

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

STATE OF GEORGIA

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IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2011-01

GUIDELINES FOR EXCUSAL AND DEFERRAL OF JURORS

The Clerks of Superior Court of the Cordele Judicial Circuit (Ben Hill, Crisp, Dooly and Wilcox Counties) shall continue to have the authority to excuse and defer jurors in compliance with O.C.G.A. §15-12-1.

Effective immediately the following guidelines shall supersede any guidelines previously set forth by Court Order.

PERMANENT EXCUSALS FROM JURY DUTY:

1. Upon certification by a physician that the juror is permanently physically or mentally disabled, such juror shall be excused and shall not be rescheduled for service. The Court hereby deems "permanent" physical or mental disability to be one for which there is no medically foreseeable or predictable improvement allowing jury service within the next year.
2. A juror who, prior to being summoned for jury service, has signed an Age Affidavit in the Clerk's Office signifying that he or she is past the age of seventy (70) and does not wish to serve as a juror.
3. Grand Jurors who are elected state or local officials.
4. Grand Jurors who are convicted felons, who have not been pardoned, and who have not had their civil rights restored.
5. Non-residents of said County.

The Clerk of Superior Court shall keep a list entitled "Permanent Excusals From Jury Duty," which list shall be handed to the Jury Commissioners at the time of jury box revision so that the names of those persons permanently excused will not be placed in the jury boxes.

DEFERRALS FROM JURY SERVICE:

1. Any person who shows that he or she will be engaged during his/her term of service in work necessary to the public health, safety or good order shall be entitled to **one deferral only**. Examples: Medical professionals, EMT's, and law enforcement officers.
2. Any person who receives his jury summons less than one week before service shall be entitled to **one deferral only**.
3. Any person who is a full-time student (high school, college, technical college) or a part-time student during exams shall be entitled to **be excused or deferred**.
4. Any person who is the primary care giver having active care and custody of a child or children six (6) years or age or younger and who has no reasonably available alternative child care shall be entitled to **be excused or deferred**.
5. Any person who is the primary unpaid caregiver for a person over the age of six with physical or cognitive limitations shall be entitled to **be excused or deferred**.
6. Any person who is a primary teacher in a home study program as defined in O.C.G.A. § 20-2-690(c) who, during the period of time the person is teaching has no reasonably available alternative for the child or children in the home study program, shall **be excused or deferred**.
7. Any person who has a contagious or other temporary debilitating illness shall be entitled to **one deferral only**; and, at the discretion of the Clerk, the Clerk may ask for a doctor's excuse.
8. Any person who has a death or acute illness in his immediate family may be entitled to **one deferral only** at the discretion of the Clerk.
9. Any person who has an extreme temporary business hardship, emergency, planned operation, pre-paid vacation, etc., may be entitled to **one deferral only** at the discretion of the Clerk.
10. Any active reservist on military orders shall be excused.
11. Any legislators while the General Assembly is in session shall be excused.
12. The Clerk will not excuse or defer any juror after the term of court begins on Monday of Grand Jury **except by approval of the presiding Judge**.

DISCRETION:

The Clerk of Superior Court should exercise discretion reluctantly, considering only the following criteria:

1. Extent of hardship;
2. Number of jurors expected versus number needed; and
3. Promptness of juror's request.

The Clerk of Superior Court shall check with each Superior Court Judge concerning his term of court to determine if extra jurors are needed and shall also confer with each Judge if juror excusals and deferrals are numerous to see if more jurors should be summoned for the term.

One day before jury trials begin, the Clerk of Court shall furnish to the presiding Judge the list of potential jurors.


DEATH PENALTY CASES:

If a death penalty case is to be tried at a particular term, **only the Superior Court Judge presiding at said trial shall excuse or defer jurors.**

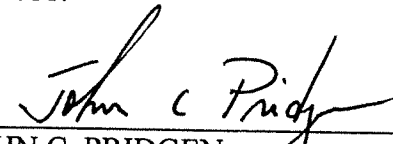
DOCUMENTATION

The Clerk of Superior Court shall complete a list of all excusals and deferrals at completion of each session of Court. Such list should include the reason for excusal or deferral. The number of times deferred should be listed for those deferred more than once. Such record shall be submitted to the presiding Judge for approval, and it shall be maintained by the Clerk for three (3) years.

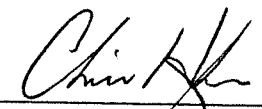
SO ORDERED, this 3rd day of January, 2011.



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

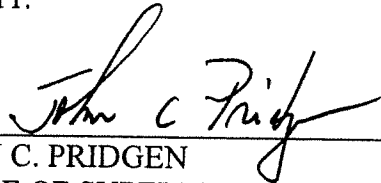
STANDING ORDER 2011-02

LEAVES OF ABSENCE

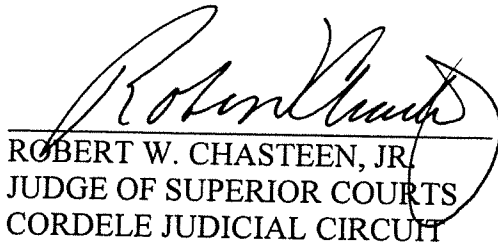
All Leaves of Absence submitted in compliance with the requirements of Uniform Superior Court Rule 16 are hereby granted, unless otherwise ordered by the Court.

All Leaves of Absence which are not submitted in compliance with Rule 16 are automatically denied.

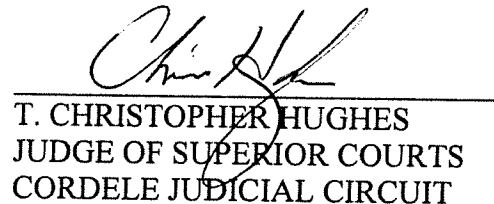
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
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IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2011-03

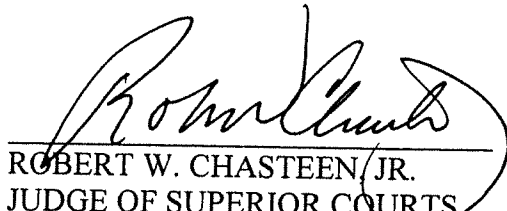
ORDERS PRESENTED FOR SIGNATURE FOLLOWING HEARINGS

Unless otherwise directed, all orders prepared following hearings must be presented to the office of the presiding judge within ten (10) days. Orders must be accompanied by a stamped, self-addressed envelope. Any order which is a final order shall be captioned "Final Order."

