

State Bar of Georgia Section Leaders' Handbook 2008-09

Administrative Law ★
Agriculture Law ★ Antitrust
Law ★ Appellate Practice ★
Aviation Law ★ Bankruptcy Law
★ Business Law ★ Consumer
Law ★ Corporate Counsel Law ★
Creditors' Rights ★ Criminal Law ★
Dispute Resolution Law ★ Elder Law ★
Eminent Domain Law ★ Entertainment
and Sports Law ★ Environmental Law ★
Equine Law ★ Family Law ★ Fiduciary Law
★ Franchise and Distribution Law ★ General
Practice and Trial Law ★ Government Attorneys
Section ★ Health Law ★ Immigration Law
Section ★ Individual Rights Law ★ Intellectual
Property Law ★ International Law ★ Judicial
Section ★ Labor and Employment Law ★ Legal
Economics Law ★ Local Government Law ★ Military/
Veterans Law ★ Product Liability Law ★ Real
Property Law ★ School and College Law ★ Senior
Lawyers ★ Taxation Law ★ Technology Law ★
Tort and Insurance Practice ★ Workers'
Compensation Law



State Bar
of Georgia

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State Bar of Georgia Sections

Sections are voluntary, non-appointed units within the State Bar. Sections provide specialized services and information to their members in their respective areas of the law. Section leaders determine and plan educational, community service and networking programs. Leadership is responsible for disseminating pertinent information about such events to their members. The section liaison can assist in all these areas. Sections are as active as their memberships demands.

All members in good standing of the State Bar of Georgia are eligible for membership upon annual payment of section dues, an amount set by each section's bylaws. It is important to note, however, that only active members of the State Bar of Georgia are entitled to nominate a member for office or hold office in a section.

At present, there are 40 Sections. Chairs are current as of September 2008:

Administrative Law, *Hon. Ana-Beatriz-Kennedy*
Agriculture Law, *Beth Crocker*
Antitrust Law, *Jeffrey L. Berhold*
Appellate Practice, *James Jay Bogan*
Aviation Law, *E. Alan Armstrong*
Bankruptcy Law, *Ward Stone*
Business Law, *Thomas R. McNeill*
Consumer Law, *John Salter*
Corporate Counsel Law, *William Lummus*
Creditors' Rights (CC), *Harriet C. Isenberg*
Creditors' Rights (CC), *Janis L. Rosser*
Criminal Law, *J. Michael Cranford*
Dispute Resolution, *Laurence L. Christensen*
Elder Law, *David LeBron McGuffey*
Eminent Domain, *Warren R. Power*
Entertainment & Sports Law, *J. Lett*
Environmental Law, *Martin Shelton*
Equine Law, *Edward W. Gadrix Jr.*
Family Law, *Edward Coleman*
Fiduciary Law, *Adam R. Gaslowitz*
Franchise & Distribution Law, *Perry McGuire*

General Practice & Trial, *Adam Malone*
Government Attorneys, *Cynthia Cartwright*
Health Law, *Tracy M. Field*
Immigration Law, *Anton F Mertens*
Individual Rights, *Mike L. Monahan*
Intellectual Property Law, *Wab Kadaba*
International Law, *Dominique Lemoine*
Judicial Section, *Hon. J. Stephen Schuster*
Labor and Employment Law, *John L. Quinn*
Legal Economics Law, *Robert G. Brazier*
Local Government Law, *Richard A. Carothers*
Military/Veterans Affairs (CC), *Melinda Hart*
Military/Veterans Affairs (CC), *Kent Shelton*
Product Liability Law, *Bill Custer*
Real Property Law, *Susan Elliott*
School and College Law, *Peggy Brockington*
Senior Lawyers, *Wallace E. Harrell*
Taxation Law, *Timothy L. Fallaw*
Technology Law, *Gaines P. Carter*
Tort and Insurance Practice, *Jay Franklin Eidex*
Workers' Compensation, *Joseph T. Leman*

Each section functions under its own bylaws that govern the operation of the section. All amendments thereto should be submitted to the State Bar's general counsel, Executive Committee and Board of Governors for approval. Each section is also subject to the rules and bylaws of the State Bar of Georgia. Whenever amendments are made to your existing bylaws, the State Bar Model Bylaws (provided on the Bar's website at www.gabar.org) should be used as a base. Once drafted, the amendment should be sent to the section liaison to begin the approval process

Section Finance Policies

Each Section is charged an assessment fee based on the number of its members and each has its own account within the State Bar's Accounting Department. The annual assessment, currently \$4.05 per member, covers the cost of the section liaison, who serves all State Bar sections and their needs. Section funds are invested and the proceeds are deposited into the section account.

