also demonstrate they have the personnel and expertise necessary to deliver the services required, that their service delivery structure can adequately provide coverage throughout the geographical area for which the services are proposed, and that they have sufficient administrative



recordkeeping capabilities to fulfill reporting requirements necessary for the evaluation of these projects.

3. Community partnerships are critical to achieving success with this program. The applicants must show broad community support and the support and cooperation of local programs. Letters of support or other evidence establishing these relationships should accompany applications.

VI. General Terms and Conditions: Grants will be awarded for a one-year term. Each of Georgia's forty-nine circuits will be included. The amount of funds available for distribution to grantees may change each year based on the amount of funds appropriated to the Judicial Council/Administrative Office of the Courts and the cost of the administrative oversight of these funds. The grant awards are generally announced in July.

Grantees will be required to report to the Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist kinship care families throughout Georgia. The required reporting form is supplied by the Administrative Office of the Courts and will be posted at [www.grants.georgiacourts.gov](http://www.grants.georgiacourts.gov)

VII. Criteria for the Award of Grants: The total poverty population in each county served by the grant recipient will be considered. This number is based on the most current estimates from the U. S. Census Bureau.

In no event shall a grantee provide legal services to a client whose income exceeds 200% of the federal poverty guidelines. Special needs categories (such as homelessness, or rural counties with fewer than ten attorneys) will also be considered.

VIII. Directions and Deadlines for Application: Applications for grant funds **must be submitted via email** to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

Comments may be submitted to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

**Legal Assistance Project  
Providers of Civil Legal Services to Kinship Care Families  
Grant Application Instructions**

**Award Period**

July 1, 2019 – June 30, 2020

**Deadline**

All applications are due by 11:59 p.m. on May 15, 2019

The Georgia General Assembly appropriated funds to the Judicial Council of Georgia for a grant to provide civil legal services to kinship care families. The Judicial Council has adopted general guidelines to govern the granting of these funds. It has also delegated to its Judicial Council Standing Committee on Grants the duty of accepting and evaluating grant applications and awarding grants.

The Committee on Grants plans to award these funds as part of a pilot program starting July 1, 2019. Seventy-five percent of the grant funds will be awarded pursuant to the poverty population guidelines, which is based on the most current estimates from the U.S. Census, and twenty-five percent of the grant funds will be awarded to special needs areas. Grant proposals will be considered from non-profit providers with ten or more years of providing civil legal services to kinship care families or similar services. Providers may apply for funds from both categories.

The full description of the grant program and the formula to calculate the poverty population grant amount are attached and we urge you to read them before applying.

Applications must include the following:

Cover page: The cover page for your application should include the title of the program, the name and address of the agency submitting the application, the name and address of the agency contact person, the amount requested, the agency's tax ID number, and the month the agency's fiscal year ends.

Introduction: A description of the agency and the establishment of eligibility for applying for and carrying out the grant.

Program Narrative: The application must describe exactly how the agency will implement and address specific program requirements (i.e., special need categories). The program narrative (including the introduction and evaluation) should be no more than 8 double-spaced pages with one-inch margins. Pages should be numbered. The type-size must be at least 12 point.

Evaluation: The application should describe exactly how the activity and its effectiveness will be monitored, measured, and reported. No grants will be made unless the Committee has approved the evaluation process. Grantees will be required to report to the Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist kinship

care families throughout Georgia. The required reporting form is supplied by the Administrative Office of the Courts and will be posted at [www.grants.georgiacourts.gov](http://www.grants.georgiacourts.gov).

Grantees will be required to demonstrate how the civil legal services benefited clients including whether the services prevented children from entering foster care.

**Budget:** The application should include a budget narrative and budget for the grant. The budget should list the amount requested, the category (i.e., attorneys, specific services to provide), how the budget will be managed, any in-kind contributions to the program, and define direct and indirect costs. The budget narrative should explain each line item of the budget. If the agency previously received a grant from the Committee, any outstanding balance should be indicated. Furthermore, the agency's total budget and other sources of funding should be listed.

**Funding Limitations:** Please refer to the grant description for permitted uses of the grant funds.

**Letters of Support:** The agency must submit letters of support and cooperation with the application. These letters may be from local programs and community partners which provide services for kinship care families and children. Letters from judges and members of the General Assembly are also helpful. Agencies should limit the amount of letters of support to no more than 5 letters per application.

**Non-profit Status:** Agencies must attach a copy of the IRS letter indicating non-profit status, a statement indicating that they are registered and in good standing with the State of Georgia for 2019, and utilize E-Verify.

**Submission:** Applications must be submitted electronically as a PDF file to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

**Deadline:** Applications and attachments must be submitted electronically by 11:59 p.m. on **May 15, 2019**.

***Please note:*** Grant funds are appropriated by the State of Georgia and award amounts are subject to change, without prior notice, based on state budget amendments. Should additional funds be appropriated for fiscal year 2020, grantees will be invited to adjust their budgets to apply for the additional funds.

If you have questions, please email us at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or call (404) 656-5171.

## LEGAL SERVICES TO PROVIDERS OF KINSHIP CARE

### FORMULA TO CALCULATE POVERTY POPULATION GRANT AMOUNT

Total poverty population in county(ies) served by grant applicant ÷  
Total persons in poverty in Georgia (see poverty population estimates chart) = % of persons in poverty in the county(ies).

Allocated grant amount × % of persons in poverty in the county(ies) = Amount allowed under grant formula

Example: Domestic Violence Shelter serves Glynn and McIntosh counties

Glynn county poverty population = 15,773

McIntosh county poverty population = 2,829

Total poverty population in county(ies) served by grant applicant: 18,602

$18,602 \div 1,679,030$  (total persons in poverty in GA) = .011079

$.011079 \times \$272,812.50$  (**75% of total available grant amount**) = \$3,022 (rounded)

**Note:** 75% of the available grant funds are used for awards based upon the poverty population estimates. The total amount of the available grant is \$363,750 and 75% is \$272,812.50 (the remaining \$90,937.50 is awarded to grantees serving special need categories). See the grant notice for more information or contact the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

**Georgia Poverty Population Estimates**

| <b>County</b>  | <b>Below Poverty Level</b> | <b>County</b>              | <b>Below Poverty Level</b> | <b>County</b>                                       | <b>Below Poverty Level</b> | <b>County</b>              | <b>Below Poverty Level</b> |
|--|----------------------------|----------------------------|----------------------------|---|----------------------------|----------------------------|----------------------------|
| Appling County, Georgia  | 4,435                      | Dade County, Georgia       | 2,619                      | Jefferson County, Georgia                           | 4,162                      | Richmond County, Georgia   | 46,692                     |
| Atkinson County, Georgia   | 2,262                      | Dawson County, Georgia     | 2,729                      | Jenkins County, Georgia                             | 2,720                      | Rockdale County, Georgia   | 14,232                     |
| Bacon County, Georgia  | 2,466                      | Decatur County, Georgia    | 6,233                      | Johnson County, Georgia                             | 2,037                      | Schley County, Georgia     | 1,148                      |
| Baker County, Georgia  | 634                        | DeKalb County, Georgia     | 127,299                    | Jones County, Georgia                               | 4,001                      | Screven County, Georgia    | 3,092                      |
| Baldwin County, Georgia  | 11,610                     | Dodge County, Georgia      | 4,229                      | Lamar County, Georgia                               | 3,525                      | Seminole County, Georgia   | 2,149                      |
| Banks County, Georgia  | 2,629                      | Dooly County, Georgia      | 2,837                      | Lanier County, Georgia                              | 2,875                      | Spalding County, Georgia   | 13,624                     |
| Barrow County, Georgia   | 9,829                      | Dougherty County, Georgia  | 26,759                     | Laurens County, Georgia                             | 12,683                     | Stephens County, Georgia   | 4,504                      |
| Bartow County, Georgia   | 14,417                     | Douglas County, Georgia    | 19,690                     | Lee County, Georgia                                 | 3,281                      | Stewart County, Georgia    | 1,640                      |
| Ben Hill County, Georgia   | 5,139                      | Early County, Georgia      | 2,812                      | Liberty County, Georgia                             | 9,931                      | Sumter County, Georgia     | 9,560                      |
| Berrien County, Georgia  | 4,445                      | Echols County, Georgia     | 1,130                      | Lincoln County, Georgia                             | 1,773                      | Talbot County, Georgia     | 1,070                      |
| Bibb County, Georgia   | 39,473                     | Effingham County, Georgia  | 5,405                      | Long County, Georgia                                | 3,530                      | Taliaferro County, Georgia | 571                        |
| Bleckley County, Georgia   | 2,591                      | Elbert County, Georgia     | 4,246                      | Lowndes County, Georgia                             | 27,410                     | Tattnell County, Georgia   | 4,553                      |
| Brantley County, Georgia   | 3,970                      | Emanuel County, Georgia    | 6,329                      | Lumpkin County, Georgia                             | 6,052                      | Taylor County, Georgia     | 2,285                      |
| Brooks County, Georgia   | 3,641                      | Evans County, Georgia      | 2,657                      | McDuffie County, Georgia                            | 5,503                      | Telfair County, Georgia    | 3,608                      |
| Bryan County, Georgia  | 4,897                      | Fannin County, Georgia     | 3,806                      | McIntosh County, Georgia                            | 2,829                      | Terrell County, Georgia    | 3,047                      |
| Bulloch County, Georgia  | 20,153                     | Fayette County, Georgia    | 6,907                      | Macon County, Georgia                               | 3,364                      | Thomas County, Georgia     | 8,580                      |
| Burke County, Georgia  | 6,504                      | Floyd County, Georgia      | 16,774                     | Madison County, Georgia                             | 4,977                      | Tift County, Georgia       | 10,725                     |
| Butts County, Georgia  | 4,892                      | Forsyth County, Georgia    | 13,643                     | Marion County, Georgia                              | 1,952                      | Toombs County, Georgia     | 6,532                      |
| Calhoun County, Georgia  | 1,474                      | Franklin County, Georgia   | 5,503                      | Meriwether County, Georgia                          | 4,735                      | Towns County, Georgia      | 1,516                      |
| Camden County, Georgia   | 6,413                      | Fulton County, Georgia     | 156,519                    | Miller County, Georgia                              | 1,332                      | Treutlen County, Georgia   | 1,347                      |
| Candler County, Georgia  | 3,341                      | Gilmer County, Georgia     | 5,520                      | Mitchell County, Georgia                            | 5,438                      | Troup County, Georgia      | 14,430                     |
| Carroll County, Georgia  | 20,705                     | Glascok County, Georgia    | 339                        | Monroe County, Georgia                              | 3,415                      | Turner County, Georgia     | 2,137                      |
| Catoosa County, Georgia  | 7,045                      | Glynn County, Georgia      | 15,773                     | Montgomery County, Georgia                          | 1,593                      | Twiggs County, Georgia     | 2,244                      |
| Charlton County, Georgia   | 2,719                      | Gordon County, Georgia     | 10,466                     | Morgan County, Georgia                              | 2,374                      | Union County, Georgia      | 2,788                      |
| Chatham County, Georgia  | 47,119                     | Grady County, Georgia      | 6,284                      | Murray County, Georgia                              | 7,026                      | Upson County, Georgia      | 5,817                      |
| Chattahoochee County, Georgia  | 1,139                      | Greene County, Georgia     | 3,623                      | Muscogee County, Georgia                            | 41,295                     | Walker County, Georgia     | 11,523                     |
| Chattooga County, Georgia  | 5,152                      | Gwinnett County, Georgia   | 107,267                    | Newton County, Georgia                              | 17,328                     | Walton County, Georgia     | 11,200                     |
| Cherokee County, Georgia   | 22,072                     | Habersham County, Georgia  | 7,114                      | Oconee County, Georgia                              | 2,476                      | Ware County, Georgia       | 8,240                      |
| Clarke County, Georgia   | 38,618                     | Hall County, Georgia       | 30,634                     | Oglethorpe County, Georgia                          | 2,543                      | Warren County, Georgia     | 1,427                      |
| Clay County, Georgia   | 1,230                      | Hancock County, Georgia    | 1,804                      | Paulding County, Georgia                            | 14,716                     | Washington County, Georgia | 5,074                      |
| Clayton County, Georgia  | 58,701                     | Haralson County, Georgia   | 5,064                      | Peach County, Georgia                               | 4,685                      | Wayne County, Georgia      | 5,863                      |
| Clinch County, Georgia   | 2,641                      | Harris County, Georgia     | 2,382                      | Pickens County, Georgia                             | 2,964                      | Webster County, Georgia    | 509                        |
| Cobb County, Georgia   | 79,127                     | Hart County, Georgia       | 4,642                      | Pierce County, Georgia                              | 3,994                      | Wheeler County, Georgia    | 1,780                      |
| Coffee County, Georgia   | 9,348                      | Heard County, Georgia      | 1,975                      | Pike County, Georgia                                | 2,148                      | White County, Georgia      | 4,981                      |
| Colquitt County, Georgia   | 11,444                     | Henry County, Georgia      | 24,638                     | Polk County, Georgia                                | 7,781                      | Whitfield County, Georgia  | 19,710                     |
| Columbia County, Georgia   | 12,269                     | Houston County, Georgia    | 24,745                     | Pulaski County, Georgia                             | 2,143                      | Wilcox County, Georgia     | 1,491                      |
| Cook County, Georgia   | 4,099                      | Irwin County, Georgia      | 2,204                      | Putnam County, Georgia                              | 3,425                      | Wilkes County, Georgia     | 2,595                      |
| Coweta County, Georgia   | 15,900                     | Jackson County, Georgia    | 7,898                      | Quitman County, Georgia                             | 488                        | Wilkinson County, Georgia  | 2,112                      |
| Crawford County, Georgia   | 2,207                      | Jasper County, Georgia     | 2,623                      | Rabun County, Georgia                               | 3,259                      | Worth County, Georgia      | 4,447                      |
| Crisp County, Georgia  | 7,025                      | Jeff Davis County, Georgia | 3,079                      | Randolph County, Georgia                            | 2,449                      |                            |                            |
|  |                            |                            |                            |   |                            |                            |                            |
|  |                            |                            |                            | <b>Total Poverty Population Estimate: 1,679,030</b> |                            |                            |                            |
|  |                            |                            |                            |   |                            |                            |                            |
| Source: U.S. Census Bureau, 2013 - 2017 American Community Survey Estimates, Table S1701, Poverty Status in the Past 12 Months |                            |                            |                            |   |                            |                            |                            |
|  |                            |                            |                            |   |                            |                            |                            |
|  |                            |                            |                            |   |                            |                            |                            |