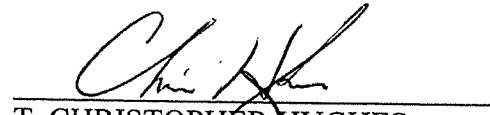
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
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IN THE SUPERIOR COURTS OF THE
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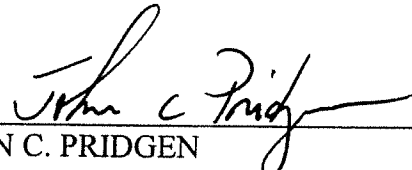
STANDING ORDER 2011-04

CHILD SUPPORT WORKSHEETS AND SCHEDULES

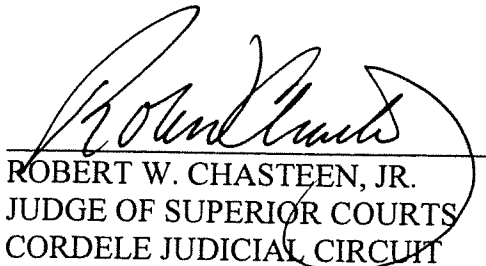
In any domestic relations action pending as of September 1, 2007, or filed thereafter in which child support is an issue, either contested or uncontested, the worksheet and schedules required by O.C.G.A. §19-6-15 (effective January 1, 2007) and by Uniform Superior Court Rule 24.2, as amended, are defined in this Circuit as the worksheet and schedules promulgated by the Georgia Child Support Commission. The parties shall submit the same at or before the times set forth in Rule 24.2. The filing of worksheets and schedules other than those promulgated by the Georgia Child Support Commission shall not be deemed to satisfy the requirements of the law.

The party petitioning the court in a child support matter shall be required to serve upon the other party the notice attached hereto as Exhibit A. Service of the same shall be made contemporaneously with the financial affidavit and schedules as required by Rule 24.2.

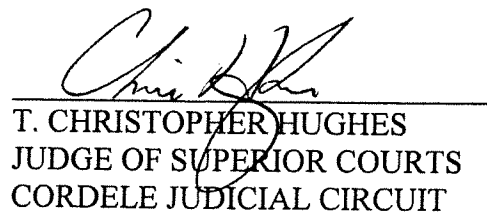
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

Exhibit "A"

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

NOTICE OF CHILD SUPPORT REQUIREMENTS¹

You are hereby notified that in accordance with O.C.G.A. §19-6-15 and Uniform Superior Court Rule 24.2, as amended, and Cordele Judicial Circuit Standing Order 2011-04, you must comply with the following requirements:

The Domestic Financial affidavit (in substantially the form provided in U.S.C.R. 24.2, as amended) and child support schedules, in the form promulgated by the Georgia Child Support Commission², shall be filed and served on the opposing party:

- (a) at least five days prior to any temporary hearing;
- (b) at least five days prior to any court-ordered mediation; or
- (c) either with the answer or 30 days after service of the complaint, whichever first occurs, if no application for a temporary award is made and the parties do not attend mediation.

Both parties shall exchange any amendments at least 10 days prior to a final hearing. Both parties shall submit their proposed worksheets pursuant to O.C.G.A. §19-6-15, as amended, at the time of the hearing. No social security numbers or account numbers shall be included in any documents filed with the court.

Failure to furnish financial information may subject a party to the penalties of contempt and may result in continuance of the hearing or other penalties.

Attorney for Petitioner for Support or
Petitioning Party, if unrepresented by counsel

¹ These requirements apply to any action for temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony or attorney's fees.

² The requisite forms are available at www.ocse.dhr.georgia.gov/portal/site/DHR-OCSE/ and www.georgiacourts.org/csc/.

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

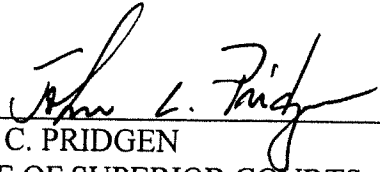
STANDING ORDER 2011-05

CHILD SUPPORT ADDENDUM AND FINAL ORDERS

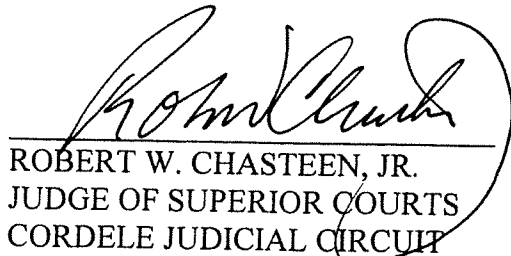
The following provisions apply to all domestic actions involving a child or children, AND CHILD SUPPORT. Domestic actions include, but are not limited to: divorce, modification of child support, modification of custody, separate maintenance cases that involve children, legitimation and paternity cases.

1. Completion of the form Child Support Order Addendum, available from the Clerk of Court, is required any time a final child support order is requested.
2. All final Judgments and Agreements furnished to the Court for approval and/or entry must comply with the drafting mandates of O.C.G.A. §19-5-12 and §19-6-15.
3. Pursuant to O.C.G.A. §19-6-31, §19-6-32 and §19-6-33, the recipient of child support has the express right, without notice to the other party, at the time any child support order is entered or at any time thereafter, to submit a separate Income Deduction Order for Award of Child Support to the Court for immediate entry.

SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT


STATE OF GEORGIA


STANDING ORDER 2011-06 (Amended 8-31-18)

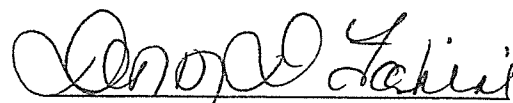
DOMESTIC RELATIONS ACTION STANDING ORDER

Pursuant to O.C.G.A. §19-1-1(b) and O.C.G.A. § 9-11-65(3), the Court hereby orders that the attached "Domestic Relations Action Standing Order" shall apply, upon filing, to all domestic relations actions as defined in O.C.G.A. §19-1-1(a). When a domestic relations action is filed requiring service by the sheriff or by publication, the Clerk will attach copies of the filed standing order to the original and service copies of the action and give or mail a copy of the filed standing order to the attorney or person filing the action. When domestic relations actions are filed with an acknowledgment of service, the Clerk will attach a copy of the filed standing order to the original complaint and give or mail two copies of the filed standing order to the attorney or person filing the action, with instructions that he or she is responsible for serving the defendant with a copy of the order.

SO ORDERED, this 14 day of August, 2018.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

STATE OF GEORGIA

**DOMESTIC RELATIONS ACTION
STANDING ORDER**

1.

Pursuant to O.C.G.A. §19-1-1(b), this Standing Order binds the parties in the above styled action, their agents, servants, employees, and all other persons acting in concert with such parties.

2.

Each party is hereby enjoined and restrained from unilaterally causing or permitting the minor child(ren) of the parties, if any, to be removed from the jurisdiction of this Court without permission of the Court, except in an emergency affecting the health, safety, or welfare of the child(ren) which has been created by the other party to the action.

3.

Each party is hereby enjoined and restrained from doing, or attempting to do, or threatening to do, any act which injures, maltreats, vilifies, molests, or harasses, or which may, upon judicial determination, constitute threats, harassment, or stalking the adverse party or the child(ren) of the parties, if any, or any act which constitutes a violation of other civil or criminal laws of this state.

4.

Each party is hereby enjoined and restrained from selling, encumbering, trading, contracting to sell, or otherwise disposing of or removing from the jurisdiction of this Court, without the permission of the Court, any of the property belonging to the parties except in the ordinary course of business or except in an emergency which has been created by the other party to the action.

5.

Parties to domestic relations actions involving minor children are required by Standing Order 2011-07 to attend a seminar for divorcing parents within 31 days of service of the original complaint upon the defendant. Failure to complete the seminar in a timely manner may subject the party to contempt or other sanctions, may delay any temporary hearings or mediation sessions, and may delay the granting of a final decree of divorce.

6.

At the time of filing any action for temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony or attorneys fees, the filing party shall file with the Clerk of Superior Court the affidavit specifying his or her financial circumstances in the form required by Uniform Superior Court Rule 24.2., and, in cases involving child support, the schedules required by O.C.G.A. §19-6-15, and shall serve the same upon the opposing party.

In protective order actions filed under O.C.G.A. §19-13-1, et. seq. and in other emergency actions, the affidavit and schedules may be filed and served on or before the date of the hearing or at such time as the court orders, and shall not be required at the time of filing of the action.

Notice of the date of any temporary hearing shall be served upon the adverse party at least 15 days before the date of the hearing, unless otherwise ordered by the court.

The opposing party shall serve the affidavit specifying his or her financial circumstances in the form set forth herein and the schedules, where applicable, and shall file with the Clerk of Court and exchange this information with the opposing party:

- (a) at least five days prior to any temporary hearing;
- (b) at least five days prior to any court ordered mediation; or
- (c) with his or her answer or thirty days after service of the complaint, whichever first occurs, if no application for a temporary award is made and the parties do not participate in mediation prior to trial.

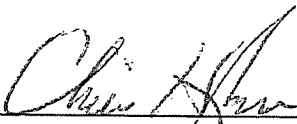
Any amendments to the affidavits or schedules shall be exchanged at least 10 days prior to hearing or trial.

Each party shall submit the proposed worksheets required by O.C.G.A. §19-6-15 at the time of hearing or trial.


No social security numbers or account numbers shall be included in any document filed with the Court.

Failure of any party to furnish the above financial information, in the discretion of the court, may subject the offending party to the penalties of contempt and may result in continuance of the hearing until such time as the required financial information is furnished or such other sanctions or remedies deemed appropriate in the court's discretion.

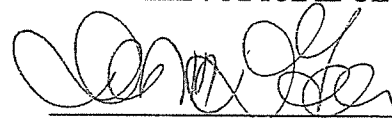
SO ORDERED, this 14 day of August, 2018.



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

STATE OF GEORGIA

STANDING ORDER 2011-07

SEMINAR FOR DIVORCING PARENTS

Pursuant to the inherent powers of this Court and in order to provide for the speedy, efficient and inexpensive resolution of disputes it is hereby ordered:

Section 1: This order applies to all parties with minor children (under the age of 18) in all divorce, separate maintenance, paternity, change of custody, child support, visitation, legitimation and other domestic relations actions as may be otherwise ordered by the Court, excluding domestic violence actions, U.R.E.S.A. cases, uncontested visitation modifications, and uncontested child support modifications.

Section 2: It is hereby ordered that all parties shall successfully complete the program entitled "Seminar for Divorcing Parents." This four hour educational seminar focuses on the developmental needs of children, with emphasis on fostering the child's emotional health during periods of stress. The program is informative, supportive and directs people desiring additional information or help to appropriate resources. Topics covered include: 1) developmental stages of childhood; 2) reactions of children to divorce, generally and at specific ages; 3) how divorce affects families; 4) grief processes and coping skills; 5) roles of divorced parents; 6) co-parenting skills; 7) financial obligations of parents; and 8) mediation as a tool to resolve domestic disputes.

Section 3: Attendance is required of all parties to a case where the interests of children under the age of 18 are involved. The seminar should be successfully completed within 31 days of service of the original complaint upon the defendant. No final hearings will be scheduled unless both parties present proof of attendance. However, the Court's action on a petition will not be delayed by a non-moving or responding party's refusal or delay in completing the seminar. Upon a party's failure to successfully complete the seminar pursuant to this Order, the assigned Judge may take appropriate action, including but not limited to actions for contempt.

Section 4: Participants will pay the required fee, due at the beginning of each seminar, to cover the total cost of the seminar including the presenter's fee, handouts, applications and program administration. The fee may be waived if a party presents a verified affidavit of poverty and it appears upon investigation that the party otherwise meets the Court's guidelines of indigency.

