

Mandatory Judicial Education Frequently Asked Questions

. . . . About Progress Reports

1. Q: **Why did I receive this progress report now when I have three years to comply with GR 26?**
A: The Mandatory Continuing Judicial Education Standards state in Section 5(1), that the Administrative Office of the Courts (AOC) will provide a progress report by January 1 to every judicial officer for the programs they have attended during the previous calendar year.

2. Q: **What do I need to do?**
A: In Section 5(1), the Standards go on to state that after reviewing the progress report, judicial officers must either: a) confirm it as an accurate record of their progress toward compliance with the rule, or; b) provide additional information and accompanying documentation on programs attended, and, c) file that report with the AOC on or before **January 31** of each year.

3. Q: **But my report shows no progress and no credits. Unfortunately I know that is correct, do I have to confirm?**
A. As noted above, the Standards require that you confirm or provide additional information.

4. Q: **On my report there is a line called “other continuing judicial education”, what is that and what does it include?**
A: “Other Continuing Judicial Education” is a category that includes all other education that is not sponsored by the CEC, the annual conference, or is not institutional visits, self-study, or webinars. It includes, judicial publishing or writing, or other continuing professional education programs you attend in-state or out-of-state that is sponsored by an approved organization.

Mandatory Judicial Education Frequently Asked Questions

General Questions

Note: Questions and answers are based upon standards approved by the Supreme Court per GR 26 3(c).

- 1. Q: What must Washington judicial officers do to meet the requirements of GR 26?**
A: The rule requires that each judicial officer complete 45 hours of continuing judicial education (CJE) every three years. Six of these hours must be in the area of judicial ethics. There is no requirement to achieve any particular number of credits per year—the requirement is to accumulate 45 hours within the three-year reporting period.
- 2. Q: Which “judicial officers” must meet the requirements of the rule?**
A: Judicial officers include all elected or appointed judges and all court commissioners. If you have a regular docket, you must meet this requirement.
- 3. Q: Does the rule require new judicial officers to attend the Judicial College?**
A: Yes. All newly appointed or elected judicial officers must attend Judicial College within 12 months of appointment or election to the judicial office.
- 4. Q: Must judicial officers who move to another court level attend Judicial College?**
A. Judicial officers who attended the Judicial College as a district or municipal officer must complete the Judicial College again within 12 months of any subsequent appointment or election to superior court. Likewise, a judicial officer who attended Judicial College as a superior court officer must complete the College again if appointed or elected to a court of limited jurisdiction position. Appellate judicial officers, who have not attended the college at either the Superior, District, or Municipal level, are required to attend Judicial College within 12 months of their appointment or election.
- 5. Q: When does the three-year reporting cycle begin?**
A: Judicial officers must complete their 45 hours of CJE credit within a specified three-year time period (see Question 6).

6. **Q: When may judicial officers begin reporting their education credits?**
A: Judicial Officers begin reporting credits as soon as they are sworn in or on the bench.
7. **Q: Is there an easy way to get the required 45 hours?**
A: Yes. By design, full attendance at **either** the annual judicial conference or the spring conference will provide at least 15 hours of judicial education credit annually.
8. **Q: What other kinds of credits count?**
A: Judicial education programs sponsored by the Board for Judicial Administration's Court Education Committee (CEC) or other recognized judicial education providers are presumptively credited on an hour-for-hour basis. The standards also provide CJE credit for teaching, published judicial/legal writing, self study, institutional visits, and other continuing professional education programs (such as Bar Association CLEs) on a case-by-case basis.
9. **Q: Who will decide what activities get credit?**
A: GR 26 requires the CEC to establish standards for CJE credits. The CEC administers GR 26. This includes reviewing and approving individual requests from judicial officers. The standards include an appeal provision for denial of program accreditation.
10. **Q: How do I keep track and report my credits?**
A: For programs that are offered by the CEC, judicial officers will complete a form at the end of each program to designate the credit hours they earned. For programs sponsored by other entities, judges will report their attendance to the AOC to request credit. Forms are available on the [court extranet site](#). Annually, the AOC will send you a progress report listing the credits you have earned.
11. **Q: As a part-time judicial officer and practicing attorney, I report CLE credits to the Bar. Will these count toward the GR 26 requirements?**
A: The CEC will credit attendance at CLE programs to the extent the program directly aids the judicial officer in performing his or her specific judicial duties. Such credits that deal with substantive legal topics, statutory, constitutional, or procedural issues that come before the judicial officer will usually qualify for CJE.

- 12. Q: Will the Washington State Bar Association apply CJE credits I earn from CEC programs to my CLE requirement?**
A: Yes. The AOC will continue to submit CEC program hours to the WSBA so that judicial officers who are also active members of the Bar Association can meet both requirements.
- 13. Q: How will I know that everything has been credited?**
A: AOC will provide each judicial officer with an annual progress report listing the accredited programs you have attended during the previous calendar year. After reviewing that progress report, judges will: Confirm the accuracy of the progress report or:
- Provide additional information on programs attended.
 - File that report with AOC on or before January 31 of each year.
- 14. Q: What happens if I forget or fail to file the annual progress report?**
A: By the end of January, your annual progress report is automatically confirmed.
- 15. Q: What happens if I fail to meet the 45 hours of required credit in my three-year reporting period?**
A: You will receive an annual progress report listing the CJE credits you have achieved. These annual reports will serve as an update and reminder to judicial officers. Judicial officers who do not have the requisite number of hours at the end of their three-year reporting period will have until March 1 to make up the credits for the previous three-year reporting period. These credits will not count toward their current three-year reporting period. As required, AOC will publish a report with the names of judicial officers who have not met the requirements of sections (a) and (b) of GR 26 – the 45-hour requirement and the Judicial College requirement.