

FINANCIAL AID REQUEST FOR NATIONALLY-BASED TRAINING OR CLE

(USE INSTRUCTIONS ON OTHER SIDE)

(Fill out this form on-line or download and fill out. Click on field, fill out, then print.)

SUBMIT TO: The Institute of Continuing Judicial Education of Georgia

The University of Georgia, 123 Dean Rusk Hall, Athens, GA 30602-6025

Phone: (706) 542-7491

NAME _____

COURT & TITLE _____ SS# _____

HOME ADDRESS _____ ZIP _____ PHONE _____

COURT ADDRESS _____ ZIP _____ PHONE _____

COURSE TITLE _____

COURSE SPONSOR _____ COURSE SITE (See B.2.) _____

COURSE DATES (See C.1.) _____ TRAVEL DATES (See C.6.) _____

Please attach a copy of the promotional literature.

ESTIMATED EXPENDITURES

| | | ===== |
|---|-------|---------------------------|
| | | Institute Use Only |
| Lodging and meals | _____ | _____ |
| Airfare (coach/saver) | _____ | _____ |
| Mileage to and from airport of departure | _____ | _____ |
| Tuition/Conference Fee | _____ | _____ |
| Misc. Expenses (Taxi, Parking, etc) | _____ | _____ |
| TOTAL (See C.2.,3.,4.,5.,6.,7.,8.) | _____ | ===== |

Amount of Local or Other (SJI, NJC Scholarship) Contribution to Meet These Costs (See C.3) _____

Date Applicant Last Attended A Nationally-Based Course (**ICJE Funded**) _____

(See B.4.,e.,d.,c.,a.)

Date Applicant First Assumed Current Position (See B.4.a.,c.) _____

Judicial practice or court administrative problem this course will help you resolve: _____

Applicant's Signature and Date _____

Approval of Chief Judge or other
Authorized Local Official and Date _____

INSTITUTE USE ONLY

Priority _____ **DOAS Elig.** _____ **Requested** _____ **Authorized** _____ **Recommended** _____

Comments: _____

Decision of Committee: _____

FINANCIAL AID REQUEST POLICIES AND INSTRUCTIONS

A. STANDARDS FOR PARTICIPATION IN NATIONALLY-BASED TRAINING AND CONTINUING LEGAL EDUCATION

1. The Institute of Continuing Judicial Education of Georgia regards educational programs conducted by reputable sponsors whether outside the State or within, as valuable complements to in-state-based CJE. Therefore, the Institute accepts applications for financial aid to take part in such education from all judicial branch personnel. Because funds for this training are insufficient to meet all aid requests, the Institute's Board of Trustees has charged its Committee on Nationally-Based Training and Continuing Legal Education to apportion monies according to the following policies.

B. ELIGIBILITY RULES

1. **APPARENT EDUCATIONAL VALUE** of the program: Programs primarily business in nature (featuring plenary sessions, committee conclaves, membership caucuses, organizational business meetings, etc.) are not considered to be of educational value. Six hours of group-oriented instructional activity per day on the program site, three hours per half day, is the norm indicating apparent educational value.

2. **LOCALE AND DURATION** of the program. Because of travel costs, funding for short programs or activities at a great distance from Georgia is rarely granted. As a general rule, authorization is limited to programs a week in length or longer. Applications for educational travel outside the continental United States will not be considered by the Committee.

3. **PREFERENCES AMONG ELIGIBLE PERSONNEL:** Preference goes to full-time members of the judiciary, followed by full-time court support personnel, and finally part-time judicial officers. Breadth of subject matter jurisdiction and geographic responsibility bears a direct proportion to preference for funding, along with the primary service at the trial level of court.

4. PRIORITIES WITHIN THE CLASSES OF PREFERRED PERSONNEL.

- a. First - New trial level judges who have:
 - (1) attended the state-based orientation course.
 - (2) accumulated a reasonable amount of bench service prior to the starting date of the nationally-based course they wish to attend, and
 - (3) applied to take part in a basic course, rather than a graduate or specialty course.
- b. Second - Persons attending a nationally-based program to specifically enhance their ability to serve as an instructor in a state-based judicial educational activity, and so designated by ICJE.
- c. Third - Individuals with more than three years' service in their current position, who've never taken part in a nationally-based judicial educational activity, so long as the course desired has not been substantially covered by a state-based program within the 12 months immediately preceding the nationally-based course.
- d. Fourth - Persons who've previously taken part in nationally-based programming, but have not done so within the three years immediately preceding the date on which the course they wish to attend begins, so long as the course desired has not been substantially covered by a state-based program within the 12 months immediately preceding the nationally-base course.
- e. Fifth - Individuals not fitting into the top four priority categories.

Persons who've previously taken part in nationally-based programming *will rarely be approved for financial aid in two successive fiscal years, and then only under exceptionally justified circumstances, and never in three or more successive fiscal years.* Consequently, multi-year degree granting programs occupy a less than favored status among the courses for which funding will be granted.

C. APPLICATION PROCEDURES

In addition to the eligibility rules, the Committee has established the following application procedures pertaining to ICJE financial aid.

1. All requests should be submitted at least 60 days in advance of the training. Applicants should proceed to register with the course sponsor to assure for themselves a place in the activity.
2. Specific reimbursement maximums will be fixed for the following categories of expense:

lodging and meals
transportation and mileage
tuition/registration/conference fee charges
taxi, parking, limo service and portage

3. Normally, reimbursement will be limited to 80% of the total of all category allowances. However, since some funds have been specifically appropriated for nationally-based training of Superior Court judges during their first 10 years in office, for their initial attendance at a nationally-based basic course these judges will receive 100% of the total expenses paid for from this specific appropriation. Funding at less than 80% may be approved for applications not conforming to minimum eligibility standards.
4. Reimbursement for lodging will be limited to the single room rate for the program at the host or headquarters hotel, plus tax. Trainees may, however, stay wherever they choose.
5. Reimbursement for meals will be limited to \$28.00 per day, including gratuities. Individual meal limits are \$6.00 breakfast, \$7.00 lunch, and \$15.00 dinner.
6. The trainee may utilize whatever form of transportation he or she chooses, but reimbursement will be limited to the lesser of mileage (\$.28) per mile or the least expensive airfare available at the time of travel, for the most cost-effective or direct round trip service.
7. Voluntary fees of whatever nature are not reimbursable. County or city paid tuition is not reimbursable-do not expect ICJE payment for tuition and conference fees paid in advance by a local governing authority.
8. Automobile rental will be reimbursed only in exceptional circumstances and only with prior authorization of the Committee.
9. Every reimbursement request must be accompanied by a program evaluation, appropriate receipts and a copy of the certificate of completion issued by the training agency. Receipts are required for all transportation charges other than taxi and limo service, for tuition and registration fees, for lodging expenses and for parking charges. Meal receipts are not required.
10. All reimbursement requests must be submitted to the ICJE in care of 123 Dean Rusk Hall, The University of Georgia, Athens, Georgia 30602-6025, within 30 days of the completion of the program. Requests received more than 30 days after the final day of a program will ordinarily not be accepted.