The section liaison will provide section chairs with a Statement of Changes in Financial Position that gives section-specific account balances and changes that were incurred during the preceding month. Chairs will also be provided with quarterly detail of activity in their section's account.

Reimbursement requests should be submitted to the section liaison using the check request form found on the Bar's website. Checks are only cut on Tuesdays. Requests for reimbursement must be received by the Accounting Department by noon the preceding Thursday. (Please be reminded that all check requests must first be processed by the section liaison.) Please allow 10 business days for processing and mailing.

For the reimbursement policy, please see the Guidelines for Disbursement of Section Funds below.

Guidelines For Disbursement of Section Funds - Adopted in 1997

I. GENERAL

Section funds may be used only in furtherance of the purposes of the Section. The Section may choose to adopt an annual budget. However, whether or not a budget is adopted, the officers and executive committee/council will take reasonable steps to ensure that expenditures are reasonable in amount and do not exceed the funds available to the section.

Expenditures may be authorized by the section chair or his/her designee or any officer of the section. Any expenditure in excess of \$500 shall be authorized only with the approval of two officers of the section. In situations where the check is made payable to an officer of the section, approval must be authorized by another officer(s) of the section, resulting in an officer not approving their own expense reimbursement request. Amounts in excess of \$2,500 will be authorized by the Treasurer of the State Bar.

II. REIMBURSEMENT OF EXPENSES INCURRED BY SECTION MEMBERS

The section may reimburse officers and members for reasonable expenses incurred in furtherance of section purposes. In determining

whether reimbursement should be permitted, the following principles are applicable:

- A. Long distance telephone charges, reasonable copying costs, postage, printing and similar expenses incurred in conducting section business may be reimbursed.
- B. Reasonable expenses of travel related to section business may be reimbursed.
 - I. Transportation—The traveller should choose the most reasonable form of transportation, considering both price and time.
 - a. Air transportation should normally be by commercial air carrier at the lowest available rate.
 - b. When a private automobile is used, mileage should be reimbursed according to the IRS standard in effect at the time of travel, plus tolls and parking.
 - c. Reasonable costs of rental cars, taxis and airport shuttles may be reimbursed.
 2. Lodging and Meals – Reasonable costs for lodging, meals and necessary incidentals (tips, etc.) may be reimbursed.
- C. Expenditures for personal items and entertainment will not be reimbursed.

- D. Expenditures on behalf of a spouse or other companion will not be reimbursed.
- E. Documentation – Requests for reimbursement should be made in writing, preferably on the Section Check Request Form, along with an explanation of the nature and the purpose of the expenditures. Supporting documents should be submitted for each reimbursement request wherever possible. Except in unusual and justifiable circumstances, request for reimbursement should be made within 90 days of the expenditure.

- F. Reimbursement of members’ expenses shall be approved by the section chair or his/her designee. In determining whether reimbursement should be approved, the chair or designee should consider, inter alia, (1) The nexus of the expense to section business; (2) The reasonableness of the expense; (3) The adequacy of the receipts or other documentation submitted; (4) The circumstances surrounding any request for reimbursement made outside the 90-day period.

Standing Board Policy 100

No section of the State Bar shall recommend, support or oppose any legislation except as provided in Standing Board Policy 100 which is shown below:

1.01. General Legislative Policy.

- (a) The Bylaws set forth the restrictions on establishing a legislative policy. Article II, Section 6 of the Bylaws provides that:

No legislation shall be recommended, supported or opposed by the State Bar unless:

1. such action has been initiated by an appropriate committee or Section, or by any ten members of the Board of Governors; and
2. the text of the legislation is furnished to the President, the President-elect and the Advisory Committee on Legislation at least thirty days prior to its submission for support or opposition as set forth below; and
3. provided further:
 - i. that such legislative position receives a majority vote of the members of the State Bar present at a meeting; or
 - ii. that such legislative position receives a two-thirds vote of the members of the Board of Governors present and voting; or
 - iii. when the Board of Governors is not in session, such legislative position receives

a two-thirds vote of the members of the Executive Committee voting.

