

The Texas Center for the Judiciary

Guidelines for Obtaining Credit for Judicial Instruction Related to Family Violence, Sexual Assault, and Child Abuse

Texas Government Code §22.110 requires a judge who hears cases involving family violence, sexual assault, or child abuse and neglect to complete specific judicial training related to these problems.

- Judges must complete at least twelve hours of training within their first full term of office and at least five hours during each additional term in office (or four years of service).
- The twelve hours of training during the first term of office must include at least four hours dedicated to issues related to child abuse and neglect and must cover at least two of the topics described in subsections (d)(8)-(12).
- In addition, at least six hours of the training must be dedicated to the training described by subsections (d)(5)-(7).
- The five hours of training required during each additional term in office must include at least two hours of training dedicated to issues to child abuse and neglect.
- Family Violence training credit hours may not be carried over from one term to another.
- The Texas Center is required to report the names of all judges who do not comply with the requirements of Texas Government Code §22.110 to the State Commission on Judicial Conduct.

Because this Family Violence (FV) training must be certified, the Texas Center for the Judiciary offers at least one FV session at most conferences, making it more convenient to meet the statutory requirement at our conferences. A maximum of three hours CJE credit per year is available for designated online material at the Texas Center website, and two of those hours may be FV topics. Online material at the Texas Center website will be designated if it is eligible for FV credit. A maximum of two hours online FV instruction may be credited during any reporting period. If a course is put on by the Texas Center, FV sign-in sheets will be distributed and credit will automatically be posted to individual CJE accounts. It is the judge's individual responsibility to keep track of statutorily differentiated mandatory training.

However, a judge may request FV credit for non-Texas Center courses. Here's the procedure:

- Go to the Texas Center website (www.yourhonor.com); open the Conferences & Events tab and select Forms. Click on Continuing Judicial Education Form for a CJE form that you can fill out online. Fill it out completely and note that you are seeking FV hours.
- All FV hours qualify as CJE hours. If the continuing judicial education activity was not provided by an approved provider, the Registrar refers the CJE request to the Program Attorney for review as to compliance with the Rules of Judicial Education. **A complete program schedule that includes topics, times, faculty names, credentials, course objectives and course descriptions must be included to facilitate this review.** CJE credit will not be given for introductory remarks, breaks, meal breaks, keynote or luncheon speakers or business meetings. If insufficient documentation accompanies the request, the Program Attorney notifies the Registrar who will seek additional information from the requesting judge. When sufficient documentation is submitted, the Program Attorney completes the review, prepares an initial determination as to CJE compliance, and makes a recommendation to the Curriculum Committee.
- All requests and initial determinations are presented at the next Curriculum Committee meeting. At that time, all CJE requests and documentation are reviewed and the Curriculum Committee makes a recommendation to the Education Committee of the Court of Criminal

Appeals. The Education Committee of the Court of Criminal Appeals reviews the Curriculum Committee's recommendation and documentation with regard to each request, and approves or denies the Curriculum Committee's recommendation. Their decision is then communicated to the Texas Center for implementation and update of judicial records.

- Go to the Texas Center website (www.yourhonor.com); open the Conferences & Events tab and select Forms. Click on Continuing Judicial Education Form for a CJE form that you can fill out online. Fill it out completely.
- Then print out the form, attach the course agenda, brochure and/or timed outline and other required materials, noting the courses that you actually attended, and mail or fax to Michele Mund, Registrar, at 512-469-7664.
- The Registrar refers all FV requests to the Program Attorney for review as to compliance with Texas Government Code § 22.110(d). **A complete program schedule that includes topics, times, faculty names, credentials, course objectives and course descriptions facilitates this review and prevents delay. If credit for training on issues related to child abuse and neglect is sought, also include a letter from the sponsoring organization certifying that it has at least three years' experience in training professionals on child abuse and neglect issues or has personnel or planning committee members who have at least five years' experience in working directly in the field of child abuse and neglect prevention and treatment. It is the judge's individual responsibility to keep track of statutorily differentiated mandatory training.** CJE credit will not be given for introductory remarks, breaks, meal breaks, keynote or luncheon speakers or business meetings.
- If insufficient documentation accompanies the request, the Program Attorney notifies the Registrar who will seek additional information from the requesting judge. Thereafter, the Program Attorney will review the materials, prepare an initial determination as to statutory compliance, and make a recommendation to the Curriculum Committee. The Texas Center adheres strictly to the statutory wording in determining whether an individual course qualifies as FV instruction. Inclusion of a course in a family law or criminal law conference (or any conference) is insufficient in and of itself for automatic qualification. The entire content of that individual course must relate to the statutory requirement in order to qualify for FV credit.
- All requests and initial determinations are presented at the next Curriculum Committee meeting. At that time, all CJE and FV requests and documentation are reviewed and the Curriculum Committee makes a recommendation to the Education Committee of the Court of Criminal Appeals. The Education Committee of the Court of Criminal Appeals reviews the Curriculum Committee's recommendation and documentation with regard to each request, and approves or denies the Curriculum Committee's recommendation. Their decision is then communicated to the Texas Center for implementation and update of judicial records.
- If you do not hear cases involving family violence, sexual assault, or child abuse and neglect, go to the Texas Center website (www.yourhonor.com); open the Conferences & Events tab and select Forms. Click on Affidavit for Family Violence Exemption for a form that you can fill out online and mail or fax to Michele Mund, Registrar, at 512-469-7664.

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