# Six Month Program Report for Legal Service Providers of Civil Legal Services to Kinship Care Families for FY 2020

\_\_\_\_\_  
*Agency*

\_\_\_\_\_  
*Tax ID Number*

\_\_\_\_\_  
*Project Title*

[ ] Semi-annual report #1 [ ] Semi-annual report #2

\_\_\_\_\_  
6-Month Period Covered by Report

Send reports to: Meisa Pace, Grant & Contract Coordinator  
Administrative Office of the Courts of Georgia  
244 Washington Street, S.W., Suite 300  
Atlanta, Georgia 30334-5900  
Phone (404) 463-3821 Email: [meisa.pace@georgiacourts.gov](mailto:meisa.pace@georgiacourts.gov)

## Project Narrative and Analysis for Period

| Project Objectives<br>Outlined in Grant<br>Application | Status<br>(C) Completed<br>(I) In Progress<br>(D) Delayed | Barriers | Anticipated<br>Completion<br>Date |
|--|---|----------|-----------------------------------|
|  |   |          |                                   |
|  |   |          |                                   |
|  |   |          |                                   |
|  |   |          |                                   |
|  |   |          |                                   |

## Uniform Success Measures During the 6 Month Period

### I. Type of Clients\*:

|                  | <u>Number</u> |
|------------------|---------------|
| <u>Women</u>     |               |
| Race:            |               |
| African-American | _____         |
| Asian/Pacific    | _____         |
| Caucasian        | _____         |
| Hispanic/Latino  | _____         |
| Other            | _____         |

Total Number of Women Assisted: \_\_\_\_\_

### Men

|                  |       |
|------------------|-------|
| Race:            |       |
| African-American | _____ |
| Asian/Pacific    | _____ |
| Caucasian        | _____ |
| Hispanic/Latino  | _____ |
| Other            | _____ |

Total Number of Men Assisted: \_\_\_\_\_

### Relationship to Child:

|               |       |
|---------------|-------|
| Grandparent   | _____ |
| Aunt/Uncle    | _____ |
| Sibling       | _____ |
| Cousin        | _____ |
| Family Friend | _____ |
| Other         | _____ |

*\*Client = direct beneficiary of legal services funded by grant funds (ex. Mother with 2 children= 1 client if mother is represented by attorney).*

### II. Children Benefitting from Services:

|                  |       |
|------------------|-------|
| Race:            |       |
| African-American | _____ |
| Asian/Pacific    | _____ |
| Caucasian        | _____ |
| Hispanic/Latino  | _____ |
| Other            | _____ |

Total Number of Children Assisted: \_\_\_\_\_

Total Number of Children in Kinship Care Assisted: \_\_\_\_\_

### III. Direct Legal Services to Clients:\*\*

|                                     | <u>Number</u> |
|-------------------------------------|---------------|
| Child Custody/Guardianship/Adoption | _____         |
| Medical/Access to Healthcare        | _____         |
| Family/Child Support                | _____         |
| Housing Issues                      | _____         |
| Employment Issues                   | _____         |
| Property                            | _____         |

Public Benefits/TANF \_\_\_\_\_  
Power of Attorney \_\_\_\_\_  
Advance Directives/Wills \_\_\_\_\_  
Financial/Consumer \_\_\_\_\_  
Education \_\_\_\_\_  
Other (Please Specify) \_\_\_\_\_

**\*\* Also complete services by judicial circuit worksheet**

#### **IV. Cost:**

Average cost per client \$ \_\_\_\_\_ \*\*\*

**\*\*\*Cost per client = Average amount of grant funds used for legal services per actual client; each service for the same client does not equal a "new client".**

#### **V. Additional Information:**

How do you determine the value of the legal services the clients received (i.e. client was able to obtain guardianship of child; client was able to access public benefits)? *(Attach additional pages if needed)*

**This information is accurate to the best of my knowledge and reflects this agency's use of state funds for kinship care families.**

\_\_\_\_\_  
**Director's Signature**

**Tax ID #** \_\_\_\_\_



# Civil Legal Services to Kinship Care Families

| Circuit          | Child<br>Custody/Guardianship/Adoption | Medical/Access to<br>Healthcare | Family and<br>Child Support | Housing<br>Issues | Employment<br>Issues | Property | Public<br>Benefits/<br>TANF | Power of<br>Attorney | Advance<br>Directives/Will | Financial/<br>Consumer | Education | Other (Please<br>specify) |
|------------------|--|---------------------------------|-----------------------------|-------------------|----------------------|----------|-----------------------------|----------------------|----------------------------|------------------------|-----------|---------------------------|
| Alapaha          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Alcovy           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Appalachian      |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Atlanta          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Atlantic         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Augusta          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Bell-Forsyth     |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Blue Ridge       |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Brunswick        |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Chattahoochee    |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Cherokee         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Clayton          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Cobb             |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Conasauga        |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Cordele          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Coweta           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Dougherty        |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Douglas          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Dublin           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Eastern          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Enotah           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Flint            |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Griffin          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Gwinnett         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Houston          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Lookout Mountain |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Macon            |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Middle           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Mountain         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Northeastern     |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Northern         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Ocmulgee         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Oconee           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Ogeechee         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Pataula          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Paulding         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Piedmont         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Rockdale         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Rome             |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| South Georgia    |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Southern         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Southwestern     |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Stone Mountain   |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Tallapoosa       |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Tifton           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Toombs           |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Towaliga         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Waycross         |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| Western          |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
|                  |  |                                 |                             |                   |                      |          |                             |                      |                            |                        |           |                           |
| <b>Total</b>     | 0                                      | 0                               | 0                           | 0                 | 0                    | 0        | 0                           |                      |                            | 0                      | 0         |                           |

Input the number of cases handled in each circuit during the six-month grant period with the grant funds

**DESCRIPTION OF GRANT PROGRAM**  
**OFFICIAL COMPILATION OF THE RULES AND REGULATIONS**  
**OF THE STATE OF GEORGIA**  
**OFFICE OF THE SECRETARY OF STATE**

- I. Name of Grant Program: Civil Legal Assistance to Families Victimized by Domestic Violence Project (Short name: Civil Legal Assistance Project).
- II. Legal Authority: O.C.G.A. §15-5-24 and Supreme Court of Georgia Order of January 15, 1981 relating to the duties of the Judicial Council/Administrative Office of the Courts.
- III. Definition: This is a statewide project designed to provide civil legal services to all persons, adults and children, victimized by or under the direct threat of domestic violence.
- IV. Scope: Domestic violence is endemic throughout the nation and in Georgia. From 2003 through 2016, nearly 1,700 **Georgia citizens lost their lives** due to domestic violence.<sup>1</sup> Domestic violence shelters refer more than an estimated 10,000 victims of domestic violence to legal service agencies each year. Other legal resources are inadequate to meet the serious needs of these families. This project provides a framework under which Georgia's non-profit legal services programs can serve approximately 6,300 families of domestic violence per year.
- V. Purpose: The purpose of this program is to provide civil legal assistance to persons victimized or threatened by domestic violence. Such legal assistance helps with immediate needs through protective orders or orders for custody and child support, and also includes legal assistance with such issues as access to credit and bank accounts, housing, public benefits, employment and other consumer and financial problems that must be resolved to achieve safety, stability and economic security.

A. Eligible Services

This project focuses on providing direct services to victims in two major areas of need by:

1. Providing legal services related to domestic violence, child custody and family support; and
2. Providing legal services related to the family's economic security and stability, including housing issues, employment-related problems, problems with access to education, and health care.

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<sup>1</sup> Georgia Commission on Family Violence annual fact sheet on domestic violence, *available at* [https://gcfv.georgia.gov/sites/gcfv.georgia.gov/files/related\\_files/site\\_page/2017GCFVFactSheet%20%281%29.pdf](https://gcfv.georgia.gov/sites/gcfv.georgia.gov/files/related_files/site_page/2017GCFVFactSheet%20%281%29.pdf)

## B. Excluded Services

Certain services are specifically excluded from this program. Excluded services are:

1. Class action suits;
2. Criminal defense;
3. Deportation proceedings;
4. Initial Temporary Protective Orders;
5. Juvenile delinquency;
6. Indirect legal services such as attorney training;
7. Matters to be adjudicated in courts outside of Georgia; or
8. Other client-initiated proceedings not related to the safety, stability, or economic security of the victim or the victim's family.

## C. Eligible Clients

Victims or persons under the threat of domestic violence who have no reasonable access to resources that may be used for legal services are eligible. Evidence of violence or the threat of violence shall be reasonably demonstrated, but may also be shown by the following:

1. A protective order issued by a court of competent jurisdiction;
2. A referral from a domestic violence program or program for children or the elderly; or
3. A warrant or police report indicating an incident involving domestic violence.

## D. Eligible Grantees

1. Eligible grantees for these funds are non-profit corporations registered and in good standing with the State of Georgia with at least two years of experience providing civil legal services in the State.
2. Recipients must also demonstrate they have the personnel and expertise necessary to deliver the services required, that their service delivery structure can adequately provide coverage throughout the geographical area for which the services are proposed, and that they have sufficient administrative recordkeeping capabilities to fulfill reporting requirements necessary for the evaluation of these projects.
3. Community partnerships are critical to achieving success with this program. The applicants must show broad community support and the support and cooperation of local domestic violence programs. Letters of support or other evidence establishing these relationships should accompany applications.

VI. General Terms and Conditions: Grants will be awarded for a one-year term. Each of Georgia's forty-nine circuits will be included. The amount of funds available for distribution to grantees may change each year based on the amount of funds appropriated to the Judicial Council/Administrative Office of the Courts and the cost of the administrative oversight of these funds. The grant awards are generally announced in July.

VII. Criteria for the Award of Grants: The total population resident in each county served by the grant recipient will be considered. This number is based on the most current estimates from the U. S. Census Bureau.

In no event shall a grantee provide legal services to a client whose income exceeds 200% of the federal poverty guidelines. Special needs categories (such as homelessness, rural counties with fewer than ten attorneys, or regional areas or counties with a disproportionately high rate of death from domestic violence<sup>1</sup>) will also be considered.

Grant funds used for divorces must be directly related to the protection and safeguarding of domestic violence victims. Grant funds used for divorces must not exceed more than 10% of the total amount awarded to the grantee.

VIII. Directions and Deadlines for Application: Applications for grant funds **must be submitted via email** to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

Comments may be submitted to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

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<sup>1</sup> GEORGIA COMM'N ON FAMILY VIOLENCE, GEORGIA STATE PLAN FOR ENDING FAMILY VIOLENCE, at iv–v, 61–62 (December 2012), *available at* <http://www.gcfv.org/>.

**Legal Assistance Project**  
**Providers of Civil Legal Services to Victims of Family Violence**  
**Grant Application Instructions**

**Award Period**

July 1, 2019 – June 30, 2020

**Deadline**

All applications are due by 11:59 p.m. on May 1, 2019

The Georgia General Assembly appropriated funds to the Judicial Council of Georgia for a grant to provide civil legal services to victims of family violence. The Judicial Council has adopted general guidelines to govern the granting of these funds. It has also delegated to its Judicial Council Standing Committee on Grants the duty of accepting and evaluating grant applications and awarding grants.

The Committee on Grants plans to award these funds starting July 1. Seventy-five percent of the grant money will be awarded pursuant to the poverty population guidelines, which is based on the most current estimates from the U.S. Census, and twenty-five percent of the grant money will be awarded to special needs areas. Grant proposals will be considered from non-profit providers of civil legal services to victims of family violence in Georgia. Providers may apply for funds from both categories.

The full description of the grant program and the formula to calculate the poverty population grant amount are attached and we urge you to read them before applying.

Applications must include the following:

Cover page: The cover page for your application should include the title of the program, the name and address of the agency submitting the application, the name and address of the agency contact person, the amount requested, the agency's tax ID number, and the month the agency's fiscal year ends.

Introduction: A description of the agency and the establishment of eligibility for applying for and carrying out the grant.

Program Narrative: The application must describe exactly how the agency will implement and address specific program requirements (i.e., special need categories). The program narrative (including the introduction and evaluation) should be no more than 8 double-spaced pages with one-inch margins. Pages should be numbered. The type-size must be at least 12 point.

Evaluation: The application should describe exactly how the activity and its effectiveness will be monitored, measured, and reported. No grants will be made unless the Committee has approved the evaluation process. *Grantees will be required to report to the Administrative Office of the Courts every six months detailing how the grant funds were specifically used to assist victims throughout Georgia. Grantees will also be required to track and report the number of divorces provided to domestic violence victims. The required reporting form is supplied by the Administrative Office of the Courts and will be posted at [www.grants.georgiacourts.gov](http://www.grants.georgiacourts.gov).*

**Budget:** The application should include a budget narrative and budget for the grant. The budget should list the amount requested, the category (i.e., attorneys, specific services to provide), how the budget will be managed, any in-kind contributions to the program, and define direct and indirect costs. The budget narrative should explain each line item of the budget. If the agency previously received a grant from the Committee, any outstanding balance should be indicated. Furthermore, the agency's total budget and other sources of funding should be listed.