In addition to and in aid of these legislative powers, the Board shall have the power to adopt, by a vote of two-thirds of the members of the Board present and voting, a Standing Board Policy regarding legislation. Such Standing Board Policy shall be binding from session to session unless suspended, modified or rescinded pursuant to a two-thirds vote of the members of the Board present and voting.

No committee or Section of the State Bar shall recommend, support or oppose any legislation except in the manner herein provided.

- (b) No legislative position shall be taken by the State Bar or any committee, Section or other organizational element thereof except as provided for in this policy.

- (c) A legislative position, once adopted, shall remain an official position of the State Bar during the full biennial session of the General Assembly in which it was adopted unless rescinded or modified.

- (d) Failure to receive a necessary two thirds vote to favor or oppose legislation shall not be considered adoption of the contrary position.

- (e) All legislative positions adopted by the State Bar shall be reduced to writing and communicated to the General Assembly as the organizational positions of the State Bar.
 - (f) The Advisory Committee on Legislation, the Board, or the Executive Committee may allow any interested person to appear before it in person and in writing in support of or in opposition to any legislative proposal being considered subject to reasonable limitations on available time.
 - (g) The Board and Executive Committee shall have authority to take reasonable action necessary to communicate and advocate legislative positions adopted pursuant to the Bylaws and this policy.
 - (h) The Board or the Executive Committee shall have the authority to designate persons to promote State Bar legislative positions. Persons so designated shall be authorized to agree to and to support amendments and substitute legislation which are consistent with legislative positions previously adopted pursuant to the Bylaws and this Policy.
 - (i) Nothing in this policy shall be construed to prevent members of the State Bar from presenting their own personal views concerning any legislative matter.
- iii. a summary of the existing law;
 - iv. principal known proponents or opponents of the legislation and, if possible, a brief statement of the reasons for opposition or support by the other interests;
 - v. a listing of any other committees or Sections which may have an interest in the legislation and a certification that any such committees have been provided a copy of the proposal simultaneous to its transmission to the Advisory Committee on Legislation; and
 - vi. the position which the committee, Section or group recommends be adopted by the State Bar.
2. The Advisory Committee on Legislation, after consideration of the legislative proposal in accordance with Rule 1.04 of this policy, shall make a recommendation concerning the proposal to the Board at its next meeting.
 3. The Board shall determine specifically by a majority vote of members present and voting whether the proposed legislative action is germane to the legitimate purposes of the State Bar.
 4. If the determination in Section (3) above is affirmative, then at least two thirds of the members of the Board present and voting must vote to recommend, to support, or to oppose the legislative proposal.

- (b) Legislative positions may be considered and adopted by the Board at any special or regular meeting.

1.02. Board of Governors.

- (a) Consideration of any legislative proposal by the Board shall proceed in the following order:
 1. A written proposal shall be presented by an appropriate committee or Section or by any 10 members of the Board to the Advisory Committee on Legislation, the President and the President-elect at least 301 days prior to a meeting of the Board. Such proposal shall, as a minimum, include the following:
 - i. the specific legislation, if any, which is pending or proposed;
 - ii. if no specific legislation is pending or proposed, a statement of the issues to be addressed by the legislation;

1.03. Executive Committee.

- (a) Consideration of any legislative proposal by the Executive Committee shall proceed in the following order:
 1. a proposal adopted by the Advisory Committee on Legislation or from a member of the Executive Committee shall be presented;
 2. the Executive Committee shall specifically determine by a majority of members voting whether the proposed legislative action is germane to the legitimate purposes of the State Bar;

3. if the determination in subSection (2) above is affirmative, then the Executive Committee shall then determine by a majority vote of those voting either that
 - (i) the requested legislative action could not reasonably have been submitted for consideration by the Board of Governors in accordance with existing policies, or:
 - (ii) that a significant material change in circumstances since the last Board of Governors has made the Executive Committee action necessary;
4. if either determination in subSection (3) above is affirmative, at least two thirds of the members of the Executive Committee voting must vote to recommend, to support, or to oppose the legislative proposal.

(b) The Executive Committee shall take no action inconsistent with previous action of the Board on substantially identical legislation unless there has been a significant material change in circumstances since the last meeting of the Board of Governors. The failure to receive the required two thirds vote of the Board of Governors shall not be considered "previous action" by the Board.

(c) During the time when the legislature is in session, if any emergency exists and is not feasible for the Executive Committee to act, then the president, upon consultation with and agreement by any two from among the president-elect, the immediate past president and the chairman of the Advisory Committee on Legislation may act upon pending or proposed legislation.

