

Date Course Complete	Course Hours	Course	Curriculum Course Description	Grade
04/18/2012	6	Estates I	Learn about the origin of wills, types of wills, validity of wills, and revocation and revival of wills. Learn procedure for and legal requirements of probating a will, along with legal issues that arise in Court concerning will construction and will contest. Learn about instances where there is no necessity for probating a will in order to affect the wishes of the testator. Learn about the various forms and tools that are available for use in cases.	104
04/19/2012	3	Probate Court: History, Jurisdiction, Powers and Purpose	Learn how the Probate Court developed, learn fundamental principles upon which the present day court functions are grounded, overview of the various court functions and how they fit together	107
04/19/2012	3	Leadership Development	Learn various styles of leadership and common characteristics of effective leader. Learn how to assess personal leadership styles and identify strategies for improving leadership ability	100
08/07/2012	6	CIVIL PROCEDURE I	Learn how an action proceeds in Probate Court from the time it is filed until the beginning of trial. Special consideration given to issues regarding pleadings, service and notice, discovery, motions practice, and pre-trial hearings and orders. Learn about examination of the management of the parties in a case as well as their attorneys and others who participate in court actions.	96
04/16/2013	6	CIVIL PROCEDURE II	Learn about the actual trial of a matter in Probate Court and resulting post-trial activities. Special consideration given to burdens of proof, motions that may be made, both during and after a trial, and the issuance of orders. Learn the rules of evidence and their application in Probate Court. Learn about issue of appeals including types of orders appealed and where an appeal is heard	100
04/17/2013	6	Estate II	Learn about administration of estates without wills. Learn about the process of administering an estate in Georgia including how shares of an estate should be divided pursuant to the law and the maintenance – related documents required of an administrator after the filing of an administration. Learn about Petitions for Year's Support and their impact on estates with and without wills. Learn about trusts, or will substitutes, and terminology and common types of trusts used in Georgia	100

08/01/2013	6	Adult Guardianships and Conservatorships	Learn about guardianship and conservatorship proceedings for adults along with the reporting requirements and accountability measures for each proceeding. Learn about orders to apprehend, outpatient treatment orders and involuntary treatment orders	100
04/08/2014	6	Minor Guardianships and Conservatorships	Learn about guardianship and conservatorship proceedings for minors along with the reporting requirements and accountability measures for each proceeding. Learn how to review compromise claims and insure that they reflect the best interests of any minors children involved.	95
04/09/2014	6	Ethics	Learn the Code of Judicial Conduct such as its Canons and Rules and the policies on which the code is based. Learn about the Advisory Opinions of the Judicial Qualification Commission (JQC) and the disciplinary measures that it can impose Learn about variety of issues related to governmental ethics including moral reasoning, decision making and legal considerations. Learn about public service values and professionalism and dilemmas likely to be encountered by Probate Court Judges in their public and private lives.	100
07/31/2014	6	Fundamentals of Legal Research, Legal Writing, and Statutory Interpretation	Learn the origins of statutory and case law along with the concepts of stare decisis, precedent, legislative history, and statutory interpretation. Learn research methods for accessing the law online and print versions of codes and reference books. Learn how legal writing is distinct from traditional writing, and learn the benefits of "plain language" legal writing. Learn methods such as paradigms, outlines and flow charts.	100
03/24/2015	6	Office Administration	Governmental budgeting and purchasing as well as human resources and personnel issues. Learn how to prepare a comprehensive departmental budget, develop an efficient procurement process, and purchase goods and services in a legally compliant and fair manner. Learn State and Federal laws that affect personnel policies and practices in the workplace including those that can lead to employment litigation as well as those that can help avoid litigation. Learn supervisory matters including performance expectations, documenting files to include legally defensible performance updates, performance appraisals, and disciplinary procedures	100
03/25/2015	6	Miscellaneous Duties	Learn about federal prohibitors and the	96

		of Probate Judge	Georgia exception that apply to “weapon carry” licenses along with the procedures for issuing license. Learn procedures and laws governing the issuance of marriage licenses. Learn miscellaneous duties of the Probate Court	
07/30/2015	6	Collateral Issues in Probate Court	Learn about and address collateral issues in Probate Court matters including those involving real and personal property, torts, domestic relations, adoptions and trusts.	95