**Funding Limitations:** Please refer to the grant description for permitted uses of the grant funds. Grant funds used for divorces must be directly related to the protection and safeguarding of domestic violence victims. Grant funds used for divorces must not exceed more than 10% of the total amount awarded to the grantee.

**Letters of Support:** The agency must submit letters of support and cooperation with the application. These letters may be from local programs and community partners which provide services for victims of domestic violence to battered women, children, and the elderly. Letters from judges and members of the General Assembly are also helpful. Agencies should limit the amount of letters of support to no more than 5 letters per application.

**Non-profit Status:** Agencies must attach a copy of the IRS letter indicating non-profit status, a statement indicating that they are registered and in good standing with the State of Georgia for 2019 and utilize E-Verify.

**Submission:** Applications must be submitted electronically as a PDF file to the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov).

**Deadline:** Applications and attachments must be submitted electronically by 11:59 p.m. on **May 1, 2019**.

***Please note:*** Grant funds are appropriated by the State of Georgia and award amounts are subject to change, without prior notice, based on state budget amendments.

If you have questions, please email us at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or call (404) 656-5171.

# LEGAL SERVICES TO VICTIMS OF DOMESTIC VIOLENCE GRANT

## FORMULA TO CALCULATE POVERTY POPULATION GRANT AMOUNT

Total poverty population in county(ies) served by grant applicant ÷

Total persons in poverty in Georgia (see poverty population estimates chart) = % of persons in poverty in the county(ies).

Allocated grant amount × % of persons in poverty in the county(ies) = Amount allowed under grant formula

Example: Domestic Violence Shelter serves Glynn and McIntosh counties

Glynn county poverty population = 15,773

McIntosh county poverty population = 2,829

Total poverty population in county(ies) served by grant applicant: 18,602

$18,602 \div 1,679,030$  (total persons in poverty in GA) = .011079

$.011079 \times \$1,818,750$  (**75% of total available grant amount**) = \$20,150 (rounded)

**Note:** 75% of the available grant funds are used for awards based upon the poverty population estimates. The total amount of the available grant is \$2,425,000 and 75% is \$1,818,750 (the remaining \$606,250 is awarded to grantees serving special need categories). See the grant notice for more information or contact the Judicial Council/Administrative Office of the Courts at [grants@georgiacourts.gov](mailto:grants@georgiacourts.gov) or (404) 656-5171.

**Georgia Poverty Population Estimates**

| County   | Below Poverty Level | County                     | Below Poverty Level | County  | Below Poverty Level | County                     | Below Poverty Level |
|--|---------------------|----------------------------|---------------------|---|---------------------|----------------------------|---------------------|
| Appling County, Georgia  | 4,435               | Dade County, Georgia       | 2,619               | Jefferson County, Georgia                           | 4,162               | Richmond County, Georgia   | 46,692              |
| Atkinson County, Georgia   | 2,262               | Dawson County, Georgia     | 2,729               | Jenkins County, Georgia                             | 2,720               | Rockdale County, Georgia   | 14,232              |
| Bacon County, Georgia  | 2,466               | Decatur County, Georgia    | 6,233               | Johnson County, Georgia                             | 2,037               | Schley County, Georgia     | 1,148               |
| Baker County, Georgia  | 634                 | DeKalb County, Georgia     | 127,299             | Jones County, Georgia                               | 4,001               | Screven County, Georgia    | 3,092               |
| Baldwin County, Georgia  | 11,610              | Dodge County, Georgia      | 4,229               | Lamar County, Georgia                               | 3,525               | Seminole County, Georgia   | 2,149               |
| Banks County, Georgia  | 2,629               | Dooly County, Georgia      | 2,837               | Lanier County, Georgia                              | 2,875               | Spalding County, Georgia   | 13,624              |
| Barrow County, Georgia   | 9,829               | Dougherty County, Georgia  | 26,759              | Laurens County, Georgia                             | 12,683              | Stephens County, Georgia   | 4,504               |
| Bartow County, Georgia   | 14,417              | Douglas County, Georgia    | 19,690              | Lee County, Georgia                                 | 3,281               | Stewart County, Georgia    | 1,640               |
| Ben Hill County, Georgia   | 5,139               | Early County, Georgia      | 2,812               | Liberty County, Georgia                             | 9,931               | Sumter County, Georgia     | 9,560               |
| Berrien County, Georgia  | 4,445               | Echols County, Georgia     | 1,130               | Lincoln County, Georgia                             | 1,773               | Talbot County, Georgia     | 1,070               |
| Bibb County, Georgia   | 39,473              | Effingham County, Georgia  | 5,405               | Long County, Georgia                                | 3,530               | Taliaferro County, Georgia | 571                 |
| Bleckley County, Georgia   | 2,591               | Elbert County, Georgia     | 4,246               | Lowndes County, Georgia                             | 27,410              | Tattnall County, Georgia   | 4,553               |
| Brantley County, Georgia   | 3,970               | Emanuel County, Georgia    | 6,329               | Lumpkin County, Georgia                             | 6,052               | Taylor County, Georgia     | 2,285               |
| Brooks County, Georgia   | 3,641               | Evans County, Georgia      | 2,657               | McDuffie County, Georgia                            | 5,503               | Telfair County, Georgia    | 3,608               |
| Bryan County, Georgia  | 4,897               | Fannin County, Georgia     | 3,806               | McIntosh County, Georgia                            | 2,829               | Terrell County, Georgia    | 3,047               |
| Bulloch County, Georgia  | 20,153              | Fayette County, Georgia    | 6,907               | Macon County, Georgia                               | 3,364               | Thomas County, Georgia     | 8,580               |
| Burke County, Georgia  | 6,504               | Floyd County, Georgia      | 16,774              | Madison County, Georgia                             | 4,977               | Tift County, Georgia       | 10,725              |
| Butts County, Georgia  | 4,892               | Forsyth County, Georgia    | 13,643              | Marion County, Georgia                              | 1,952               | Toombs County, Georgia     | 6,532               |
| Calhoun County, Georgia  | 1,474               | Franklin County, Georgia   | 5,503               | Meriwether County, Georgia                          | 4,735               | Towns County, Georgia      | 1,516               |
| Camden County, Georgia   | 6,413               | Fulton County, Georgia     | 156,519             | Miller County, Georgia                              | 1,332               | Treutlen County, Georgia   | 1,347               |
| Candler County, Georgia  | 3,341               | Gilmer County, Georgia     | 5,520               | Mitchell County, Georgia                            | 5,438               | Troup County, Georgia      | 14,430              |
| Carroll County, Georgia  | 20,705              | Glascok County, Georgia    | 339                 | Monroe County, Georgia                              | 3,415               | Turner County, Georgia     | 2,137               |
| Catoosa County, Georgia  | 7,045               | Glynn County, Georgia      | 15,773              | Montgomery County, Georgia                          | 1,593               | Twiggs County, Georgia     | 2,244               |
| Charlton County, Georgia   | 2,719               | Gordon County, Georgia     | 10,466              | Morgan County, Georgia                              | 2,374               | Union County, Georgia      | 2,788               |
| Chatham County, Georgia  | 47,119              | Grady County, Georgia      | 6,284               | Murray County, Georgia                              | 7,026               | Upson County, Georgia      | 5,817               |
| Chattahoochee County, Georgia  | 1,139               | Greene County, Georgia     | 3,623               | Muscogee County, Georgia                            | 41,295              | Walker County, Georgia     | 11,523              |
| Chattooga County, Georgia  | 5,152               | Gwinnett County, Georgia   | 107,267             | Newton County, Georgia                              | 17,328              | Walton County, Georgia     | 11,200              |
| Cherokee County, Georgia   | 22,072              | Habersham County, Georgia  | 7,114               | Oconee County, Georgia                              | 2,476               | Ware County, Georgia       | 8,240               |
| Clarke County, Georgia   | 38,618              | Hall County, Georgia       | 30,634              | Oglethorpe County, Georgia                          | 2,543               | Warren County, Georgia     | 1,427               |
| Clay County, Georgia   | 1,230               | Hancock County, Georgia    | 1,804               | Paulding County, Georgia                            | 14,716              | Washington County, Georgia | 5,074               |
| Clayton County, Georgia  | 58,701              | Haralson County, Georgia   | 5,064               | Peach County, Georgia                               | 4,685               | Wayne County, Georgia      | 5,863               |
| Clinch County, Georgia   | 2,641               | Harris County, Georgia     | 2,382               | Pickens County, Georgia                             | 2,964               | Webster County, Georgia    | 509                 |
| Cobb County, Georgia   | 79,127              | Hart County, Georgia       | 4,642               | Pierce County, Georgia                              | 3,994               | Wheeler County, Georgia    | 1,780               |
| Coffee County, Georgia   | 9,348               | Heard County, Georgia      | 1,975               | Pike County, Georgia                                | 2,148               | White County, Georgia      | 4,981               |
| Colquitt County, Georgia   | 11,444              | Henry County, Georgia      | 24,638              | Polk County, Georgia                                | 7,781               | Whitfield County, Georgia  | 19,710              |
| Columbia County, Georgia   | 12,269              | Houston County, Georgia    | 24,745              | Pulaski County, Georgia                             | 2,143               | Wilcox County, Georgia     | 1,491               |
| Cook County, Georgia   | 4,099               | Irwin County, Georgia      | 2,204               | Putnam County, Georgia                              | 3,425               | Wilkes County, Georgia     | 2,595               |
| Coweta County, Georgia   | 15,900              | Jackson County, Georgia    | 7,898               | Quitman County, Georgia                             | 488                 | Wilkinson County, Georgia  | 2,112               |
| Crawford County, Georgia   | 2,207               | Jasper County, Georgia     | 2,623               | Rabun County, Georgia                               | 3,259               | Worth County, Georgia      | 4,447               |
| Crisp County, Georgia  | 7,025               | Jeff Davis County, Georgia | 3,079               | Randolph County, Georgia                            | 2,449               |                            |                     |
|  |                     |                            |                     |   |                     |                            |                     |
|  |                     |                            |                     | <b>Total Poverty Population Estimate: 1,679,030</b> |                     |                            |                     |
|  |                     |                            |                     |   |                     |                            |                     |
| Source: U.S. Census Bureau, 2013 - 2017 American Community Survey Estimates, Table S1701, Poverty Status in the Past 12 Months |                     |                            |                     |   |                     |                            |                     |
|  |                     |                            |                     |   |                     |                            |                     |
|  |                     |                            |                     |   |                     |                            |                     |





## Judicial Council of Georgia

### Administrative Office of the Courts

**Chief Justice Harold D. Melton**  
*Chair*

**Cynthia H. Clanton**  
*Director*

#### **Memorandum**

TO: Judicial Council

FROM: Christopher Hansard  
Division Director, Judicial Services

RE: Deaf or Hard of Hearing, Sign Language, and Foreign Language Bench Cards

DATE: April 26, 2019

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At the previous meeting of the Judicial Council, several members inquired about the availability of the deaf or hard of hearing, sign language, and foreign language bench cards. These cards can be found online at the links below or attached to this memo.

[Working with Deaf or Hard of Hearing Persons and Sign Language Interpreters in the Courtroom](#)

[Working with Limited English Proficient Persons and Foreign Language Interpreters in the Courtroom](#)



## WORKING WITH DEAF OR HARD OF HEARING PERSONS AND SIGN LANGUAGE INTERPRETERS IN THE COURTROOM

— A Bench Card for Judges —

### The Law on Sign Language Interpreters for Participants in Court Proceedings

Under the Americans with Disabilities Act (ADA) and state law (O.C.G.A. § 24-6-650 to 658), Georgia courts must provide auxiliary aids or services – such as qualified sign language interpreters – to participants in court proceedings who are deaf or hard of hearing (DHH). They must provide these aids or services when necessary to ensure effective communication by and with DHH participants. DHH participants can include litigants, witnesses, and spectators. Court proceedings include all court services, programs, and activities. DHH participants:

- Cannot be required to arrange or pay for their own interpreters;
- Must be provided an interpreter for any criminal or civil proceeding;
- Can waive their right to an interpreter if the waiver is in writing and it is approved by the court;
- Do not waive their right to an interpreter simply because they do not request an interpreter.

### Establishing the Communication Preference of the Participants

The court must ask DHH participants to identify the type of reasonable accommodation needed.<sup>1</sup> If a request for an interpreter is not made, but the participants could benefit from the services of an interpreter, the judge should address the need on the record:

- “Please tell the court your name.”
- “You have the right to participate and understand these proceedings. Tell the court the best way to communicate with you, so you know what is being said.”
- “Do you need an interpreter?”

### Finding a Qualified Sign Language Interpreter

The Registry for Interpreters for the Deaf (RID), the national certification organization for all sign language interpreters, has a searchable database of certified members on its website, [www.rid.org](http://www.rid.org)

### Credentials of Sign Language Interpreters

An ability to sign does not equate to being able to interpret. To effectively communicate, the interpreter must possess the necessary skills to process spoken language into equivalent sign language and to process sign language into equivalent spoken language. Family members or friends of DHH participants should never be called upon to interpret court proceedings. Court personnel should not function as interpreters unless they are certified and employed as staff interpreters.

A court official or designee should assess an interpreter’s qualifications prior to scheduling the interpreter’s appearance in court. To be recognized as qualified in Georgia, an interpreter must hold a current certification from the Registry of Interpreters for the Deaf (RID). For legal proceedings, courts should first try to use certified sign language interpreters who hold this credential:

- SC:L (Specialist Certificate: Legal) *Preferred and recommended credential based on demonstrated specialized knowledge of legal system, language, and settings.*

If an SC:L interpreter cannot be located, interpreters with these RID certifications may also be used. However, it is recommended that they have additional specialized training in legal interpreting:

- NIC (National Interpreter Certification), Master
- NAD V (National Association of the Deaf: Certification –Master)
- CI and CT (Certificate of Interpretation and Certificate of Transliteration)
- CDI (Certified Deaf Interpreter)
- CSC (Comprehensive Skills Certificate)

If the court is unsure of an interpreter’s qualifications, the court should *voir dire* the interpreter:

#### Sample Voir Dire to Assess an Interpreter’s Qualifications

- “Are you certified by RID?”
- “What specialized training have you completed?”
- “How long have you been an interpreter?”
- “How many times have you interpreted in court?”
- “Describe the Code of Ethics as it applies to legal interpreters.”
- “How did you learn American Sign Language?”

## Additional Considerations When Selecting Sign Language Interpreters

Courts should take additional steps to determine whether a particular interpreter is suited to work in a court setting. Some considerations could include:

- Prior professional and/or social contact or association with the DHH participants.
- Education, professional training, and formal legal training completed by the interpreter.
- The types of court proceedings in which the interpreter has experience.

(A full list of suggested *voir dire* questions, considerations, and acceptable answers may be requested from the Judicial Council/Administrative Office of the Courts.)

## Sign Language Interpreter's Ethics

The Registry of Interpreters for the Deaf and the National Association of the Deaf (NAD) together have enacted a Code of Professional Conduct for interpreters that comprises seven ethical tenets:

1. Adhere to standards of confidential communication.
2. Possess the professional skills and knowledge required for the specific interpreting situation.
3. Conduct themselves in a manner appropriate to the specific interpreting situation.
4. Demonstrate respect for consumers.
5. Demonstrate respect for colleagues, interns, and students of the profession.
6. Maintain ethical business practices.
7. Engage in professional development.

The Code applies to RID's certified and associate members and NAD's certified members; is superseded by any local, state, or federal laws and regulations; and applies to both face-to-face and remote interpretations.

## Sign Language Interpreter's Oath

The court should administer an oath prior to the start of court proceedings. Below is an example:

*"Do you solemnly swear or affirm that you will interpret accurately, completely and impartially, using your best skill and judgment in accordance with the standards prescribed by law, follow all official guidelines established by this court for legal interpreting, and discharge all of the solemn duties and obligations of legal interpretation?"*

## Best Practices for Interacting with DHH Persons<sup>2</sup>

- DHH persons experience differing levels of hearing loss and may prefer varying methods of communication. Ask DHH persons which method they prefer.
- When speaking with DHH persons, whether through a sign language interpreter or not, speak directly to them, look directly at them, and maintain eye contact. Natural facial expressions and gestures will be helpful in facilitating your conversation.
- The role of a sign language interpreter is only to facilitate communication between DHH and hearing people. Therefore, the interpreter should never be asked to participate in any activity other than interpreter for the DHH individual.

## Resources

**Georgia Supreme Court Rule on Interpreters**  
[coi.georgiacourts.gov/content/supreme-court-rules](http://coi.georgiacourts.gov/content/supreme-court-rules)

**State of Georgia ADA Coordinator's Office**  
<http://ada.ga.gov>

**Georgia Registry of Interpreters for the Deaf**  
[www.garid.org](http://www.garid.org)

**Georgia Council for the Hearing Impaired**  
[www.gachi.org](http://www.gachi.org)

**National Association of the Deaf**  
[www.nad.org](http://www.nad.org)

**Registry of Interpreters for the Deaf/National Assoc. for the Deaf Code of Professional Conduct**  
[http://coi.georgiacourts.gov/sites/default/files/coi/NAD\\_RID\\_ETHICS.pdf](http://coi.georgiacourts.gov/sites/default/files/coi/NAD_RID_ETHICS.pdf)

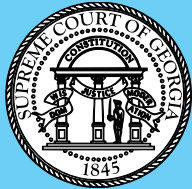
**National Association of Judiciary Interpreters & Translators Code of Ethics and Professional Responsibilities**  
<http://www.najit.org/about/NAJITCodeofEthicsFINAL.pdf>

**Working with Sign Language Interpreters in Texas: A Bench Card for Judges**  
<http://www.najit.org/asl/benchcardtexas.pdf>

**U.S. Dept. of Justice/Americans with Disabilities Act**  
[www.ada.gov](http://www.ada.gov)

<sup>1</sup> As set out in the final ADA Title II rule, "[t]he type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual, the nature, length, and complexity of the communication involved, and the context in which the communication is taking place. In determining what types of auxiliary aids and services are necessary, a public entity shall give primary consideration to the requests of individuals with disabilities." 28 C.F.R. 35.160(b)(2) (analysis).

<sup>2</sup> Best Practices when Interacting with Persons with Disabilities: A Customer Service Guide for State Government Agencies – Georgia State Financing and Investment Commission, State ADA Coordinator's Office.  
[http://ada.georgia.gov/sites/ada.georgia.gov/files/related\\_files/document/BestPractices%20Handbook%20final%20copy%20with%20Corrina%20M%20foreward.pdf](http://ada.georgia.gov/sites/ada.georgia.gov/files/related_files/document/BestPractices%20Handbook%20final%20copy%20with%20Corrina%20M%20foreward.pdf)



## WORKING WITH LIMITED ENGLISH PROFICIENT PERSONS AND FOREIGN-LANGUAGE INTERPRETERS IN THE COURTROOM

— A Bench Card for Judges —

### The Law on Foreign-Language Interpreters for Participants in Court Proceedings

Under Federal law, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and Georgia statutory law, case law, and Supreme Court rules, Georgia courts are required to provide qualified foreign-language interpreters to participants in court proceedings who are limited English proficient (LEP). They must provide these services when necessary to ensure effective communication by and with LEP participants. LEP participants can include litigants, witnesses, and spectators. Court proceedings include all court services, programs, and activities. LEP participants:

- Cannot be required to arrange or pay for their own interpreters, nor can their attorneys be required to do so;
- Must be provided an interpreter for any criminal or civil proceeding;
- Can waive their right to an appointed interpreter if the waiver is in writing and is approved by the court, and can revoke that waiver at any time;
- Do not waive their right to an appointed interpreter simply because they do not request one;
- Do not lose the right to an appointed interpreter because they speak or understand some English.

### Identifying the Language of LEP Participants

LEP participants in court proceedings can self-identify their preferred language by using a Language Identification Guide: [coi.georgiacourts.gov/content/language-identification-guide](http://coi.georgiacourts.gov/content/language-identification-guide).

### Determining the Need for a Foreign-Language Interpreter

An interpreter shall be appointed when the decision maker, which would include the judge, magistrate, special master, commissioner, hearing officer, arbitrator, neutral, or mediator, determines, after an examination of the participant in the court proceeding, that:

- The party cannot understand and speak English well enough to participate fully in the proceedings and to assist counsel; or
- The witness cannot speak English so as to be understood directly by counsel, the decision maker, and/or the jury.

### Sample Questions to Assess the English Proficiency of a Participant

- How did you learn English?
- Please tell me about your native country.
- Describe some of the things you see in this courtroom.

After examination, the decision maker should state his or her conclusion on the record, and the case file should be clearly marked and data entered electronically to ensure that an interpreter will be present when needed in any subsequent proceeding.

In some instances, the decision maker may appoint an interpreter based solely on a participant's written or verbal request.

Courts should encourage participants to alert the court to their need for an interpreter and the language needed as soon as possible so the court has adequate time to locate a qualified interpreter. Participants should not be required to wait to make their first request for an interpreter in person in court.

### Finding a Qualified Foreign-Language Interpreter

The Supreme Court Commission on Interpreters (Commission) maintains an online database of state-licensed interpreters that can be searched by language and by county, at [coi.georgiacourts.gov](http://coi.georgiacourts.gov).

Interpreters licensed through the Commission have fully satisfied rigorous examinations, training, and court observation, and have undergone background checks.

If there is no interpreter on the registry for the language you need, contact the Commission at 404-463-3808 or [gcr@georgiacourts.gov](mailto:gcr@georgiacourts.gov).

### Credentials of Foreign-Language Interpreters

Courts should make a diligent effort to appoint a "Certified" interpreter. If a Certified interpreter is unavailable, a "Conditionally Approved" or "Registered" interpreter should be given preference. If the court is unsure of an interpreter's qualifications, the court should *voir dire* the interpreter:

### Sample Voir Dire to Assess an Interpreter's Qualifications

- “What training/credentials do you have?”
- “What is your native language?”
- “State some canons from the Code of Professional Responsibility for Interpreters.”
- “How many times have you interpreted in court?”
- “What types of cases have you interpreted?”

If, after a diligent search by the court, a Certified or other licensed interpreter is unavailable, the court should weigh the need for immediacy in conducting a hearing without a licensed interpreter or with an unlicensed interpreter or telephonic interpreter, against the potential compromise of due process, or the potential of substantive injustice, if the quality of interpreting is inadequate. Failure to appoint a qualified interpreter or no interpreter at all can result in reversible error on appeal.

If the court determines that the use of a non-licensed interpreter is warranted, refer to the Commission's Instructions for Use of a Non-Licensed Interpreter: [coi.georgiacourts.gov/content/forms-brochures](http://coi.georgiacourts.gov/content/forms-brochures). When a non-professional interpreter is used, the court should personally verify the interpreter's basic understanding of his or her role, on the record.

### Additional Considerations When Selecting Foreign-Language Interpreters

Courts should consider other factors to determine whether an interpreter is suited to work in court. For example:

- The interpreter's prior professional and/or social contact or association with the LEP participants;
- Education, professional training, and formal legal training completed by the interpreter; and
- The types of court proceedings in which the interpreter has experience.

Courts should also consider that:

- The ability to speak a foreign language does not equal the ability to interpret nor qualify a person to interpret;
- Relatives or friends of LEP parties, witness, judges, or attorneys should not interpret court proceedings. Minor children should never be used to interpret;
- Court personnel or bilingual staff should not function as interpreters unless they are Certified and employed as staff interpreters;
- Court interpreting is strenuous, so it is advisable to schedule regular breaks. Sometimes, appointing more than one interpreter may be necessary for proceedings expected to last more than two hours;
- The interpreter is a neutral party whose sole job is to facilitate communication by interpreting everything said during the proceedings;

- The interpreter cannot participate in any capacity other than as the interpreter;
- The interpreter may not provide advice or explanations about what was said or done in court;
- The interpreter is a conduit for information exchange, and not a direct participant in the proceeding.

### Recording the Proceedings

Where a Certified interpreter is used, no audio or audiovisual record of the non-English testimony is required, but the court may authorize the making of a recording.

Where a non-Certified (e.g., Conditionally Approved, Registered, or unlicensed) interpreter is used, the court shall make an audio or audiovisual recording of any non-English testimony. This recording shall become part of the record of the proceeding: [coi.georgiacourts.gov/content/supreme-court-rules](http://coi.georgiacourts.gov/content/supreme-court-rules).

### Foreign-Language Interpreter's Ethics

All Georgia-licensed court interpreters are subject to the Code of Professional Responsibility for Interpreters: [coi.georgiacourts.gov/content/supreme-court-rules](http://coi.georgiacourts.gov/content/supreme-court-rules).

### Foreign-Language Interpreter's Oath

The court should administer an oath prior to the start of court proceedings. Below is an example:

*“Do you solemnly swear or affirm that you will faithfully interpret from (the foreign language) into English and from English into (the foreign language) the proceedings before this court in an accurate manner to the best of your skill and knowledge?”*

### Resources

#### Georgia Supreme Court Rule on Interpreters

[coi.georgiacourts.gov/content/supreme-court-rules](http://coi.georgiacourts.gov/content/supreme-court-rules)

#### “Is It Reversible Error?” *Georgia Courts Journal* (March 2015)

<http://journal.georgiacourts.gov/it-reversible-error>

#### Georgia Council of State Court Judges 2016 Benchbook, Chapter on Appointing Qualified Interpreters (appropriate for all trial courts)

[statecourt.georgiacourts.gov/content/chapter-11-appointing-qualified-interpreters](http://statecourt.georgiacourts.gov/content/chapter-11-appointing-qualified-interpreters)

#### National Association of Judiciary Interpreters & Translators Code of Ethics and Professional Responsibilities

[www.najit.org/about/NAJITCodeofEthicsFINAL.pdf](http://www.najit.org/about/NAJITCodeofEthicsFINAL.pdf)

#### Federal Interagency Website on Limited English Proficiency

[www.lep.gov/](http://www.lep.gov/)





# GEORGIA MISDEMEANOR BAIL PRACTICES

(INCLUDING S.B. 407 (2018) PROVISIONS)

— A Bench Card for Judges —

All misdemeanor defendants in Georgia (inclusive of offenses that are violations of local ordinances), have a right to pretrial bail. “When determining bail for a person charged with a misdemeanor, courts shall not impose excessive bail and shall impose only the conditions reasonably necessary to ensure such person attends court appearances and to protect the safety of any person or the public given the circumstances of the alleged offense and the totality of circumstances.” O.C.G.A. § 17-6-1(b)(1).

Judges *sitting by designation*, under the express written authority of an authorized elected judge, may release on bail or his or her own recognizance a person charged with a bail-restricted offense for the purpose of entering a pretrial release program, a pretrial release and diversion program, or a pretrial intervention and diversion program. O.C.G.A. § 17-6-12(b).

## KEY CONSIDERATIONS

### INITIAL APPEARANCE WITHIN 48/72 HOURS OF ARREST

Every person arrested on a misdemeanor must be brought before a judge for a bail determination as soon as possible, but in no case later than 48 hours after a warrantless arrest (O.C.G.A. § 17-4-62) or 72 hours after an arrest on a warrant (O.C.G.A. § 17-4-26). See also Unif. Mag. Ct. R. 25.

- Per SB 407 (2018), determinations regarding bail should be made “as soon as possible.” O.C.G.A. § 17-6-1(e)(2). “As soon as possible” means within a reasonable time, having due regard to all the circumstances.” O.C.G.A. § 1-3-3. (See also “Ability to Pay.”).
- All offenses not included in O.C.G.A. § 17-6-1(a), including violations of local ordinances, are bailable by any court of inquiry (including magistrate courts). O.C.G.A. § 17-6-1(b)(1).