(d) Any action taken by the Executive Committee or president shall be reported to the Board at its next meeting.

1.04. Advisory Committee on Legislation.

(a) Structure—The Advisory Committee shall be composed of at least nine members, at least six of whom shall be members of the Board at the time of their appointment and the Immediate Past President.

- (b) Initial Terms—The nine members of the Advisory Committee appointed to serve effective July 1, 1986, shall be appointed for initially staggered terms as set out below:
1. three members, including two members of the Board, shall be appointed by the immediate past president for one-year terms.
 2. three members, including two members of the Board, shall be appointed by the president for two-year terms.
 3. three members, including two members of the Board, shall be appointed by the president-elect for three year terms.
 4. the chairman shall be appointed by the president.

(c) Terms—Commencing July 1, 1987, the president-elect shall appoint three members, at least two of whom shall be members of the Board at the time of their appointment, to three-year terms and shall name a chairman-elect. The chairman-elect shall become chairman when the president-elect becomes president. The President, upon consultation with and agreement by the President-elect shall have the power to appoint additional voting members to the Advisory Committee who shall serve during the one-year term of his presidency. However, in any event at least two-thirds of this Committee will be members of the Board at the time of their appointment.

(d) The Advisory Committee will meet for the purpose of developing its recommendations to the Board and Executive Committee with regard to requests to adopt a legislative position.

(e) In each case involving a proposed legislative position, the Advisory Committee shall make a recommendation to the Board or the Executive Committee on the following:

1. whether the proposed legislative action is germane to the legitimate purposes of the State Bar; and
2. the legislative position which the Board or Executive Committee should adopt.

(f) In addition to the above, the Advisory Committee shall also have the authority to draft and submit to the Board or the Executive Committee, legislative concepts which may or should be the subject of legislation and recommend positions with respect thereto.

(g) When the General Assembly is in session, appropriate committees and Sections of the State Bar may submit legislative proposals

to the Advisory Committee for approval by the Executive Committee. All such proposals, however, shall be in writing and satisfy the format requirements set forth in subSection (a) (1) of Rule 1.02 of this policy.

(h) All matters concerning contract and finance shall be submitted to the Executive Committee for approval.

Continuing Legal Education

One of the most valuable commodities for any attorney is information, and one of the best ways to provide a constant flow of accurate and timely information is through CLE seminars. Section CLEs must be approved and/or sponsored by the Institute for Continuing Legal Education (I.C.L.E.) in Athens. Recognizing this, I.C.L.E. will assist you in arranging CLE seminars and institutes on a wide range of topics at convenient locations around the state. Special attention should be given to the participation of women and minority lawyers as speakers at CLE seminars. For further information or help in arranging a seminar, contact:

Institute for Continuing Legal Education (I.C.L.E.)
P.O. Box 1885
Athens, GA 30603-1884
800-422-0893 / 706-369-5664
Executive Director: Larry Jones (ext. 314)

Sections also have the option of hosting lunchtime CLE events, which also must be co-sponsored by I.C.L.E. and must adhere to the following rules and procedures:

- Whenever possible, the co-sponsoring section should give I.C.L.E. advanced notice of the lunchtime CLE event, which must include the speaker(s), topic(s) and program duration (not more than one-hour). Also, in the usual case, the written materials supporting the event should be submitted in advance to I.C.L.E. We will then determine accreditation hours, to include professionalism, ethics and/or trial practice; assign an I.C.L.E. seminar number to the event and place the written materials in the program's historical file, all of which are MCLE Rules requirements. When there are unusual circumstances, this procedure may be done after the event.
- At the event the section representative must: (1) ensure that each attendee is given a copy of the written materials, which have been reproduced for this purpose by the section; (2) keep a list of those attorneys attending for MCLE credit, to include name, bar number and firm or business address; and (3) collect the required per attendee MCLE fees (\$5 per hour and \$15 per professionalism credit). This can all be handled by the section liaison.
- Each section should limit the number of accredited lunchtime CLE events it co-sponsors with I.C.L.E. to *not more than one per quarter*.

Meetings, Mailings & Reports

The Section Liaison can work closely with section chairs and executive officers by assisting with activity/meeting planning, preparing newsletters, and getting mailings and announcements out to section members via e-mail and U.S. mail.