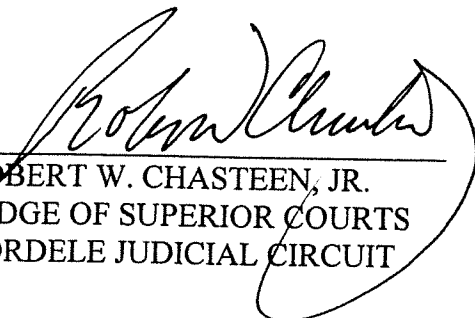
Section 5: A service of equal value may be substituted for the seminar if written verification satisfactory to the Program's Coordinator is provided to the Court by a third party indicating that the specific issues noted above have been addressed in another forum through professional or pastoral counseling, or another similar educational program. Parties may attend any four hour Superior Court approved parenting seminar in the State of Georgia that requires physical attendance and, upon proof of attendance, substitute attendance to this seminar. On-line parenting classes which do not require physical attendance are unacceptable and will not satisfy the Court's requirements. A certificate of attendance is valid for three years. Further, for good cause shown, the assigned judge may waive the requirement of this program in individual cases.

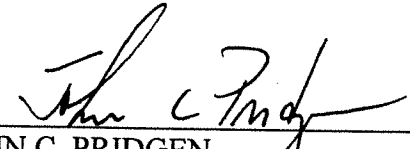
Section 6: A schedule of seminar dates may be obtained from the Superior Court Clerk.

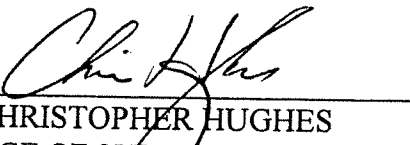
Section 7: Parties must attend all four hours of the seminar in order to receive credit for attendance. Upon successful completion of the seminar, the parties will be awarded a certificate of attendance which shall be promptly filed with the Clerk of the Superior Court.

Section 8: Security will be provided at each seminar immediately prior to, during, and immediately after each session.

SO ORDERED, this 3rd day of January, 2011.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
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IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

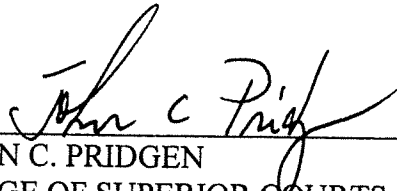
STATE OF GEORGIA

STANDING ORDER 2011-08

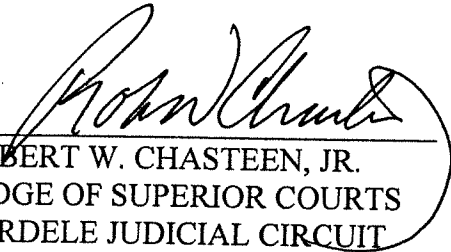
CALENDAR PREPARATION

The secretary for each Superior Court Judge shall be the calendar clerk for each such judge.

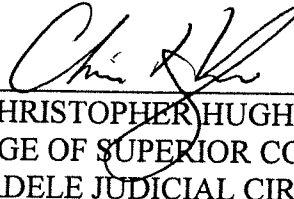
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2011-09

CIVIL TRIAL CALENDAR PREPARATION

Pursuant to Uniform Superior Court Rule 7.2, counsel and pro se parties shall jointly prepare a consolidated proposed Pre-Trial Order which shall be signed by all counsel and pro se parties. The original and one copy of a proposed Pre-Trial Order shall be submitted to the presiding Judge on or before five (5) business days before the date of the scheduled pre-trial conference or at such other time as may be directed by the Court (faxes of Pre-Trial orders **will not** be accepted). The proposed Pre-Trial Order shall be filed with the presiding Judge and not the Superior Court Clerk.


No pre-trial conference will be held unless requested in writing or ordered by the Court upon receipt of a proposed Pre-Trial Order.

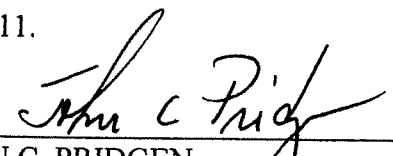
Any request for continuance must be submitted in writing with an attached proposed Order.


Copies of all requests to charge, all anticipated motions in limine, and objections to depositions shall be submitted to the Court no later than five (5) business days before the date of the scheduled pre-trial conference or at such other time as may be directed by the Court.

Counsel and pro se parties may be apprised of the progress of the trial calendar during the trial week by calling the secretary of the presiding Judge.

SO ORDERED, this 3rd day of January, 2011.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2011-10

CALENDAR OF PENDING CIVIL ACTIONS-NOTICE

Pursuant to Uniform Superior Court Rule 20, a calendar will be prepared of all pending civil cases in which the discovery period has expired. All counsel and pro se parties having cases appearing on said calendar are **REQUIRED TO ANNOUNCE IN WRITING** whether the applicable case(s) listed on said calendar is ready for trial and, if not, to state the reason(s) therefore.


In the required announcement, counsel and/or pro se parties must specify (1) the county in which the case is pending, (2) the names of the parties, and (3) the civil action file number(s).


If delivered by mail or facsimile, a written announcement must be received on or before 10:00 a.m. on the date set forth in the notice. Oral announcements and announcements by telephone will not be accepted. FACSIMILE ANNOUNCEMENTS, IF TIMELY RECEIVED, ARE ACCEPTABLE.

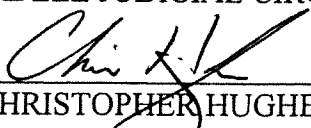
Failure to make a written announcement to the said judge as and when herein above provided may, in the Court's discretion, subject the offending counsel or pro se party to the sanctions provided for in subsection (a) of U.S.C.R. 20.

Whether a case shall be placed on the pretrial calendar or trial calendar shall be solely within the discretion of the Court, regardless of what announcement is made (U.S.C.R. 8.1). No action will be continued merely by agreement of counsel. (U.S.C.R. 8.5). If a case is not listed on the calendar, counsel or pro se party may contact the secretary of the presiding Judge to request an addition of the case to the trial calendar.