### RELEASE ON “ONLY THE CONDITIONS REASONABLY NECESSARY”

SB 407 established that, when determining bail, the court must consider the defendant’s ability to pay and that “courts shall not impose excessive bail and shall impose only the conditions reasonably necessary to ensure such person attends court appearances and to protect the safety of any person or the public given the circumstances of the alleged offense and the totality of circumstances.” (Emphasis added) O.C.G.A. § 17-6-1(b)(1). (See also “Ability to Pay.”).

## ADDITIONAL CONDITIONS OF RELEASE

For a defendant in need of services, the court should consider referrals to *voluntary* supportive services (including substance abuse or mental health treatment, employment or education resources, counseling, or transportation assistance). O.C.G.A. § 17-6-1(e)(2)(E). Other possible conditions of release include requirements that a defendant report by phone weekly or monthly; seek or maintain employment; continue or enroll in an educational program; continue or enroll in substance abuse or mental health treatment; report to a pretrial services agency or day reporting center; abide by a curfew; refrain from contact with specified persons; abide by travel or activity restrictions; or other reasonable conditions tailored to managing the particular risk a defendant presents. O.C.G.A. §§ 17-6-1(b)(1) & 17-6-1(e)(1).

## ABILITY TO PAY

If the court initially sets a monetary bail which the defendant cannot make, the defendant may seek to have the bail reduced pursuant to a hearing with enhanced protections to ensure that the bail was not excessive. O.C.G.A. § 17-6-1(b)(1). And, while nothing prohibits an earlier/initial ability-to-pay determination, *Walker v. City of Calhoun* provides that indigency determinations made pursuant to a judicial hearing with court-appointed counsel for purposes of setting bail are presumptively constitutional if made within 48 hours of arrest. 901 F.3d 1245, 1266 (11th Cir. 2018). SB 407 clarified that, “[w]hen determining bail, as soon as possible, the court shall consider: (A) [t]he accused’s financial resources and other assets, including whether any such assets are jointly controlled; (B) [t]he accused’s earnings and other income; (C) [t]he accused’s financial obligations, including obligations to dependents; (D) [t]he purpose of bail; and (E) [a]ny other factor the court deems appropriate.” O.C.G.A. § 17-6-1(e)(2)(A)-(E). While not binding, the American Bar Association Standards on Pretrial Release suggest that “[f]inancial conditions other than unsecured bond should be imposed only when no other less restrictive condition of release will reasonably ensure the defendant’s appearance in court. The judge should not impose a financial condition that results in the pretrial detention of the defendant solely due to an inability to pay.” ABA Standard 10-5.3.

## FORMS OF BAIL

The following forms of bail are permissible under Georgia law:

### RELEASE ON RECOGNIZANCE

Defendant is released on her/his pledge to return to court as required and to obey all laws. The court may still impose additional conditions of release *if necessary*. O.C.G.A. §§ 17-6-1(b)(1); 17-6-1(i) & 17-6-17; Unif. Mag. Ct. R. 23.3.

### SECURED BOND

Defendant is required to secure a bond in a specified amount in order to be released. SB 407 established that, before setting bail, the court must consider the financial circumstances of the accused. O.C.G.A. § 17-6-1(e)(2) (See also “Ability to Pay” and “Use of Bail Schedules”). The court may still impose additional conditions of release *if necessary*. (See “Additional Conditions of Release.”). Bail may be secured by:

- **Cash:** Deposited with the sheriff and returned at the conclusion of the case so long as the defendant makes all required appearances. Unif. Mag. Ct. R. 23.3; see also O.C.G.A. §§ 17-6-4; 17-6-9 & 17-6-10.
- **Personal Surety:** A third party guarantees the defendant’s future appearance and agrees to forfeit the bond amount if the defendant does not appear. O.C.G.A. § 17-6-4.
- **Commercial Surety:** A bail bondsman (“commercial surety”) guarantees the bond for a nonrefundable fee paid by or on the behalf of the defendant. O.C.G.A. §§ 17-6-4 & 17-6-30.

- **Property:** “[B]y real estate located within the State of Georgia with unencumbered equity, not exempted, owned by the accused or surety, valued at double the amount of bail set in the bond.” Unif. Mag. Ct. R. 23.3(2).
- **Driver’s License:** The court may order a bond secured by the defendant’s driver’s license. Additionally, if a misdemeanor defendant has been incarcerated for five days, the sheriff can accept the defendant’s driver’s license as collateral for *any* secured bond up to \$1,000, provided the license is not suspended, expired, or revoked. After execution of the bond agreement, the license will be returned to the defendant. O.C.G.A. § 17-6-2. Defendants charged with DUI are not eligible. O.C.G.A. §§ 17-6-2 & 40-5-67. The court or sheriff should inform defendants clearly that failure to appear will result in automatic license suspension and may result in criminal prosecution for bail jumping as well as an arrest warrant for the failure to appear. O.C.G.A. §§ 17-6-2 & 16-10-51.

### ELECTRONIC MONITORING

Defendant is released to an electronic pretrial release and monitoring program. O.C.G.A. § 17-6-1.1(j). The defendant must have no outstanding warrants, accusations, indictments, holds, or incarceration orders that require the posting of bond or further adjudication. O.C.G.A. § 17-6-1.1(a), (d) & (i). The court still may impose additional conditions of release *if necessary*. O.C.G.A. § 17-6-1(b)(1) & 17-6-1.1(e). (See also “Additional Conditions of Release.”).

### USE OF BAIL SCHEDULES

Use of a bail schedule as the sole mechanism of assessing pretrial bail is improper, but the Eleventh Circuit has held that it is constitutional to use a bail schedule in conjunction with an individualized hearing that is held within 48 hours of arrest to determine whether the arrestee is indigent and also if the amount of bail should be reduced or another form of bail should be imposed. See *Walker v. City of Calhoun*, 901 F.3d 1245 (11th Cir. 2018). Family violence offenses must be excluded from any bail schedule. O.C.G.A. § 17-6-1(f).

### ESTABLISH A LINE OF CONTACT AND PROVIDE CLEAR INFORMATION

Before release, it is essential to establish a means of contacting the defendant and to provide clear notice of the next steps in the case. For any defendant, a risk of failure to appear because of logistical or cognitive challenges is not a sufficient basis to restrict a person’s pretrial liberty. Instead, the court should provide clear notice of the person’s next court date and establish a reliable means of communication with the accused. Courts should (a) ask each defendant how the court can contact him or her (phone, address, e-mail, etc.); (b) gather multiple contact numbers (spouse, immediate family, etc.); and (c) offer referrals to any local organizations that assist people in getting to court. Additionally, provide each defendant clear verbal *and* written notice of the following:

**A. Next Court Date:** Day, time, and precise location.

**B. Consequences of Failure to Appear or Violation of Conditions:** An arrest warrant may be issued, release may be revoked, any bond security may be forfeited, the case may be marked as resolved and any bond security applied as a fine, and the defendant may be prosecuted for bail jumping. Any driver’s license posted as collateral will be automatically suspended. O.C.G.A. §§ 17-6-2; 17-6-8; 17-6-10(c); 17-6-12(d); 17-6-17; 17-6-71; 17-6-72 & 16-10-51. “[A]bsent a finding of sufficient excuse to appear, the court shall summarily issue an order for his or her arrest” upon the failure of a person released on his or her own recognizance to appear for trial. O.C.G.A. § 17-6-12(d).

**C. How to Contact the Court:** By phone, in person, online, etc.

### BAIL IN FAMILY VIOLENCE CASES

SB 407 requires the court to set bail on an individualized basis in family violence cases, giving “particular consideration to the exigencies of the case at hand” and imposing “any specific conditions as he or she may deem necessary.” The court should maintain a list of possible conditions of release, and specific restrictions may apply in cases involving stalking. O.C.G.A. §§ 17-6-1(b)(2)(B); 17-6-1(b)(3) & 17-6-1(f)(1)-(3).



## **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 April 2019**

The new officers of the Council of Superior Court Judges will assume their positions on May 1, 2019. Judge Shawn LaGrua will become President; Judge Brian Amero will become President-Elect; and Judge Wade Padgett will become Secretary-Treasurer. Judge Stephen Kelley, who has served as CSCJ President for the past year, will serve in the role of Immediate Past President. He will serve on the Executive Committee for another year and will serve as Chairman of the Nominations Committee.

CSCJ is grateful for the funding of five new state paid law clerk positions by the General Assembly during the recent legislative session. CSCJ is in the process of allocating these positions.

CSCJ is currently working with staff of the Institute for Continuing Judicial Education to plan the summer conference and training seminars. This year's summer conference is scheduled to take place at the Westin Savannah Harbor from August 11-15, 2019. Chief Justice Harold Melton will be the luncheon speaker. Approximately 250 active and senior superior court judges are expected to attend the conference.

The CSCJ Special Committee on Mental Health in Local Jails, chaired by Judge Amero, is hosting a training event entitled "Judicial Work at the Interface of Mental Health and Criminal Justice." The event will be held at the Georgia State University College of Law in Atlanta on May 3, 2019. Additionally, the CSCJ Accountability Court Committee, chaired by Judge Dusty Hightower, is hosting a retreat for superior court judges who preside over accountability courts on May 16-17, 2019, in Carrollton.

CSCJ is sad to report the recent deaths of Judge G. Carey Nelson of the Cherokee Judicial Circuit and Senior Judge William Fleming of the Augusta Judicial Circuit.





**Council of State Court Judges**  
*Impartial Courts • Judicial Excellence • Accessible and Efficient Justice*

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Judge Gregory V. Sapp (Chatham)*

*District 2  
Judge R. Violet Bennett (Wayne)*

*District 3  
Judge John K. Edwards, Jr. (Lowndes)*

*District 4  
Judge Jeffrey B. Hanson (Bibb)*

*District 5  
Judge Alan W. Thrower (Baldwin)*

*District 6  
Judge John G. Breakfield (Hall)*

*District 7  
Judge Ronald B. Ramsey, Sr. (DeKalb)*

*District 8  
Judge Allen Dee Morris (Cherokee)*

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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**  
**April 26, 2019**

The Legislative Subcommittee of the Council concluded a successful legislative session of the General Assembly. Special thanks to Director Cynthia Clanton of the Judicial Council's Administrative Office of the Courts and to Assistant Director Tracy Mason and Legislative Liaison Tyler Mashburn for their hard work and invaluable assistance. Special thanks to Darron Enns for his analysis of SB 110 and HB 239 regarding differences in the proposed Business Court legislation.

Our Executive Director, Bob Bray, has recently updated the State Court statistical information sheet (Hot Sheet) 2019) which is available at our Council website.

The next State Court Judges Education Conference will be hosted at the Legacy Lodge at Lake Lanier Islands from May 15<sup>th</sup> through 17<sup>th</sup>. Topics will include Best Practices with Court Interpreters; New Family Violence Intervention Program Rules; Best Practices in Docket Management and Court Calendars; and updates in Civil law, DDS, JQC, DUI and Criminal Law.

In April, the Council switched over its main communication method from sending emails over the listserv to utilizing Intranet postings on the Judicial Council's Administrative Office of the Courts web service. Since this is a new system there are some challenges to making the switch which are being worked out and new rules are being drafted and approved for those using this new service.

State Court Judges recently committed to support the National High School Mock Trial Competition to be held in Athens, Georgia this May. In addition to a donation of support, the state court judges are encouraged to volunteer as judges for the trials during the team competitions.

Several State Court Judges have registered to attend the *Judicial Work at the Interface of Mental Health and Criminal Justice* on May 3<sup>rd</sup> being hosted by the Council of Superior Court Judges Special Committee on Mental Health at the Georgia State University College of Law.

On March 20<sup>th</sup>, McIntosh County State Court Judge Jean Bolin was invited to speak at the Federal Law Enforcement Training Center as part of Women's History Month. Judge Bolin was honored with its *Visionary Women: Champions of Peace and Non-Violence* Award for her "Stop the Cycle Program".

Wayne County State Court Judge Vi Bennett was recently honored as the 2018 Alumni of the Year for Parker Brewton College and she was also named the 2018 Citizen of the Year by American Legion Post #311.

The State Court of Bibb County received a Swift, Certain, and Fair Grant to start an enhanced, post-adjudication probation program for Domestic Violence cases. Judge Jeffery Monroe will oversee the development and implementation of the program.

Respectfully submitted,

*Nancy Bills*

Judge Nancy Bills

President, Council of State Court Judges



## **COUNCIL OF JUVENILE COURT JUDGES OF GEORGIA**

Judge Philip B. Spivey, *President*  
Judge Juliette Wiltshire Scales, *President-Elect*  
Judge Lisa C. Jones, *Vice President*  
Judge C. Gregory Price, *Secretary*  
Judge Render Heard, *Treasurer*  
Judge James R. Whitfield, *Immed. Past President*

Judge LeRoy Burke, III, *District 1*  
Judge Joshua Bell, *District 2*  
Judge Deborah Edwards, *District 3*  
Judge Maureen Wood, *District 4*  
Judge Phillip Jackson, *District 5*  
Judge Bobby Simmons, *District 6*  
Judge Michelle Harrison, *District 7*  
Judge Stephanie Burton, *District 8*  
Judge Jan Wheeler, *District 9*  
Judge Sheri Roberts, *District 10*

Eric J. John, *Executive Director*

### **REPORT OF THE COUNCIL OF JUVENILE COURT JUDGES JUDICIAL COUNCIL MEETING APRIL, 2019**

Rep. Mandi Ballinger, Chair of the House Study Committee on Juvenile Court Judges (H.R. 1260) that was charged with reviewing the current laws applying to the compensation of juvenile court judges, their appointment, qualifications and governance, sponsored three bills as a result of the committee's work during the off session period. These three bills were HB 438, relating to physical restraints, HB 439, relating to the election of juvenile court judges, and HB 440, relating to raising the age of jurisdiction for juvenile courts. All three bills received a hearing only and the Chair indicated a desire to study these bills between now and the next legislative session.

