

Appellate Education Fund (AEF) Policy

1. This policy governs funds dedicated to the AEF only. It does not include funds dedicated to the retired appellate or clerks fund. The AEF is exclusive of any administrative costs associated with administering the funds.
2. The funds in the AEF are available to appellate judges **in addition to** any amounts they are reimbursed for attending any TCJ programs; thus, reimbursement for expenses incurred in attending TCJ programs will not count against a judge's reimbursement from AEF funds.
3. The amount available to each appellate judge from the AEF is determined by taking the total amount of the AEF in a given fiscal year and dividing it by 98 (\$1,000). This amount is referred to as the appellate judge's Initial Allotted Amount.
4. Each appellate judge is entitled to be reimbursed the reasonable and necessary expenses up to the Initial Allotted Amount for attending approved judicial education programs during the fiscal year, provided that all requests for funds up to the Initial Allotted Amount must be made in writing (by email or other means), approved by the chief of the court, and received by TCJ by March 31. If an appellate judge does not intend to seek any funds from the AEF for a fiscal year, the judge should notify the TCJ as early in the fiscal year as possible of that decision.
5. Based upon the requests and information received by March 31, a determination will be made as to whether additional funds are available for judicial education from the AEF. If additional funds are available, then between April 1 and April 30, any appellate judge may request in writing (by email or other means) up to an additional \$2,000 (i.e. in addition to the Initial Allotted Amount) for that fiscal year. The funds will be allotted on a first come, first serve basis.
6. Any funds from the AEF that have not been committed by May 1 shall also become available for direct training for district, county court at law and associate judges and their court personnel.
7. If an appellate judge intends to seek reimbursement for expenses incurred in attending a judicial education program held outside the United States, the judge must obtain approval from the CCA in advance and must submit such information as requested by the CCA concerning the expenses to be incurred.
8. Notice of the availability of funds and the dates for requesting such funds will be sent periodically by TCJ.