SO ORDERED, this 3rd day of January, 2011.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT


STATE OF GEORGIA

STANDING ORDER 2011-11 (Amended 4-20-18)

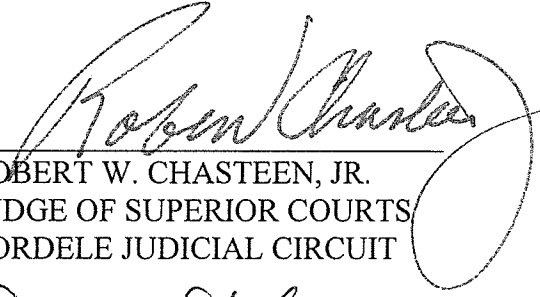
CRIMINAL ACTION PRE-TRIAL ORDER

The attached "Criminal Action Pre-Trial Order" shall apply upon the arraignment of every criminal defendant entering a plea of Not Guilty.

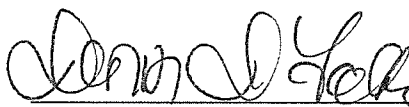
SO ORDERED, this 20th day of April, 2018.



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

STATE OF GEORGIA

STANDING CRIMINAL PRE-TRIAL ORDER

In all criminal cases, upon arraignment and a plea of "Not Guilty" having been entered by the Defendant, IT IS HEREBY ORDERED AS FOLLOWS:

1. DISCOVERY: If Defendant has elected to have Article I of Chapter 16 of Title 17 apply to his or her case as provided by O.C.G.A. § 17-16-2(a), all applicable discovery shall be served by both the State and Defendant within 30 days from the date of arraignment unless a motion for extension of time is filed with the Court.

2. MOTIONS: The State and the Defendant shall file all pre-trial motions, including demurrers, special pleas, Jackson Denno, similar acts, and motions requesting a mental or psychological evaluation, within 40 days from the date of arraignment. Any party filing such motion or pleading shall provide the Court with a copy of same when filed.

3. MOTION HEARINGS: All motions filed pursuant to Paragraph 2 of this Order shall be scheduled for a hearing with/by the Court so as to prevent any unnecessary delay.

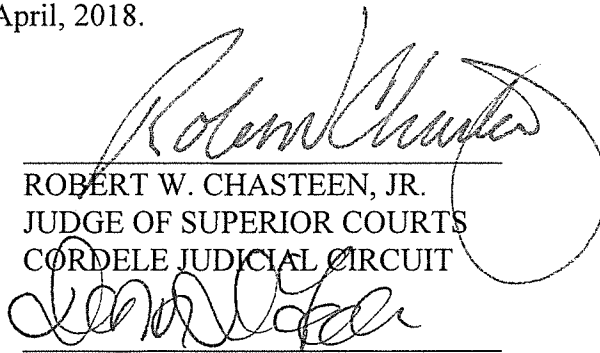
4. STATUS CONFERENCES: The Court shall schedule a status conference in an individual case as needed. The State and Defendant should be prepared to inform the Court as to any matters remaining to be resolved prior to the call of the criminal trial calendar. The Defendant shall attend the status conference unless otherwise directed by the Court.

A copy of this Standing Pre-Trial Order shall be provided to each Defendant or to his/her attorney at the time of arraignment.

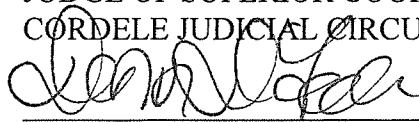
SO ORDERED, this 20th day of April, 2018.



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

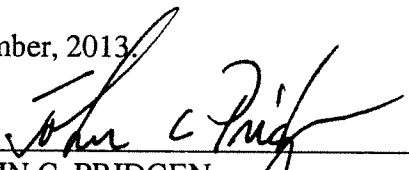
STATE OF GEORGIA

STANDING ORDER 2011-12—VACATED AS OF AUGUST 29, 2013

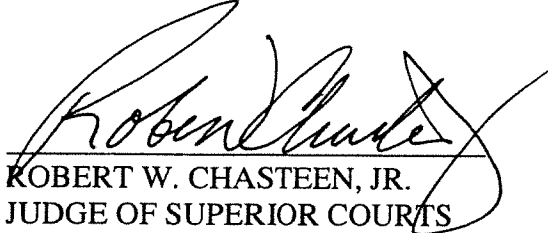
Standing Order 2011-12, entitled “Courtroom Attire” is HEREBY rescinded and vacated.

The Clerks of Superior Court of the Cordele Judicial Circuit are hereby ORDERED to enter upon the Minutes of the Court this Standing Order and to make it available to all parties, attorneys, court personnel and officers of the Court.


SO ORDERED, this 7th day of November, 2013.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

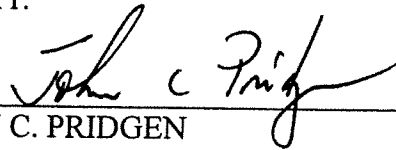
STANDING ORDER 2011-12

COURTROOM ATTIRE

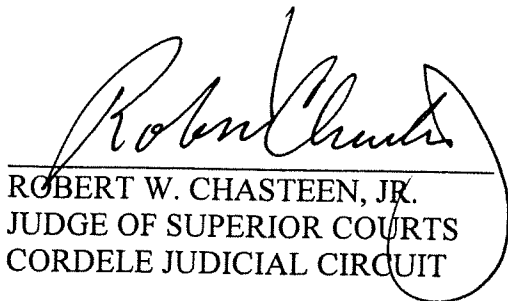
Any party who enters the courtroom for any business with the court shall adhere to the following:

1. No tee shirts or sweat shirts with lewd or obscene pictures or writing.
2. No tank-tops, midriiffs and undershirts worn as outer shirts.
3. No mesh or other "see through" material.
4. No shorts, cut-off jeans, mini skirts, sweat pants.
5. No sunglasses (unless a doctor's note is delivered to the bailiff at the time of entry).
6. No hats or caps.
7. No pants worn below the waist with underwear visible.
8. No radios, cell phones, pagers, beepers or weapons of any type, except those used by law enforcement.
9. No children, six (6) years and younger, permitted in the courtroom without prior approval of the Court.

