

**FINANCIAL AID REQUEST FOR NATIONALLY-BASED TRAINING OR CLE**

**(PLEASE FOLLOW INSTRUCTIONS ON OTHER SIDE)**

**SUBMIT TO: The Institute of Continuing Judicial Education of Georgia**

**The University of Georgia, 1150 South Milledge, Athens, GA 30602**

**Phone: (706) 369-5842**

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**

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

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.) \_\_\_\_\_

State-based teaching assignment targeted: \_\_\_\_\_

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

Personal enrichment goal: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature and Date

\_\_\_\_\_  
Approval of Chief Judge or other  
Authorized Local official and Date

**INSTITUTE USE ONLY**

<b>Priority</b>	<b>DOAS Elig.</b>	<b>Requested</b>	<b>Authorized</b>	<b>Recommended</b>
_____	_____	_____	_____	_____

**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 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. Faculty development travel trumps personal enrichment participation.

### 4. PRIORITIES WITHIN THE CLASSES OF PREFERRED PERSONNEL.

a. First - 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.

b. Second - 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.

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 submit original request form to ICJE. 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 that states allowable rate, which can be found at [www.gsa.gov](http://www.gsa.gov), including gratuities. Per Diem will be reimbursed 100%, minus any pre-paid meals that are included as part of your training.

6. The trainee may utilize whatever form of transportation he or she chooses, but reimbursement will be limited to the lesser of current mileage rate set during time of travel 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. **Original 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 1150 S. Milledge Ave., The University of Georgia, Athens, Georgia 30602, within 30 days of the completion of the program. Requests received more than 30 days after the final day of a program cannot be accepted.