In addition, Sb 64, relating to terroristic threats to schools, was introduced in the Senate and received a hearing only in the Senate Judiciary Committee with a similar announcement by the sponsor, Senator Bill Ligon, that they would study this legislation further before the next session as well.

The Council will meet next month for its training and business meeting on May 5-8, 2019, at St. Simons Island. These bills and many other issues are slated to be discussed during this conference. Also, at this time, a new Treasurer will be appointed by the Executive Committee whose new term, along with the other officers, will begin June 1, 2019.

Honorable Philip B. Spivey, President, 2018-2019  
Council of Juvenile Court Judges of Georgia



# Council of Probate Court Judges of Georgia

Judge Sarah Harris  
*President (Macon-Bibb)*

Judge T. J. Hudson  
*President Elect (Treutlen)*

Judge Kelli Wolk  
*First Vice President (Cobb)*

Judge Darin McCoy  
*Secretary-Treasurer (Evans)*

Judge Rooney Bowen, III  
*Immediate Past President (Dooly)*

## Report to Judicial Council of Georgia April 26, 2019

The following is a summary of activities and current initiatives by the Council of Probate Court Judges:

### 2019 Spring Conference

Our annual Spring Conference was held March 18-21 at the King and Prince Resort in St. Simons. We had over 150 probate judges in attendance as we partook in four days of valuable training. We also had the opportunity yet again to fellowship with each other and based on the initial feedback, a great time was had by those who attended. We owe special thanks to Brunswick City Council Commissioner Felicia Harris and Commissioner David O'Quinn of the Glynn County Board of Commissioners for extending their hospitality and taking part in our luncheons.

### 2019-2020 Officers

During our Spring Conference, we also formally nominated and elected our 2019-2020 slate of officers. Our 2019-2020 elected officers are as follows: Judge T. J. Hudson, President (Treutlen); Judge Kelli Wolk, President-elect (Cobb); Judge Kerri Carter, First Vice President (Dade); and Judge Darin McCoy, Secretary-Treasurer (Evans). Justice John Ellington of the Supreme Court of Georgia administered the respective oaths to our newly elected officers and we thank him for graciously sharing his time with us.

### Outstanding Probate Judge of the Year and Special Recognition Recipients

As is our annual custom, our Council also selected our award recipients. My colleagues selected me as the Outstanding Probate Judge of the Year. As I mentioned to them, although it is an individual honor, I owe it to them for their willingness to get involved and their hard work all for the betterment of our Council. Our Council also selected Judge T. J. Hudson of Treutlen County as the Special Recognition recipient. Simply put, Judge Hudson is beloved by his colleagues and in spite of the tremendous adversity that he faced last year, he remained active and engaged with our Council. Lastly, our Friend of the Council award recipients were Superior Court Judge J. Wade Padgett and Mr. Carleton F. Coleman of the Georgia Department of Human Services.

### Thank You!

For the past two years, I have had the distinct privilege of representing our Council as a member of the Judicial Council. Within those years I have had the honor to serve with judges from the respective classes of court who have committed their time and talent working for the improvement of Georgia's courts. I humbly thank you for your collegiality and commitment to serving the citizens of our state. Finally, I wish Judge T. J. Hudson, my friend and colleague, all the best, as he assumes the role as our next Council president. Our Council is, no doubt, in very capable hands.

Respectfully submitted,

Judge Sarah Harris  
President, Council of Probate Court Judges of Georgia



# Council of Magistrate Court Judges

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Georgiamagistratecouncil.com

Executive Director  
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Judge Glenda Dowling  
Pierce County

1st Vice-President  
Judge Joyette Holmes  
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2nd Vice-President  
Judge Michael Barker  
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District Four  
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Judge Curtis Miller

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District Six  
Judge Marcia Callaway-Ingram  
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District Seven  
Judge Brandon Bryson  
Judge Jennifer Inmon

District Eight  
Judge Mike Greene  
Judge Connie Holt

District Nine  
Judge Bill Brogdon  
Judge Gene Cantrell

District Ten  
Judge Caroline Power  
Judge Deborah L. Green

Members-at-Large  
Judge Rizza O'Connor  
Judge Betsey Kidwell

The Magistrate Council has been overwhelmingly busy since our last report. We had a very successful session and had both our bills passed. HB257 was our revision update bill which removed superfluous language from 1983 and also updated our qualifications to match those of the Probate Judges. HB492 was the dispossessory bill that we had been trying to work out for several years. We (or more accurately Judge Michael Barker) worked tirelessly with Les Schneider, Rep. Alan Powell's attorney, to rewrite the Abandoned Motor Vehicle statutes to simplify them and make it easier for all courts to uniformly process those cases. In addition, since Sine Die when HB307 (AMV bill) passed, Judge Barker and Judge Jimmy Griner created forms for the public to use and for our Council to give to Tyler Technologies to create an electronic interview. Those forms were approved at our Exec meeting on April 14, 2019. Tyler is reviewing them to get a proposal prepared. We hope to have those forms on our website in our wizard by the beginning of next year.

Since HB257 passed we were able to update our bylaws and can now change the title of our First and Second Vice President to President-Elect and Vice President, which is consistent with every other class of court. Our bylaws passed at our regular business meeting on April 15, 2019. We also had our annual elections and Judge Joyette Holmes will be our President, Judge Michael Barker will be our first ever President-Elect and Judge TJ Hudson will be our first ever Vice President.

On Monday evening, we tried something new and had our Awards ceremony at a party along with a DJ and dancing. Judge Bobby Smith got the Humanitarian Award, Judge TJ Hudson got Magistrate of the Year and Judge Michael Barker received the Workhorse Award. Judge Betsey Kidwell received the lifetime achievement award for her service of over 15 years. She really stepped up this year by taking over Legislative Chair duties when Judge Alex Atwood was appointed to a leadership position in the Executive branch by the Governor. We are so grateful and know that we could not have gotten our bills passed without her help.

In addition to training and our committee meetings, the officers met the day before our meetings to review our strategic plan from last year. We were happy to report that we had accomplished 50% of our initiatives from that plan and not just the short-term goals. Our incoming leadership is focused on completing the other goals over the next year and we were able to update items so that we will be more successful at completing the entire plan within our two-year time frame.

# Council of Municipal Court Judges

## Report to the Judicial Council of Georgia – April 2019

### Council Meeting Endeavors

The Council continues its Lunch 'n Learn series through district meetings around the state; these are proving to be very successful.

### E-Notification Research Committee

With the past years' endeavors on criminal justice reform and improving access to justice in mind, an Ad Hoc Committee on Court E-Notifications was established. This committee, in an effort to assist in possibly reducing FTAs in municipal courts, is charged with researching the implementation of e-notifications available through existing case management systems and other vendors. Additionally, cost and feasibility will be looked at to determine whether appropriations and/or grant funds will be sought to pilot usage in municipal courts.

### Legislation

The 2019 session of the General Assembly proved to be very active. The Council sought legislation to amend the mandatory training statute of municipal court judges (OCGA § 36-32-27). The legislation proposed a new Code Section OCGA § 36-32-27.1 to allow up to six judicial education hours in excess of the number of hours required to be carried over and applied to the next calendar year. HB 92, which was sponsored by Representative Dale Rutledge, passed on Day 28 of the session. The legislation becomes effective July 1.

The Council also conducted a successful Legislative Breakfast and Day at the Capitol. This year's event took place on Tuesday, February 5, 2019 from 9:00 a.m. – 11 a.m. in Room 230 of the Capitol. It was well attended by municipal court judges, members of the General Assembly and guests. We look forward to hosting the event again next year.

### Municipal Court Judges Benchbook

Updates continue to move forward on the modernization of the Benchbook. The Municipal Judges Training Council, in agreement with the CMuCJ, contracted with MyCLE to create E-book and pocket book versions of the Benchbook, with uniformity and consistency throughout. It will also be searchable on- and off-line. The Council looks forward to this partnership and receiving the final product this July.

### Continuing Judicial Education

The Council is scheduled to hold its Summer Law and Practice Update Seminar June 19-21, 2019, in Savannah, Georgia, conducted through the Institute of Continuing Judicial Education (ICJE). The three-day program provides accreditation for those serving as of January 1, 2019 (new judges), in addition to recertifying judges sitting before that date.

### Next Meeting

The Council of Municipal Court Judges Executive Committee is scheduled to meet April 30, 2019, in Warner Robins at Central Georgia Technical College.

#### **Chief Judge Matthew McCord,** **President**

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#### **Judge Dale "Bubba" Samuels,** **President-Elect**

City of Franklin Springs & Monroe  
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#### **Judge Willie Weaver Sr., Vice** **President**

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#### **Judge JaDawnva Baker,** **Secretary**

City of Atlanta  
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#### **Judge Keith Barber, Treasurer**

City of Statesboro  
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#### **Judge La'Tisha Dear Jackson**

#### **Immediate Past President**

[latishadear@me.com](mailto:latishadear@me.com)

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Judge Chris Middleton  
Judge Billy Tomlinson

#### **District Two**

Judge Vernita Bender  
Judge Gregory T. Williams.

#### **District Three**

Judge Fred Graham  
Judge Bill NeSmith

#### **District Four**

Judge Garland C. Moore  
Judge David Will

#### **District Five**

Vacant  
Judge Parag Shah

#### **District Six**

Judge J. Kristi Lovelace  
Judge Ted Echols

#### **District Seven**

Judge Robert Cowan  
Judge Nathan Wade

#### **District Eight**

Judge Michael Gailey  
Judge Tommy J. Smith

#### **District Nine**

Judge Pamela Boles  
Judge Claude Mason

#### **District Ten**

Judge Lori Duff  
Judge Ryan S. Hope

April 24, 2019

Hon. Chief Justice Melton  
Georgia Supreme Court

Chief Justice Melton and Members of the Judicial Council:

There was a moment three years ago when I was asked to attend a Judicial Council meeting in place of our president elect. I recall standing outside before the meeting began, with no idea what to expect, and I called the chief superior court judge of my circuit to ask what I was supposed to do. I said nothing in that meeting. I could not have imagined the course of events that unfolded in the following months that brought me to this place.

I am grateful that I never lost the sense of wonder at serving along side such brilliant public servants. I have found the members of our council to be humble, gracious, thoughtful, and, surprisingly, vulnerable. I think that is significant, because I am told that there is a strong correlation between vulnerability and courage. If that is true, this is a courageous bunch. It is not lost on me that those attributes are the hallmarks of a council of individuals who have been so successful in life. Every Judicial Council meeting has been, for me, a reminder to inspect my own heart and to be certain that I return to my work with that same attitude of humble service that I see in so many of you.

Cynthia Clanton and her staff are some of the finest folks I have met in this calling. They have served my council and me tirelessly, anticipating what I needed before I asked. Our state and our judiciary are better because of Cynthia and those that she leads.

In June, my term as President of the Council of Municipal Court Judges will expire. I will miss serving as I have and count it an honor to have led the more than 360 municipal court judges across our state, and I will certainly miss holding a seat at the table with all of you. You do good work for others.

I am grateful for you.

Sincerely,

Matthew McCord  
President, Georgia Council of Municipal Court Judges



# Council of Accountability Court Judges

**Chief Judge Brenda S. Weaver**  
*Executive Committee Chair*  
*Appalachian Judicial Circuit*

**Taylor Jones**  
*Executive Director*

## **Council of Accountability Court Judges Report to Judicial Council April 2019**

In the time since the Council of Accountability Court Judges (CACJ) last reported to the Judicial Council, the CACJ Training Committee met to prepare the FY20 training calendar and the 2019 accountability courts training conference agenda. The CACJ also hosted several trainings since our last report. The CACJ is pleased to report the following Council activity:

- The CACJ Training Committee approved the FY20 accountability court training calendar. Some of the trainings planned for FY20 include:
  - A new accountability court judges training is planned for July 2019.
  - Justice for Vets: Mentor Coordinator training is planned for October 2019.
  - Prime Solutions for treatment providers is planned for December 2019.
  - Cognitive-Behavioral Interventions for Substance Abuse (CBI-SA). The CACJ Treatment Support Fidelity Specialist will be able to offer this training once a quarter.
- During the month of March 2019, the CACJ hosted the following trainings:
  - An Adult Felony Drug Court Operational Tune-up training was provided by the National Drug Court Institute (NDCI). The following teams were in attendance: Alapaha Circuit, Augusta Circuit, Blue Ridge Circuit, Fulton County, Hall County, Newton County, Savannah-Chatham County, and the Tallapoosa Circuit.
  - An Operational Tune-Up training was also provided by NDCI for the family treatment courts. The following teams were in attendance: the Ocmulgee Judicial Circuit, Athens-Clarke County, the Appalachian Judicial Circuit, and the Mountain Judicial Circuit.
  - An Operational Tune-up training was provided by Justice for Vets for the veterans' treatment courts. The following teams were in attendance: Hall County, Gwinnett County, Richmond County, and Cobb County.
  - The CACJ also provided an Operational Refresher training for adult mental health courts. The following teams were in attendance: Dawson County, Waycross Circuit, Coweta Circuit, Cobb County, DeKalb County, and the Augusta Circuit.
  - During the month of March 2019, the CACJ trained approximately 200 hundred accountability court professionals through the various operational tune-up and refresher opportunities.

The CACJ continues to be grateful for the ongoing support provided by the Judicial Council/Administrative Office of the Courts (JC/AOC) and the Criminal Justice Coordinating Council (CJCC) during each legislative session. With CJCC assistance the CACJ was able to obtain funding to add an additional staff member to support the treatment fidelity monitoring program started by the CACJ in 2017. Treatment fidelity monitoring is a crucial component to accountability court participant success. The CACJ anticipates an increase in positive program outcomes as the fidelity monitoring program is expanded to keep pace with the growth rate of Georgia's accountability courts.