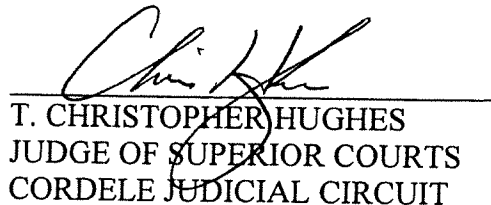
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR, PROBATE AND MAGISTRATE COURTS
OF THE CORDELE JUDICIAL CIRCUIT

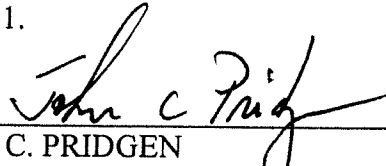
STATE OF GEORGIA

STANDING ORDER 2011-13

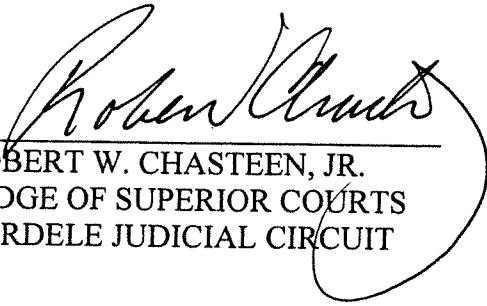
COURT COSTS FOR ALTERNATIVE DISPUTE RESOLUTION
PROGRAMS

The Court finds that a need continues to exist for an alternative dispute resolution program in the Superior, Probate, and Magistrate Courts of the Cordele Judicial Circuit. Pursuant to O.C.G.A. § 15-23-7(c), the Clerks of said courts are ordered to continue to charge an additional \$5.00 to all other legal costs in each civil action or case filed in the respective courts. Said fees shall be remitted by the Clerks of said Courts to the Director of the Cordele Judicial Circuit Alternative Dispute Resolution Program.

SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

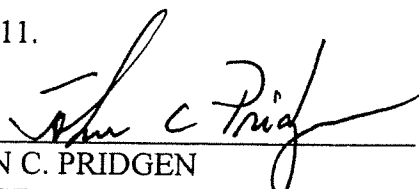
STATE OF GEORGIA

STANDING ORDER 2011-14

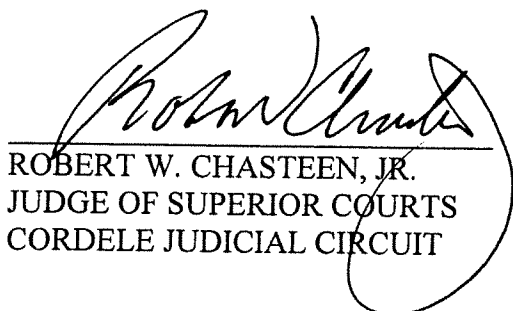
COURT REPORTERS

Any attorney or pro se party appearing before the court in a civil proceeding other than a jury trial who wants the proceeding reported shall notify the presiding Judge's secretary at least forty eight (48) hours prior to the time of said proceeding. Otherwise, such proceeding will not be reported. Any request that a civil jury trial be reported shall be made through the consolidated Pre-Trial Order.

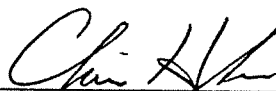
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS
OF THE CORDELE JUDICIAL CIRCUIT

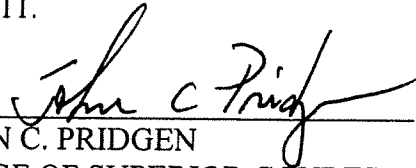
STATE OF GEORGIA

STANDING ORDER 2011-15

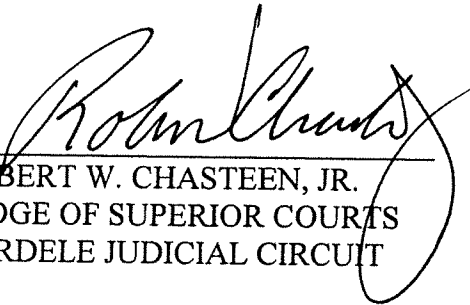
DEFAULT JUDGMENT ORDERS AND
ORDERS FOR DISBURSEMENT OF FUNDS

All requests for the entry of a default judgment or the disbursement of funds in a garnishment proceeding shall be sent directly to the Superior Court Clerk in whose Court the matter is pending.

SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

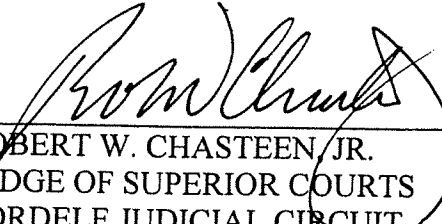
STANDING ORDER 2011-16

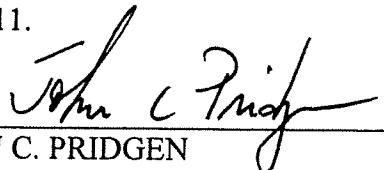
EX PARTE RELIEF AND TEMPORARY ORDERS

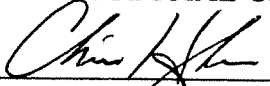
Any attorney requesting ex parte relief that changes the status quo of either a party litigant or other affected person shall present evidence to the Court authorizing the entry of an order granting the relief requested.

If the attorney requesting ex parte relief knows or has reason to know, or if the client knows or has reason to know, that the opposite party is or will be represented by a specific attorney or firm, the specific attorney or firm shall be notified of the relief sought, the Judge from whom the relief will be requested, and the date, place and time the Judge will be contacted requesting the relief. Only in exceptional and compelling circumstances will the requirements for notification be waived, and the attorney requesting the relief shall be prepared to show to the Court, at the time relief is sought, sufficient justification for failure to give advance notice. A summary of justification for failure to notify opposing or potentially opposing attorneys shall be submitted to the Judge in writing at the time relief is requested. Failure to comply with notification or appropriate disclosure to the Court shall subject the offending party or attorney to possible sanctions of contempt.