The following guidelines should be considered when arranging meetings and mailings:

- After determining the meeting time and location, space needs to be booked right away. (The Bar's Conference Center fills up quickly, with Thursday and Fridays being the most quickly-booked dates.)
- Allow one to two days for in-house printing/e-mailing of flyers, and seven to 10 days for newsletter printing at an outside vendor. Large orders and rush orders will be sent to a printer with the cost charged to the section.
- Allow three days for mailing label orders, one to two days for mailroom processing and typesetting of flyers (seven to 10 days for newsletter typesetting).
- Mailings are sent first class (bar coded) (\$.42 ea. 1 oz. piece) from the office of the State Bar.
- Larger mailings (such as newsletters) will be sent out by a mailhouse. Use of the State Bar's bulk rate permit is available with advance notice to the section liaison so that funds can be made available in the State Bar's bulk rate account. The Postal Service may take one to three weeks to deliver bulk rate mail; perhaps longer during holidays. Costs will be charged to the section.

Meetings

The State Bar encourages its members to use the Bar Center for section meetings. There are several conference rooms available, including a large classroom that can accommodate a group of approximately 70 people and an auditorium that can seat more than 200, and all Bar members can park in the Bar's deck at no charge. You can reserve conference rooms by calling the section liaison or the conference center manager.

Sections will be billed for any after hours meetings and functions held at the Bar Center for overtime security and janitorial services. Catering will be handled by the section liaison at the section's request and expense for any lunch or breakfast meetings.

(Again, please note that the Bar's Conference Center fills up quickly, with Thursday and Fridays being the most quickly-booked dates.)

Annual Reports

Article X, Section 6, of the bylaws of the State Bar of Georgia states that each section shall submit to the regular annual meeting of the members of the State Bar a report of the activities of the Section during the year. This should be a brief summary of your section's activities and should be submitted to the State Bar in April for publication to the Board of Governors during the State Bar's Annual Meeting. All publications and meeting locations should comply with the Americans with Disabilities Act.

Executive Committee Policy 500

Faxes and E-mails To Members
Adopted Aug. 22, 2003

Purpose

It is important for the members of the Bar to be informed about matters relating to the judicial system and legal profession. To that end, the State Bar should provide efficient and effective communication with Georgia lawyers. At the same time, it is recognized that unnecessary or unwanted communications, especially blast faxes and e-mails, have a long-term adverse impact on effective communication. Therefore, this policy is designed to enhance communication by authorizing the use of faxes and e-mails for important information with appropriate limits on frequency and content. It is also intended to maintain compliance with Federal and state laws governing blast faxes and e-mails.

Authorized Communications

- (a) All Blast faxes are prohibited.
- (b) E-mails are authorized as limited by this policy.
- (c) All communications shall be for the lawful purpose of the State Bar of Georgia.

Authorized Users

- (a) Supreme Court of Georgia, for any communication to all members;
 - (b) Court of Appeals of Georgia, for any communication to all members;
 - (c) State Bar President, for limited, significant Bar related matters to all members;
 - (d) YLD President, for limited, significant YLD related matters to YLD members;
 - (e) Board of Governors members, for communications with their Circuit's members;
- (In circuits which have two or more representatives on the Board, each communication shall reflect the view of the majority of the representatives. The intent

is for a limited number of e-mails from the circuit's representatives as a group rather than multiple e-mails from individual Board members. If the members of a circuit are evenly divided with no majority viewpoint, no e-mail should be sent. The Board members in each circuit may accomplish this by jointly prepared e-mails, by electing a single spokesperson for the group, or by any other method of their choice that accomplishes the intent of this policy.)

- (f) State Bar Sections and Committees, for communications from Section leaders with their Section members, but not for soliciting new members; and Committee chairs with their committee members;
- (g) Candidates for State Bar elected positions, for Officers of the State Bar or YLD, Board of Governors members, Executive Committee members, and ABA delegates (limited to contested races and no more than two (2) e-mails per election);
- (h) Administrative Office of the Courts, for use by individual courts to communicate with the lawyers practicing in the courts; and
- (i) Others, as approved by the Executive Committee for limited, urgent uses.

All Users Must

- (a) Not sell, give or otherwise redistribute the e-mail addresses of the members;
- (b) Use format that eliminates downloading of data;
- (c) Use only for officially authorized Bar or judicial purpose;
- (d) Not be used for private, commercial purposes; and
- (e) Allow recipients to be removed from list.