# GEORGIA COMMISSION ON DISPUTE RESOLUTION

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Patrick T. O'Connor, Esq.

Rep. Jay Powell, Esq.

Edith B. Primm, Esq.

Judge Renata D. Turner

Randall Weiland, MPA

The following is an update on the initiatives and activities for the Commission on Dispute Resolution:

**Annual ADR Program Directors' Conference**

The 2019 ADR Program Directors Conference has been set for September 9-11 in St. Simons. Program Directors will participate in a variety of educational sessions and roundtable discussions, as well as have the opportunity to network and share ideas. Last year, over 23 programs were represented at the conference.

**Continuing Education Events**

The Georgia Office of Dispute Resolution will be hosting two continuing education events this year. The first will be held on Tuesday, June 18 at the State Bar of Georgia Conference Center. The second is planned for Friday, August 9 in Gainesville. These events will be open to registered neutrals only and are a collaborative effort with local court ADR programs.

**Juvenile Court ADR Program Forum**

The Georgia Office of Dispute Resolution, in collaboration with the Supreme Court Commission Justice For Children (J4C), is sponsoring a one-day forum on June 13 for Juvenile Court ADR Programs. This forum will focus on current challenges of court programs, while exploring options for growth in new and existing programs. The Office would like to thank Mr. Jerry Bruce, Esq. and Ms. Lynn Goldman, Esq. for their efforts in organizing and agreeing to participate in this event.

**Social Media and Website**

The Georgia Office of Dispute Resolution is pleased to announce its social media presence with both Twitter and LinkedIn accounts and also the upcoming debut of a new website coming early May.

Those interested in connecting with GODR through social media can follow us on Twitter: @GeorgiaADR

LinkedIn: <https://linkedin.com/company/georgia-office-of-dispute-resolution>

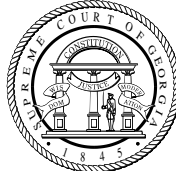
The website will feature a fresh new look and is being designed to better highlight the scope of both the Office and Commission. The goal is for the website to be an easy-to-navigate resource, where users will be able to more easily find registered neutrals, approved trainings, registration requirements, and more information on ADR in Georgia. The office would like to thank the JC/AOC IT Department for all of their work on making this project a reality. A special thanks to Mr. Sterling Perry for his contributions to the updates on the website.

**Upcoming Commission Meeting Date**

The next Commission meeting date is May 8, 2019, at 2:00 p.m. in Room #1 of the State Bar of Georgia. Meeting information as well as previous minutes are posted on the GODR website at [www.godr.org](http://www.godr.org).

# CHIEF JUSTICE'S COMMISSION ON PROFESSIONALISM

Hon. Harold D. Melton, 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: April 26, 2019

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The Chief Justice's Commission on Professionalism, 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 Harold D. Melton serves as the current chair of the Commission. Other judges who serve on the Commission are as follows: Judge Carla W. McMillian for the Georgia Court of Appeals; Judge Meng H. Lim (Tallapoosa Judicial Circuit) for the Council of Superior Court Judges; Judge Susan E. Edlein (Fulton County State Court) for the Council of State Court Judges; and Judge Steve C. Jones (Northern District of Georgia) for the federal judiciary. Court of Appeals of Georgia Judge Kenneth B. Hodges III serves on the Commission in his capacity as President of the State Bar of Georgia. Toombs County Chief Magistrate Judge Rizza P. O'Connor serves on the Commission in her capacity as President of the Young Lawyers Divisions of the State Bar of Georgia. To see a complete list of Commission members, visit the Commission's web site at [www.cjcpga.org](http://www.cjcpga.org).

### **Judges and the 20<sup>th</sup> Annual Justice Robert Benham Awards for Community Service**

In this Judicial Council report, the Commission wishes to acknowledge some of the many judges who helped to make the 20<sup>th</sup> Annual Justice Robert Benham Awards for Community Service a very special event. To enjoy a photo gallery of some of the judges who volunteered or who were honored at the Awards Ceremony, see <http://cjcpga.org/judges-and-the-benham-awards/>. The Awards Ceremony was co-sponsored by the Ronald J. Freeman Chapter of the Black Law Students Association at the Georgia State University College of Law. A synopsis of some of the activities for the evening are as follows.

Chief Justice Harold D. Melton, Supreme Court of Georgia, gave remarks and helped to honor each of the Award recipients.

Justice Robert Benham, Supreme Court of Georgia, was saluted for 20 years of service to the Justice Robert Benham Awards for Community Service.

Judge Carla Wong McMillian, Court of Appeals of Georgia, served as the Commission's "Guest Tweeter" for the evening.

Judge Kenneth B. Hodges, III, Court of Appeals of Georgia and President of the State Bar of Georgia, and Judge Rizza O'Connor, Chief Magistrate Court Judge for Toombs County and President of the Young Lawyers Division of the State Bar of Georgia, brought greetings on behalf of the Bar.

Judge Chung Lee, Associate Judge of the Municipal Court of Duluth, Georgia, and the Korean American Saxophone Ensemble performed the Musical Prelude.

Judge Gail Tusan and Judge Bensonetta Tipton Lane (Retired), Superior Court of Fulton County, and the Always Wanted to Dance troupe closed out the program by performing to Kool & the Gang's "Celebration."

Judge C. LaTain Kell, Sr., Superior Court of Cobb County, performing with the Specific Deviation Band, gave a heartfelt rendition of Prince's Purple Rain during the Awards Ceremony after party.

Judge Susan Edlein of the State Court of Fulton County suggested the idea of creating centerpieces to donate to a local charity and helped to create the table centerpieces for the evening. The contents of the baskets contained non-perishable food items that were donated to the Atlanta Community Food Bank.

Judge Phinia Aten, Chief Judge, Magistrate Court of Rockdale County, displayed some of her paintings.

Justice Sarah Hawkins Warren and Justice Charles J. Bethel, Supreme Court of Georgia, came to pay tribute to the honorees and to support the 20<sup>th</sup> Annual Justice Robert Benham Awards for Community Service. Other judges who attended the event included Judge Anne Barnes and Judge Sara Doyle of the Georgia Court of Appeals; and Chief Judge Juliette W. Scales and Presiding Judge Renata D. Turner of the Juvenile Court of Fulton County

### **The highlight of the evening was honoring the Award Recipients!**

Judge Clarence Seeliger, Superior Court of DeKalb County, was the honoree from Judicial District 4.

Judge Willie Lovett, Juvenile Court of Fulton County, was honored posthumously.

Justice P. Harris Hines, Supreme Court of Georgia, was honored posthumously.



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Laura Kathryne Hogan (706) 369-5836

**Event Planner**  
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### MEMORANDUM

TO: Chief Justice Harold D. Melton, Georgia Supreme Court  
Members, Judicial Council of Georgia

FR: Douglas Ashworth, ICJE Executive Director

*DG Ashworth*

RE: Report To Judicial Council – April 26, 2019

DATE: March 29, 2019

On behalf of the Institute of Continuing Judicial Education of Georgia ("ICJE") I am pleased to provide the following material for the April 26, 2019, Judicial Council of Georgia Meeting:

ICJE Executive Director Reports. Copies of my monthly email report to ICJE Board Leadership for January, February and March of 2019, are attached. These monthly reports are also distributed to the leadership of all ICJE constituent groups and educational apparatuses.

ICJE 2019 CY Master Calendar. ICJE's Seminar Schedule for Calendar Year 2019 is attached, as updated through February 27, 2019. ICJE staff met with the educational apparatus for each constituency group in collaborating on the development of this calendar. The comprehensive CY 2018 calendar was unanimously approved by ICJE Board of Trustees on November 2, 2018. This update reflects the addition of the Superior Court Judges' New Judge Orientation, set for December 9-13, 2019, in Athens.

Calendar Not Posted Due To Security. As a reminder, ICJE Master Calendars are not posted on the ICJE website, for security reasons.

Please contact me if I can provide further information or documentation concerning the above, or any other ICJE functions. Thank you for the opportunity to provide this report.

**From:** Douglas G. Ashworth  
**To:** "borut@uga.edu"; "david.darden@cobbcounty.org"; "boliver@hallcounty.org"; "Kathy.Palmer"; "Presiding Justice Nahmlas"  
**Cc:** "Lori A Ringhand"; "Tina M. Whitehair"; "Cynthia F Wentworth"; "Marti Head (HEADM@gasupreme.us)"; Randy Beck; Amy Weaver  
**Subject:** ICJE Exec Dtr Report - January 2019  
**Date:** Thursday, January 31, 2019 5:07:00 PM

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Greetings ICJE Board leadership:

Here is my **monthly overview of ICJE activities for January 2019**. As always, I can be reached anytime on my cell at 706.201.7680.

**Summary of Programming Work:** During the 21 business days of January , ICJE provided **8 days of educational programming**. Our live seminars occurred in Athens. The main programming work was to send out 2019 registration packets to all ICJE constituents and to begin to process the incoming 2019 registration forms. At this time of year, we receive several hundred registration forms per week during the peak weeks.

**Summary of Meetings:** ICJE staff prepared for and participated in **8 meetings** with various educational committee/council meetings.

**Details:**

**January 2nd – 11th: Programming Work** included: (1) Distributing 2019 Registration Information and Forms to constituents in **all six classes of courts**; and, (2) Processing the incoming Registration Forms. **Meetings** included: (1) Phone conference with Executive Director, Council of **Probate Court Judges** re: mentoring program and various programming; (2) Representing ICJE at the UGA Law School **Senior Administrator** meeting chaired by Dean Bo Rutledge; (3) Representing ICJE at the **State Bar of Georgia Mid-Year Meeting and Board of Governors Meeting**. Other Responsibilities included: (1) Continued **processing and posting of 2018 CJE hours** for ICJE constituents groups.

**January 14<sup>th</sup> – 18<sup>th</sup>: Programming Work** included: (1) Continued processing of hundreds of incoming Registration Forms; and, (2) Continued preparation for the Winter Superior Court Judges' Conference. **Meetings Included:** (1) Conference with General Counsel of **Department of Drivers Services (DDS)** regarding numerous future ICJE seminar presentations; and, (2) Phone Conference with **Municipal Court Clerks'** leadership on future programming. Other Responsibilities included: (1) Continued processing and posting of 2018 CJE hours for ICJE constituents groups.

**January 22<sup>nd</sup> – 25<sup>th</sup>: Programming** included the **Council of Superior Court Judges Winter Conference, in Athens**. **Meetings included:** (1) Superior Court Judges **MCJE Committee** meeting (to plan their 2019 Summer Conference); (2) **Magistrate Court Training Council** monthly meeting; (3) Representing ICJE at the UGA Law School Dean's Update to Staff; and, (4) **ICJE Board of Trustees Winter Quarterly Meeting**.

**January 28<sup>th</sup> – January 31<sup>st</sup>: Programming** included the **Council of State Court Judges New Judge**

**Orientation Course, in Athens. Programming Work** included: (1) Continued processing of hundreds of incoming Registration Forms; and (2) Continued preparation for upcoming events, including the **Faculty Development Workshop** in February.

**Memorandums of Understanding (MOU):** We successfully completed and executed comprehensive MOUs between ICJE and the **Council of Accountability Court Judges (CACJ)** setting out the work for CACJ 2019 Conference and New Judge Orientation. We appreciate CACJ Executive Director Taylor Jones' leadership in helping complete these MOUs.

As many of you receiving this email will attest to, there was also **constant phone and email communication flowing** between the ICJE staff and your educational apparatuses **as we continue work on your Agendas for the first few months of 2019.**

I'll continue to forward you these monthly updates. If I can be of assistance prior to the next monthly update, please call on me anytime.

Thank you and best regards,

**Douglas G. Ashworth, J.D., Executive Director**

**Institute of Continuing Judicial Education (ICJE)**

**The University of Georgia**

1150 S. Milledge Avenue

Athens, Georgia 30602-5025

**Direct:** 706.369.5793

**Email:** [doug@icje.law.uga.edu](mailto:doug@icje.law.uga.edu)

**Fax:** 706.369.5840



**From:** Douglas G. Ashworth  
**To:** "borut@uga.edu"; "david.darden@cobbcounty.org"; "boliver@hallcounty.org"; "Kathy Palmer"; "Presiding Justice Nahmias"  
**Cc:** "Lori A Ringhand"; "Tina M. Whitehair"; "Cynthia F Wentworth"; "Marti Head (HEADM@gasupreme.us)"; Randy Beck; Amy Weaver  
**Subject:** ICJE Exec Dtr Report - February 2019  
**Date:** Friday, March 01, 2019 4:06:00 PM

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Greetings ICJE Board leadership:

Here is my **monthly overview of ICJE activities for February 2019**. As always, I can be reached anytime on my cell at 706.201.7680.

**Summary of Programming Work:** During the 20 business days of February , ICJE facilitated educational programming that spread across **16 days**. Our live seminars occurred in Athens. **Our very first "Lunch and Learn Webinar"** was a great success. We also continued to process the incoming 2019 registration forms; to work on agendas for March, April, May events; and, to work on venue contracts for future years, as well.

**Summary of Meetings:** ICJE staff prepared for and participated in **7 meetings** with various educational committee/council meetings; and also 2 meetings related to FY 2020 Appropriations at the General Assembly.

#### **Details:**

**February 4<sup>th</sup> – 15<sup>th</sup>: Programming Work** included: (1) **Municipal Court Clerks' 16 Hour Certification**; our very first Lunch and Learn Webinar (Topic: Best Practices – Use Of Court Interpreters) open to multiple classes of courts; and our grant-funded **Faculty Development Workshop**, which featured representatives from all six classes of courts. **Meetings** included: (1) **FY 2020 Budget Hearings** before the General Assembly in Atlanta; (2) Representing ICJE at the UGA Law School **Senior Administrator** meeting chaired by Dean Bo Rutledge; (3) and representing ICJE at the **Judicial Council of Georgia Meeting**.