SO ORDERED, this 3rd day of January, 2011.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

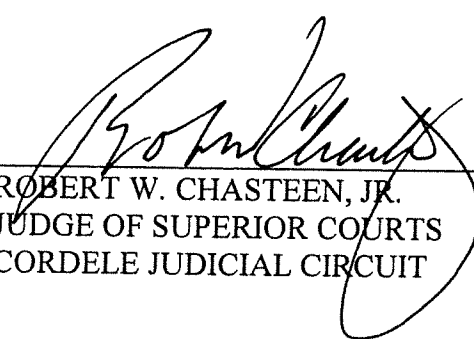
STATE OF GEORGIA

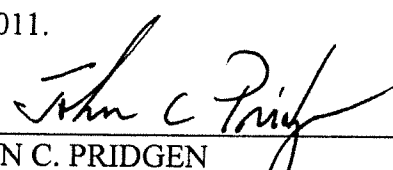
STANDING ORDER 2011-17

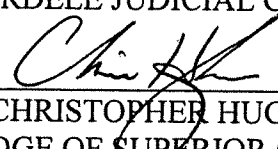
MODIFICATION OF CONTEMPT ACTIONS-
ATTACHED EXHIBIT REQUIRED

All actions for contempt of court for failure to comply with a prior court order or for modification of a prior court order shall have attached to the original pleading a copy of the prior court order.

SO ORDERED, this 3rd day of January, 2011.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

AMENDED STANDING ORDER 2011-18 (Amended 9-9-13)

SHERIFFS AND BAILIFFS - ATTENDANCE IN COURT AND SECURITY

- (a) Pursuant to O.C.G.A. § 15-16-10(a)(2), the Sheriff or a Deputy Sheriff shall be in attendance at all hearings and trials, jury and non-jury, both civil and criminal, held by and in the Superior Court of the respective county of each Sheriff. At least two officers or one officer and one bailiff shall always remain in attendance while Court is in session or until excused by the Judge.
- (b) The Sheriff shall be responsible for the employment/selection and training of the deputies and/or bailiffs.
- (c) When a hearing or a trial is to be conducted in the courtroom, the Sheriff, a Deputy Sheriff or Bailiff shall meet the Judge, at the time appointed for such proceedings to begin, at the place adjacent to the courtroom where entry is made by the Judge into the courtroom. Such officer shall immediately precede the Judge into the courtroom and announce:

“ORDER IN THE COURT-EVERYONE PLEASE RISE.”

At any time that the Judge declares a recess or leaves the courtroom, such officer shall make the same announcement and cause everyone in the courtroom to rise until the Judge has left the courtroom.

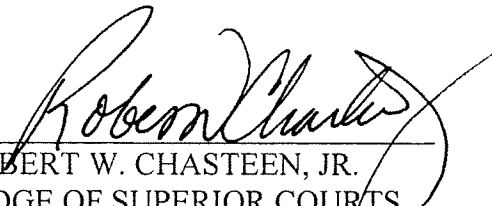
- (d) No one other than court personnel, officers of the court, attorneys, and parties in a case shall be allowed inside the bar in the courtroom, nor in the adjacent conference rooms or chambers utilized by the Judge during sessions of Court, except by direction of the Judge. The Sheriff, Deputy Sheriffs and Bailiffs shall strictly enforce this rule.

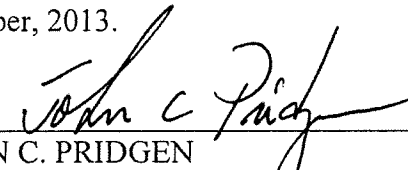
- (e) Courtroom security and security of inmates/prisoners brought to the courthouse is the absolute responsibility of the Sheriff. The Sheriff shall, in all cases involving potentially high risk problems, advise the assigned Judge of such potential problems, confer with the Judge, and implement the directives of the Judge concerning specific security procedures. Adequate radio communications equipment shall be carried by law enforcement personnel during each Court session to enable them to communicate with the sheriff's office and/or dispatcher.
- (f) The Sheriff, Deputy Sheriffs, and Bailiffs shall maintain proper order and decorum in the courtroom that shall include, but not be limited to, the removal from the courtroom of all persons directed by the Judge to be so removed.
- (g) It shall be the responsibility of the Sheriff to assure that each incarcerated defendant is properly dressed for trial each day of the jury trial week.
- (h) All law enforcement officers who are parties in a case in Court, whether civil or criminal, will not be allowed to wear firearms or bring firearms into the courtroom. Law enforcement officers who are appearing as witnesses shall be governed by the presiding Judge hearing a particular case as to whether or not the law enforcement officer will be allowed to have possession of the firearm in the courtroom.
- (i) During jury trials, there shall be no less than two Deputy Sheriffs or one Deputy Sheriff **and** one Bailiff on duty at all times. It shall be the duty of these officers to carry out all instructions given to them by the Court. Never shall the courtroom be without the presence of at least one Bailiff and one Sheriff/ Deputy Sheriff during jury trial proceedings, unless otherwise expressly directed by the Judge.
- (j) Bailiffs shall not answer any questions posed by the jurors, but must relay any questions asked by the jurors to the Judge without interpretation. Any answers to such questions must be given by the Judge in open Court with

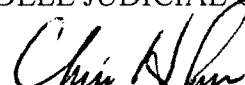
the parties and counsel present. All Bailiffs shall strictly adhere to the terms of the oath taken by them as Bailiff.

- (k) It is the policy of the Superior Court Judges of the Cordele Judicial Circuit that all court proceedings in the courthouses, law enforcement centers, and justice center remain open to the general public. The bailiffs and/or deputy sheriffs responsible for providing security shall allow access for every person who wishes to observe court proceedings to the extent possible and in accordance with occupancy and safety requirements. If there is any problem accommodating those who wish to observe court proceedings, including a lack of available seating in the courtroom, the bailiffs and/or deputies responsible for providing security shall notify the judge in charge of the proceedings immediately.