Standards

- (a) The subject line will include enough information so recipients can quickly determine if they want to delete the message without opening it. One subject per message

is preferred.

- (b) The message will be brief, sometimes including instructions on where to get additional information. When applicable, web links may be included.
- (c) Attachments may or may not be included, depending on their number and size, and only upon final approval by the Bar's IT Department.
- (d) Each e-mail message will include unsubscribe or opt out instructions. If a member opts out of receiving e-mail messages, all e-mail communications from all entities, including the State Bar, will stop. There will not be a way to selectively opt out of receiving e-mails from any particular entity. This is especially important and should be noted in the opt out instructions.

Process

- (a) Broadcast e-mail messages are coordinated centrally by the Communications Department and are not to be sent by individuals, departments or entities. Because most e-mails are time sensitive, all participants in this process shall cooperate to perform their duties in a timely manner.
- (b) The entity wishing to send an e-mail message drafts the message and submits it to the Chief

Operating Officer for approval. The President and Executive Director are available for discussion when deemed appropriate by the Chief Operating Officer.

- (c) The Chief Operating Officer-approved e-mail message is sent to the Communications Director and to Bar Counsel. After reviewing the e-mail for compliance with law and State Bar rules/policies, Bar Counsel will advise the Communications Director of its findings.
- (d) The Membership Department is notified of the request so the e-mail address file can be prepared.
- (e) The finalized e-mail message and all related information are sent to the IT Department for distribution to the list.
- (f) The Executive Director and Chief Operating Officer are copied on all fax and e-mail messages. The person(s) initiating the e-mail request is also copied.

Note: Due to anti-spam measures and other e-mail filtering software utilized by our membership, Internet Service Providers (ISPs), and the various data communications equipment which provides the routing of all equipment internet-related traffic, the State Bar cannot guarantee that every recipient listed in its e-mail address database will successfully receive the e-mail message instituted with the blast e-mail procedures specified above.

Executive Committee Policy 600

Websites established by State Bar entities
Adopted May 17, 2007

No section, division, standing committee, special committee, program, department or other entity of the State Bar of Georgia may establish or maintain a website except as follows:

- (a) a mock up of the website, including both visuals and text, shall be submitted to the communications department and the bar counsel for written approval.
- (b) upon approval by both the communications department and bar counsel, the State Bar entity website may go online, but any material change to the website shall first be submitted for approval under subparagraph "a" above.

The Executive Committee, Communications Department, or Bar counsel may rescind approval of any State Bar entity website at any time, with or without cause.

Section Liaison & State Bar Staff

All State Bar Sections share the services of one professional staff member, the section liaison, whose main responsibility is to provide direct support to the sections by ensuring that the facilities of the Bar are used to maintain the ongoing activities of the sections and to implement new programs and activities. The Section Liaison also acts as a facilitator between the sections and other State Bar staff.

Section Liaison: Derrick W. Stanley
 State Bar of Georgia
 104 Marietta Street, NW
 Suite 100
 Atlanta, Georgia 30303
 404-527-8774
 Direct fax: 404-527-8749
 800-334-6865, ext. 774 (WATS)
 derricks@gabar.org

The following State Bar staff and program directors are also available to assist you and can be reached by either calling 800-334-6865 or by dialing the numbers shown:

- William P. Smith III, General Counsel404-527-8725
- Clifton A. Brashier Jr., Executive Director404-527-8755
- Sharon L. Bryant, Chief Operating Officer404-527-8776
- Steve Laine, Chief Financial Officer404-527-8748
- Brinda Lovvorn, Director of Membership404-527-8785
- Lynda Hulse, Consumer Assistance Program404-527-8759
- Lamont Burwell, MIS Director404-527-8746
- Sarah Coole, Director of Communications.....404-527-8736
- Michael Monahan, Pro Bono Project Director404-527-8762
- Rita Payne, Director of Fee Arbitration404-527-8751
- Michelle Garner, Director of Meetings.....404-527-8790
- Stacy Reike, High School Mock Trial Project Coordinator404-527-8779
- Faye First, Conference Center Manager.....404-419-0155
- Mary McAfee, Director of the Young Lawyers Division404-527-8778
- Natalie Kelly, Director of Law Practice Management404-527-8770
- DeeDee Worley, CCLE, Assistant Director404-527-8712
- Bonne Cella, Tifton Office Coordinator 912-387-0446 / 800-330-0446