



TEXAS CENTER
FOR THE **JUDICIARY**

Administrative Guidelines

for the

Appellate Judges Education Fund

for FY 2019

1. Background

This fiscal year the grant from the Court of Criminal Appeals to the Texas Center for the Judiciary, provides for a special fund of \$98,000.00 to address the special educational needs of appellate judges. The fund is used to reimburse appellate judges for their actual and necessary expenses as a student while attending approved educational courses and seminars.

Under the terms of the grant, in order for an appellate judge to be reimbursed from this fund, the judge must request the funds prior to attending the conference and/or training and have the approval of his or her chief justice or presiding judge. All initial requests for funds must be submitted by March 31st. A sample fund request is attached as Enclosure 1.

Each year the Chair of the Board of Directors of the Texas Center appoints a committee of judges from the Board to administer this fund. Generally, the committee is composed of the appellate judges on the Board and any other appointment designated by the Chair of the Board of Directors.

II. Preliminary Allocation

The \$98,000 fund is allocated as shown:

Supreme Court of Texas	(9 x \$ 1000)	\$ 9,000
Court of Criminal Appeals	(9 x \$ 1000)	\$ 9,000
1st Court of Appeals, Houston	(9 x \$ 1000)	\$ 9,000
2nd Court of Appeals, Ft. Worth	(7 x \$ 1,000)	\$ 7,000
3rd Court of Appeals, Austin	(6 x \$ 1,000)	\$ 6,000
4th Court of Appeals, San Antonio	(7 x \$ 1,000)	\$ 7,000
5th Court of Appeals, Dallas	(13 x \$ 1,000)	\$13,000
6th Court of Appeals, Texarkana	(3 x \$ 1,000)	\$ 3,000
7th Court of Appeals, Amarillo	(4 x \$ 1,000)	\$ 4,000
8th Court of Appeals, El Paso	(3 x \$ 1000)	\$ 3,000
9th Court of Appeals, Beaumont	(4 x \$ 1,000)	\$ 4,000
10th Court of Appeals, Waco	(3 x \$ 1,000)	\$ 3,000
11th Court of Appeals, Eastland	(3 x \$ 1,000)	\$ 3,000
12th Court of Appeals, Tyler	(3 x \$ 1,000)	\$ 3,000
13th Court of Appeals, Corpus Christi	(6 x \$ 1,000)	\$ 6,000
14th Court of Appeals, Houston	<u>(9 x \$ 1,000)</u>	<u>\$ 9,000</u>
	<u>TOTAL:</u>	<u>\$98,000</u>

INITIAL REQUESTS criteria (must be submitted for approval by March 31st):

- The educational course or seminar bears a reasonable relationship to the judge's duties and is sponsored by an organization approved by the Court of Criminal Appeals for continuing judicial education (see Enclosure 2).
- The Chief Justice or Presiding Judge of the applicant's court signifies approval of the request.
- The reimbursement does not exceed the sum of \$1,000 in initial funds.
- Approval of the request will not cause the applicant's court to exceed its allocation of funds set forth above.
- The program occurs in the same fiscal year in which the grant funds are appropriated; (September - August)

In-State and Out-of-State reimbursement rates:

Please refer to the following website for current GSA Per Diem:

<http://www.gsa.gov/portal/category/21287>

Please refer to the following website for the current State of Texas Employees Textravel Guide:

<https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>

Appellate Judges will be reimbursed for:

- a) **Actual and necessary meals and lodging** expenses not to exceed twice the allowable GSA Per Diem rate; (*meals provided by course/conference are not eligible for reimbursement*)
- b) Reasonable tuition or registration fees; and
- c) **Mileage** not to exceed .45/mile as stipulated by the Court of Criminal Appeals.
- d) Other economy modes of transportation as necessary

Please note:

Judges must have personally incurred any expense to be reimbursed. Requests for advancement of funds to pre-pay registration fees or other deposit fees are not authorized. Direct payment of expenses to third parties by the Texas Center is not authorized.

All requests for reimbursement must be submitted to the Texas Center for the Judiciary within 60 days after the end of a course or seminar.

ADDITIONAL FUNDS – (Funds Remaining after March 31st):

On April 1, should any funds remain in the Appellate Judges Education Fund after the approval of all initial requests, the remaining funds shall be available to satisfy additional requests. These requests for additional funds must be received on or before April 30th. Requests may be approved by the Committee if they comply with the following criteria:

- The educational course or seminar bears a reasonable relationship to the judges' duties and is sponsored by an organization approved by the Court of Criminal Appeals for continuing judicial education (see Enclosure 2).
- The Chief Justice or Presiding Judge of the applicant's court signifies approval of the request.
- The reimbursement does not exceed the sum of \$2000 in additional funds. (Exact amount undetermined as of yet)
- The program occurs in the same fiscal year in which the grant funds are appropriated; (September - August).

All requests for use of remaining funds will be reviewed by the Committee after April 30th and, if approved, disbursement made after that date. If there are more requests for funds than funds available, the requests will be approved on a pro rata basis.

REQUESTS FOR FUNDS MADE AFTER APRIL 30th WILL NOT BE CONSIDERED BY THE COMMITTEE.

(LETTERHEAD)

(DATE)

Texas Center for the Judiciary, Inc.
1210 San Antonio, Suite 800
Austin, Texas 78701

RE: Appellate Judges Education Fund for Fiscal Year 2019

I plan to attend the following educational course or seminar and I request that \$_____ be set aside from the Appellate Judges' Education Fund to reimburse me for my actual and necessary expenses, within grant guidelines, in attending this course/seminar.

NAME OF COURSE/SEMINAR:

SPONSOR OF COURSE/SEMINAR:

LOCATION OF COURSE/SEMINAR:

DATES OF COURSE/SEMINAR:

(It would be helpful if you attach any pertinent information or correspondence concerning the course or seminar).

Yours Truly,

Name
Justice, __th Court of Appeals

APPROVED:
Chief Justice

Enclosure 1

* Organizations approved by the Court of Criminal Appeals are:

- (1) Judicial Section of the State Bar of Texas
- (2) Texas Center for the Judiciary, Inc.
- (3) Texas Association of Counties
- (4) National Judicial College, Reno, Nevada
- (5) Appellate Judges Conference of the American Bar Association, Chicago, IL
- (6) National Conference of Chief Justices
- (7) American Academy of Judicial Education, Washington, D.C.
- (8) Institute of Judicial Administration, N.Y.U., New York, N.Y.
- (9) Texas College of Probate Judges
- (10) National College of Probate Judges
- (11) An accredited law school
- (12) A local, state or national bar association
- (13) A professional organization devoted to improvement of the legal profession (such as the Texas Association of Defense Counsel and the Texas Trial Lawyer's Association)
- (14) The County Judges and Commissioners Association of Texas or the V.G. Young Institute of Texas A&M University
- (15) Texas Criminal Defense Lawyers Association
- (16) Texas District and County Attorneys Association
- (17) Wright Lecture Series
- (18) National Council of Juvenile and Family Court Judges

Enclosure 2