



Council of State Court Judges of Georgia

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CONFIRMATION OF PARTICIPATION **JUDGE FOR THE DAY PROGRAM**

Judge _____ County _____

This fax is confirming your participation in the Judge for the Day Program on:

Month Date Day of the week (ensure it matches date)

Enclosed is a map of the Capitol Area which also shows potential parking areas. I will meet you in front of the Speaker of the House's office on the 3rd floor of the Capitol (right next to the House Chambers) **at 9:30 a.m.** on your day and please do not forget your name badge. I look forward to seeing you!

Respectfully Yours,

Stephan J Frank, Esq.
Executive Director

IMPORTANT NOTES:

1. If there is a mistake or you need to cancel or change dates, please let me know at your earliest convenience.
2. If the legislature decides to take a recess on your day, I will let you know as soon as possible although they sometimes decide to do so at the last minute.
3. During the last 30 days of the session (depending upon what legislation is being considered), I might be at a House or Senate Rules Committee meeting which, in the past, has usually taken place at 9:00 a.m. in Room 404 of the State Capitol. Hence, please meet me there if I am not in front of the Speaker's office. If there are any problems, you may reach me on my cell phone at (404) 606-6008.
4. A travel voucher and a hotel tax exemption certificate (if applicable) are enclosed. All participants are eligible for reimbursement of mileage, at 28 cents per mile, and parking. Participants living 30 miles away and staying overnight are also eligible for dinner (up to \$20), lodging, breakfast (up to \$7), lunch (up to \$9) and dinner again (up to \$20 and depending on length of stay) reimbursement.