



# Council of Accountability Court Judges

**Judge Lawton Stephens**  
Executive Committee Chair  
Western Judicial Circuit

**Taylor Jones**  
Executive Director

## MEMORANDUM OF UNDERSTANDING

This agreement is entered into the \_\_\_\_\_ day of \_\_\_\_\_ 2024 by \_\_\_\_\_ hereinafter referred to as the "Employee") of, \_\_\_\_\_ hereinafter referred to as the court program), and the Council of Accountability Court Judges, an agency of the State of Georgia (hereinafter referred to as the "CACJ").

## STATEMENT OF PURPOSE

The CACJ exists to assist in the improvement of accountability courts and the quality and expertise of the judges and the administration of justice. While doing so, and under the direction of the Training Committee, the CACJ provides training priorities and program-specific trainings for all accountability courts in the State of Georgia that are currently certified and/or receiving state funds.

THEREFORE, in consideration of these premises and the mutual promises and agreement hereinafter set forth, the parties hereby agree as follows:

- CACJ will pay for the lodging costs and training certification costs and reimburse the Employee ONLY for meals and mileage expenses while attending the CBI-IFR Training as outlined in the State Accounting Office (SAO) Policy and Procedure Handbook. CACJ provided meals are for the Employee ONLY.
- The Employee should arrive on time and not leave training sessions early. Failure to do so may result in the Employee's inability to obtain training certification. In the event the Employee fails to obtain training certification, the accountability court judge and court coordinator will be notified by CACJ staff. Further, if the Employee fails to obtain training certification, the cost associated with the training certification is subject to de-obligation from the court's state grant fund. It will be up to the court program to obtain reimbursement from the Employee.
- Should the Employee no longer work with the court program within 24 months of gaining certification from CBI-IFR Training the employee should reimburse the court program for the fee associated with the training certification.
- The Employee must be the lead or co-facilitator for the court program and be administering the training curriculum to the Court program participants.
- The court shall implement the evidence-based treatment modalities within 60 days of the training attendee achieving certification.
- All attendees that achieve evidence-based certification are subject to fidelity monitoring by a CACJ treatment support staff member. Subgrantees shall provide treatment scheduling documentation to CACJ to support the fidelity visit.

Court Program (Signature)	Training Attendee (Print & Sign)
Judge:	Print:
Coordinator:	Signature:
Date:	Date: