

**IN THE SUPERIOR COURTS OF THE COWETA JUDICIAL CIRCUIT
STATE OF GEORGIA
CARROLL, COWETA, HEARD, MERIWETHER & TROUP COUNTIES**

STANDING ORDER NUMBER 6

IN RE: CALENDARING CIVIL CASES

The Clerks of the Superior Courts of the Coweta Judicial Circuit, when scheduling civil cases for hearing or trial, shall adhere to the following procedures:

I. NON-JURY HEARINGS

A. Domestic Relations Actions. In accordance with USCR 24.2, all cases involving temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony, or requests for attorney's fees in such cases, shall be placed on a calendar by the Clerk only if the requesting party has:

(1) filed with the Clerk of Court a Domestic Relations Financial Affidavit in the form specified by USCR 24.2 at least fifteen (15) days before the date of the hearing;

(2) filed with the Clerk of Court a Child Support Worksheet and accompanying schedules required by O.C.G.A. § 19-6-15 at least fifteen (15) days before the date of the hearing;

APPROVED BY THE CLERK OF SUPERIOR COURT

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MERIWETHER COUNTY, GA.
FILED AND RECORDED

(3) served notice of the date of the hearing upon the adverse party at least fifteen (15) days before the date of the hearing;

(4) certified compliance with this order by sending a letter to the Clerk with a copy to the adverse party (a copy of a suggested certification letter is attached to this order as Exhibit "A").

B. General Civil Actions. In all cases not subject to USCR 24.2, the party requesting the hearing must serve notice of the date of the hearing upon the adverse party at least ten (10) days before the date of the hearing.

C. Special Settings. If any party to a non-jury hearing in good faith believes that the entire hearing will take more than two (2) hours to conclude, that party shall arrange a conference call between the attorneys and pro se parties and the assigned judge to discuss whether a special setting would be more appropriate, and if so, to select a mutually convenient date for the hearing.

D. Motions. All motions, including those for summary judgment, shall be decided by the Court without oral hearing, except motions for new trial and motions for judgment notwithstanding the verdict. Oral hearing on a motion for summary judgment shall be permitted if the party requesting oral hearing complies with USCR 6.3. Notice of the

date of hearing on any motion shall be served upon the adverse party at least ten (10) days before the date of the hearing, unless otherwise ordered by the Court.

E. Final Non-jury Hearings. No final hearing shall be conducted in any case until the parties have complied with Standing Order Number 5 regarding Alternative Dispute Resolution, and filed the required attestation with the Clerk of Court.

F. Emergency Situations. The time limits set forth in this Standing Order are those time limits established by the Uniform Superior Court Rules and the Georgia Civil Practice Act. The Clerks of Superior Court are not authorized to place any case on any calendar if the requirements of the Uniform Superior Court Rules and the Civil Practice Act as set forth herein have not been met, or the assigned judge has signed an order directing the Clerk to calendar a case as hereafter set forth. In emergency situations, or for good cause shown, a party may request that the Court waive the notice requirements established by the Uniform Superior Court Rules and the Georgia Civil Practice Act. Such requests shall be made by written motion to the assigned judge with notice to the adverse party. All such motions shall be accompanied by an affidavit attesting to the facts which support

the relief requested and be accompanied by a proposed order that gives the Court the option of granting the motion and directing the Clerk of Court to add the case to the calendar as requested, or denying the motion. All cases added to a calendar after the calendar has been published shall appear on a separate calendar and attached to the end of the originally published calendar.

II. JURY TRIALS

A. The assigned judge has the sole responsibility for setting hearings in all actions assigned to that judge, for the scheduling of all trials in such actions and for the publication of all necessary calendars in advance of trial dates. In scheduling actions for trial, the assigned judge shall give consideration to the nature of the action, its complexity and the reasonable time requirements of the action for trial. It is intended that no matter be allowed to languish, and the assigned judge is responsible for the orderly movement and disposition of all assigned matters.

B. All actions ready for trial in accordance with O.C.G.A. § 9-11-40 shall be placed upon a list of actions ready for final jury trial to be maintained as a “ready list” by the Clerk of Court. Actions may be placed on the ready list only by:

- (1) The assigned judge upon notice to the parties; or,
- (2) A party, after the entry of a pre-trial order, upon notice to the other parties.

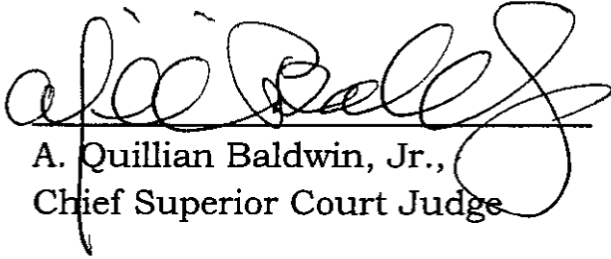
Except for cause, actions shall be placed on the ready list in chronological order in accordance with filing dates, except that actions previously on the ready list shall retain their superior position; however, actions entitled thereto by statute shall be given precedence.

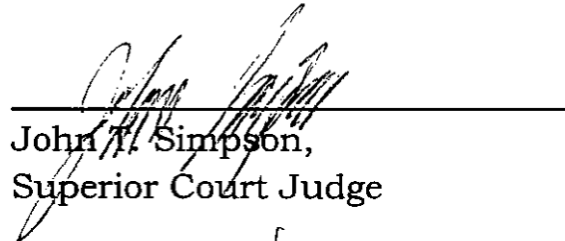
C. The Clerk of Court shall prepare a trial calendar from the actions appearing on the ready list, in the order appearing on such list. The calendar shall state the place of trial and the date and time during which the actions shall be tried. The trial calendar shall be distributed or published a sufficient period of time, but not less than 20 days, prior to the date at which the actions listed thereon are to be tried. The parties and counsel in the first ten (10) actions on the published trial calendar shall appear ready for trial on the date specified unless otherwise directed by the assigned judge. Parties in all other actions on the calendar are expected to be ready for trial but may contact the assigned judge's judicial assistant to obtain:

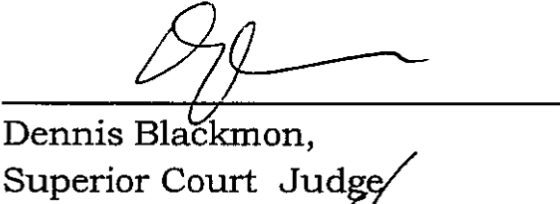
- (1) A specific date and time for trial during the trial term specified in the calendar; or,

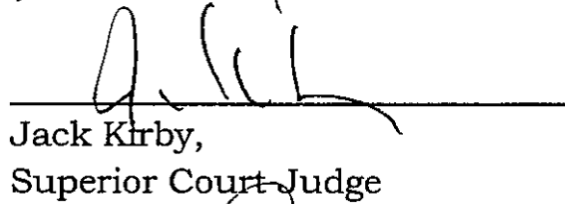
(2) Permission to await the call by the judicial assistant of the action for trial upon reasonable notice to counsel.

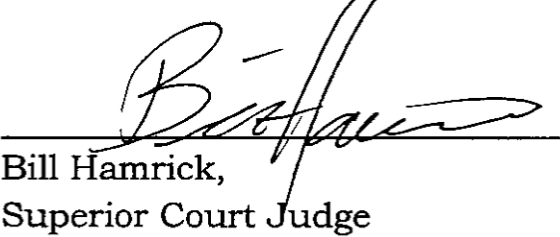
SO ORDERED this 12 day of February, 2014.

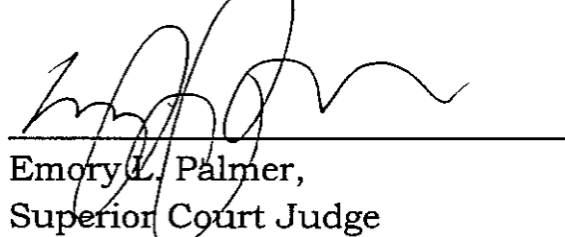

A. Quillian Baldwin, Jr.,
Chief Superior Court Judge


John T. Simpson,
Superior Court Judge


Dennis Blackmon,
Superior Court Judge


Jack Kirby,
Superior Court Judge


Bill Hamrick,
Superior Court Judge


Emory L. Palmer,
Superior Court Judge

Date: _____

Re: CAFN _____

Dear Clerk:

Please place the above-referenced civil action on Judge _____'s non-jury hearing calendar for _____ [date]. Pursuant to Standing Order Number 6, I hereby certify:

A. This case is subject to USCR 24.2, and:

Computing the time in accordance with O.C.G.A. § 1-3-1(d)(3), notice of this request has been given to the adverse party at least 15 days before the date of the hearing by placing a copy of this letter in the U.S. Mail in a postage prepaid envelope addressed as follows:

Name: _____
Address: _____

I have complied with USCR 24.2 regarding the filing and service of a Domestic Relations Financial Affidavit and a Child Support Worksheet.

or

B. This case is not subject to USCR 24.2, and:

Computing the time in accordance with O.C.G.A. § 1-3-1(d)(3), notice of this request has been given to the adverse party at least 10 days before the date of the hearing by placing a copy of this letter in the U.S. Mail in a postage prepaid envelope addressed as follows:

Name: _____
Address: _____

Sincerely,

EXHIBIT "A"