**February 18<sup>th</sup>-22<sup>nd</sup>: Programming Work** included: (1) **Probate Court Judges Leadership Program** – Leadership, an online program; **Meetings Included:** (1) State of the Judiciary Address by Chief Justice Melton; (2) **Magistrate Court Training Council**; (3) Leadership of **Probate Court Training Council**, discussing educational programming issues; and, (4) **Magistrate Court Clerk's Leadership**, planning future programming.

**February 24<sup>th</sup> – March 1<sup>st</sup>: Programming included (1) Magistrate Court Judges 40 Hour Criminal Basics Course**, in Athens; and, (2) continuation of **Probate Court Judges Leadership Program** – Leadership, an online program. **Meetings included:** Ongoing agenda preparations and finalizations with: (1) **Juvenile Court Judges Ed Cert Committee** and CJCJ Executive Director; (2) **Magistrate Court Training Council**; and (3) **State Court Judges Education al Programming Committee**.

**Mentoring Programs:** ICJE Staff prepared and distributed a proposed "**Probate Mentoring Manual**" and a proposed "**Magistrate Mentoring Manual**" in an effort to continue to make the tracking of

the mentoring programs more efficient for all participants.

We appreciate the time each of your volunteer as the **constant phone and email communication flows** between ICJE staff and your educational apparatuses, **as we continue work on the pre-event, on-site event; and post-event work for your events.**

I'll continue to forward you these monthly updates. If I can be of assistance prior to the next monthly update, please call on me anytime.

Thank you and best regards,

**Douglas G. Ashworth, J.D., Executive Director**

**Institute of Continuing Judicial Education (ICJE)**

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Athens, Georgia 30602-5025

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**Fax:** 706.369.5840



## Douglas G. Ashworth

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**From:** Douglas G. Ashworth  
**Sent:** Wednesday, March 20, 2019 2:36 PM  
**To:** Douglas G. Ashworth  
**Subject:** ICJE Exec Dtr Report - March 2019

Greetings ICJE Board leadership:

Here is my **monthly overview of ICJE activities for March 2019**. As always, I can be reached anytime on my cell at 706.201.7680.

**Summary of Programming Work and Meetings:** During the 21 business days of March, ICJE staff facilitated 5 days of educational programming in two different locations and also participated in various educational committee/council meetings spread across **7 days**. Our live seminars occurred in Athens; and, in St. Simons Island. Other meetings included continued monitoring of the FY 2020 Appropriations Request before the General Assembly; and, the continuation of our interviews with candidates for our vacant Event Coordinator position.

**That's the Summary, here are the Details:**

**March 1<sup>st</sup> – March 15<sup>th</sup>: Programming Work** included: **Judging & Humanities**, in Athens (Topic: Evicted: Poverty & Profit in American Cities/Poverty In The Courts), a one-day seminar for **multiple classes of courts** that drew attendees from four classes of ICJE constituencies. **Meetings** included: (1) Interviews with candidates for the Event Coordinator position; (2) Senate Appropriations Subcommittee Hearing on **FY 2020 Budget request**; (3) **NASJE** (National Association of State Judicial Educators) **Futures Committee** Phone Conference; (4) Meeting with various venue event coordinators regarding **venue contracts** for various ICJE facilitated events for **CY 2020; 2021 and 2022**.

**March 18<sup>th</sup> – March 22<sup>nd</sup>: Programming Work** included: (1) **Probate Court Judges Spring Conference** (King & Prince, St. Simons Island); and, (2) **Probate Court Judges Certificate Program**, in conjunction with Spring Conference programming. **Meetings Included:** (1) **Probate Court Training Council**; (2) **Magistrate Court Training Council**, which also included the approval of the newly designed **Magistrate Mentoring Manual** developed by ICJE Staff and the MCTC Mentoring Committee.

**March 25<sup>th</sup> – March 29<sup>th</sup>: Meetings** included (1) **Magistrate Court Training Council Curriculum Committee**, in Macon. Planning at this meeting included the Agenda for the Chief Magistrate Update Course; (2) **Juvenile Court Judges Ed Cert Committee** and **CJCJ Executive Director** regarding Spring Conference Agenda; and, (3) the quarterly **ICJE Board of Trustees Meeting**, in conjunction with (4) the **Spring State Bar of Georgia Board of Governors Meeting**.

As a general reminder, ongoing agenda preparation and finalization is always occurring on a consistent basis as the programming year moves forward. We are very appreciative of the time each group of volunteer Judges and Clerks provides during the **constant phone and email communication** between ICJE staff and the various educational apparatuses, as we continue work on the **pre-event, on-site event; and post-event work for ICJE facilitated events**.

I'll continue to forward you these monthly updates. If I can be of assistance prior to the next monthly update, please call on me anytime.

Thank you and best regards,

**Douglas G. Ashworth, J.D., Executive Director**

# ICJE 2019 CALENDAR - UPDATED AS OF 02.27.19

| Date           | Course  | Format                               | Location                                    |
|----------------|---|--------------------------------------|---|
| Jan. 22-25     | Superior Court Judges' Winter Conference  | Live Seminar                         | UGA Hotel & Conference Center - Athens      |
| Jan. 28-31     | State Court Judges' NJO   | Live Seminar                         | Holiday Inn - Athens                        |
| Feb. 12-13     | Municipal Court Clerks' 16 Hr. Certification  | Live Seminar                         | Holiday Inn - Athens                        |
| Feb. 13        | Municipal, Magistrate, & Probate Court Judges' Webinar: Best Practices for Interpreters | Live Webinar                         | GoToWebinar                                 |
| Feb. 14-15     | Faculty Development Workshop  | Live Seminar/By invitation only      | Holiday Inn - Athens                        |
| Feb. 18-22     | Probate Court Judges' Certificate Program - Leadership                                  | Online Self-Study Course             | eLearningCommons - Online                   |
| Feb. 24-Mar. 1 | Magistrate Court Judges' 40 Hr. Criminal Certification                                  | Live Seminar                         | Holiday Inn - Athens                        |
| Mar. 15        | Judging & Humanities  | Live Seminar/Multi-class             | SpringHill Suites - Athens                  |
| Mar. 18-21     | Probate Court Judges' Spring Conference   | Live Seminar                         | King & Prince Conference Center- St. Simons |
| April 3-5      | Juvenile Court Clerks' Annual Conference  | Live Seminar                         | Legacy Lodge at Lake Lanier - Buford        |
| Apr. 9         | Municipal, Magistrate, & Probate Court Judges' Webinar: SB 407 New Citation Form        | Live Webinar                         | GoToWebinar                                 |
| Apr. 15-16     | Magistrate Court Judges' April Recertification  | Live Seminar                         | King & Prince - St. Simons                  |
| Apr. 15-19     | Elder Abuse   | Online Self-Study Course/Multi-class | eLearningCommons - Online                   |
| Apr. 25-26     | Municipal Court Clerks' Recertification   | Live Seminar                         | Brasstown Valley Resort - Young Harris      |
| May 6-8        | Juvenile Court Judges' Spring Conference  | Live Seminar                         | King & Prince - St. Simons                  |
| May 13-17      | Municipal Court Clerks' Recertification   | Online Self-Study Course             | eLearningCommons - Online                   |
| May 15-17      | State Court Judges' Spring Conference   | Live Seminar                         | Legacy Lodge at Lake Lanier - Buford        |
| May 20-24      | Mental Health Issues in the Courts  | Online Self-Study Course/Multi-class | eLearningCommons - Online                   |
| May 29-May 31  | Probate Court Judges' Traffic Conference  | Live Seminar                         | UGA Hotel & Conference Center - Athens      |
| June 5         | Municipal Court Judges' Lunch & Learn: Legislative Update                               | Live Webinar                         | GoToMeeting                                 |
| June 6-7       | Magistrate Court Clerks' Annual Training  | Live Seminar                         | Legacy Lodge at Lake Lanier - Buford        |
| June 12        | Magistrate Court Judges' Lunch & Learn: Legislative Update                              | Live Webinar                         | GoToMeeting                                 |
| June 13        | Probate Court Judges' Lunch & Learn: Legislative Update                                 | Live Webinar                         | GoToMeeting                                 |
| June 17-18     | Probate Court Clerks' LWEG & Traffic Training   | Live Seminar                         | Holiday Inn - Athens                        |
| June 19-21     | Municipal Court Judges' 20 Hr. Certification  | Live Seminar                         | Savannah Marriott Riverfront                |
| June 19-21     | Municipal Court Judges' Law & Practice Update   | Live Seminar                         | Savannah Marriott Riverfront                |
| July 8-12      | Probate Court Judges' Certificate Program - Ethics                                      | Online Self-Study Course             | eLearningCommons - Online                   |
| July 12        | Judicial Ethics & Its Impact on Others  | Live Seminar/Multi-class             | Holiday Inn - Athens                        |
| July 16-17     | Magistrate Court Chief Judges' Update   | Live Seminar                         | Brasstown Valley Resort Young Harris        |
| July 16-17     | Probate Clerks' LWEG & Traffic Training   | Live Seminar                         | Oconee Fall Line Tech - Dublin              |
| Aug. 5-9       | Jail Diversion  | Online Self-Study Course/Multi-class | eLearningCommons - Online                   |
| Aug. 7         | Municipal Court Judges' Lunch & Learn: TBD  | Live Webinar                         | GoToWebinar                                 |
| Aug. 8-9       | Municipal Court Clerks' Recertification   | Live Seminar                         | Callaway Gardens - Pine Mountain            |
| Aug. 12-15     | Superior Court Judges' Summer Conference  | Live Seminar                         | The Westin Savannah                         |
| Aug. 13-14     | Probate Court Clerks' LWEG & Traffic Training   | Live Seminar                         | UGA Conference Center - Tifton              |
| Aug. 14        | Magistrate Court Judges' Lunch & Learn: Abandoned Mobile Homes                          | Live Webinar                         | GoToWebinar                                 |
| Aug. 15        | Probate Court Judges' Lunch & Learn: TBD  | Live Webinar                         | GoToWebinar                                 |
| Aug. 21-22     | Judicial Staff Attorneys' Annual Conference   | Live Seminar                         | State Bar of GA - Atlanta                   |
|                |   |                                      |   |
|                |   |                                      |   |
|                |   |                                      |   |

| Date        | Course  | Format                               | Location                                     |  |  |  |
|-------------|---|--------------------------------------|--|--|--|--|
| Sept. 8-13  | Magistrate Court Judges' 40 Hr. Basic Civil Certification         | Live Seminar                         | Holiday Inn - Athens                         |  |  |  |
| Sept. 15-18 | CACJ Accountability Courts Training Conference                    | Live Seminar                         | Classic Center - Athens                      |  |  |  |
| Sept. 25-26 | Municipal Court Clerks' 16 Hr. Certification                      | Live Seminar                         | UGA Conference Center - Tifton               |  |  |  |
|             |   |                                      |  |  |  |  |
| Oct. 2-4    | Municipal Court Judges' 20 Hr. Certification                      | Live Seminar                         | Legacy Lodge at Lake Lanier - Buford         |  |  |  |
| Oct. 2-4    | Municipal Court Judges' Law & Practice Update                     | Live Seminar                         | Legacy Lodge at Lake Lanier - Buford         |  |  |  |
| Oct. 7-8    | Magistrate Court Judges' Recertification                          | Live Seminar                         | The Westin - Jekyll Island                   |  |  |  |
| Oct. 9      | Magistrate Court Judges' Lunch & Learn: Garnishments              | Live Webinar                         | GoToWebinar                                  |  |  |  |
| Oct. 10     | Probate Court Judges' Lunch & Learn: TBD                          | Live Webinar                         | GoToWebinar                                  |  |  |  |
| Oct. 14-16  | Probate Court Judges' Fall COAG                                   | Live Seminar                         | Hyatt Regency - Savannah                     |  |  |  |
| Oct. 16     | Probate Court Judges' Lunch & Learn: TBD                          | Live Webinar                         | GoToWebinar                                  |  |  |  |
| Oct. 16-18  | State Court Judges' Fall Conference                               | Live Seminar                         | King & Prince Conference Center - St. Simons |  |  |  |
| Oct. 21-23  | Juvenile Court Judges' Fall Conference                            | Live Seminar                         | UGA Hotel & Conference Center - Athens       |  |  |  |
|             |   |                                      |  |  |  |  |
| Nov. 4-8    | Municipal Court Clerks' Recertification                           | Online Self-Study Course             | eLearningCommons - Online                    |  |  |  |
| Nov. 11-15  | Court & Personal Security   | Online Self-Study Course/Multi-class | eLearningCommons - Online                    |  |  |  |
| Nov. 11-15  | Probate Court Judges' Certificate Program - Office Administration | Online Self-Study Course             | eLearningCommons - Online                    |  |  |  |
| Nov. 14-15  | Municipal Court Clerks' Recertification                           | Live Seminar                         | King & Prince - St. Simons                   |  |  |  |
|             |   |                                      |  |  |  |  |
| Dec. 2-6    | Domestic Violence   | Online Self-Study Course/Multi-class | eLearning Commons - Online                   |  |  |  |
| Dec. 4      | Municipal Court Judges' Lunch & Learn: Professionalism/Ethics     | Live Webinar                         | GoToWebinar                                  |  |  |  |
| Dec 9-13    | Superior Court Judges' NJO  | Live Seminar                         | Holiday Inn-Athens                           |  |  |  |
| Dec. 11     | Magistrate Court Judges' Lunch & Learn: Landlord-Tenant Issues    | Live Webinar                         | GoToWebinar                                  |  |  |  |
| Dec. 12     | Probate Court Judges' Lunch & Learn: Professionalism/Ethics       | Live Webinar                         | GoToWebinar                                  |  |  |  |