SO ORDERED, this 9th day of September, 2013.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

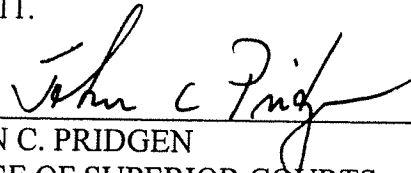
STATE OF GEORGIA

STANDING ORDER 2011-19

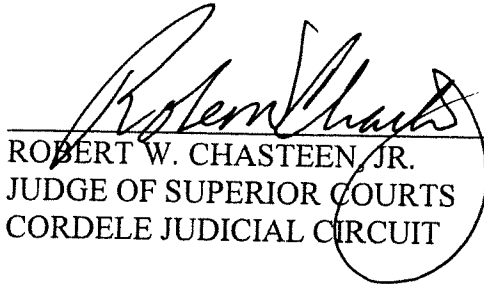
SHERIFFS - APPOINTMENT OF BAILIFFS

The Sheriff shall have the right to select such Bailiffs, with the approval of the Court, as may be necessary to transact the business thereof properly. Whenever the public interests require it, the Judge shall have the power to appoint such additional Bailiffs and other security personnel as to him may seem necessary.

SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

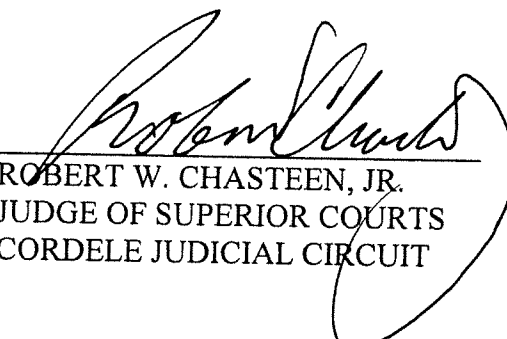
STATE OF GEORGIA

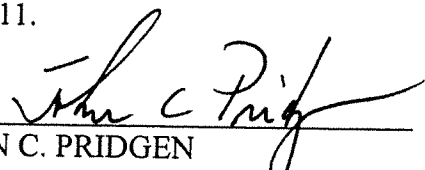
STANDING ORDER 2011-20

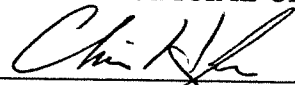
FILING DISCOVERY

Depositions, interrogatories and answers thereto and other original discovery material in civil actions shall not be filed with the Clerk unless or until required by the provisions of O.C.G.A. § 9-11-29.1(a)(1)-(5) or otherwise ordered by the Court.

SO ORDERED, this 3rd day of January, 2011.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

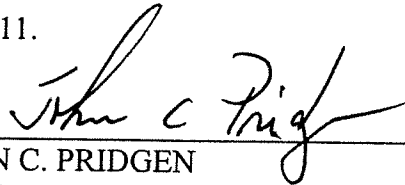
STATE OF GEORGIA

STANDING ORDER 2011-21

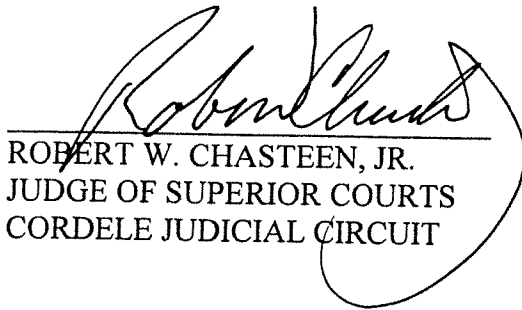
ATTORNEYS-LETTERS NOT SIGNED

When letters are received from attorneys indicating the letters were dictated but not signed by the attorney whose name appears on the letter, the attorney will be held responsible for its accuracy and content. The Judges shall hold that any inaccuracies, omissions and other errors in a letter are the responsibility of the attorney and any letter forwarded without the signature of the attorney was done at the specific direction of the attorney. The Judges will not accept any explanation that the attorney was unaware of the contents of the letter.

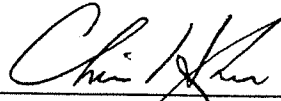
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

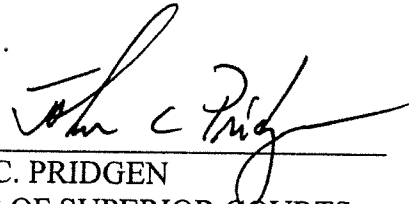
STATE OF GEORGIA

STANDING ORDER 2011-22

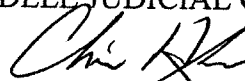
ENTRY OF APPEARANCE - CRIMINAL MATTERS
(SEE U.S.C.R. 4.2)

When an attorney files any documents or pleadings in the name of or on behalf of a retained criminal defendant, then that attorney shall become the attorney of record in the case through disposition of the case, including, if necessary, a first direct appeal. It is the responsibility of counsel to make adequate fee arrangements prior to entry in the case. This applies to bond, bond reductions or any other filed documents except where prior approval has been given by the Court.

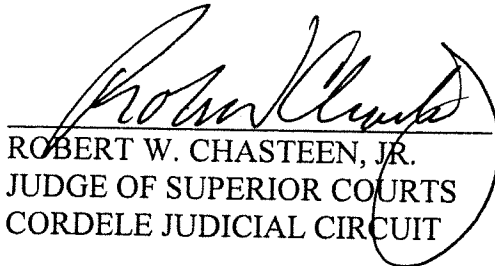
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

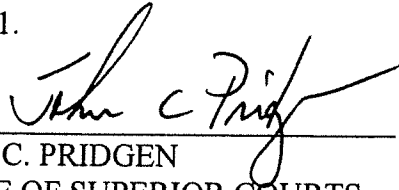
STATE OF GEORGIA

STANDING ORDER 2011-23

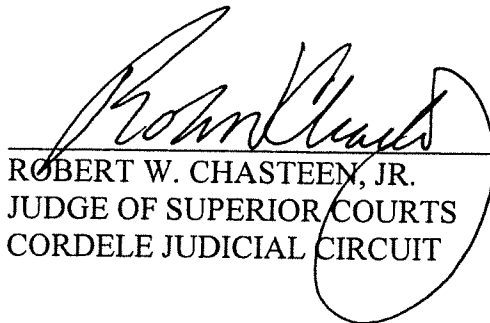
VIOLATION OF PROCEDURES-SANCTIONS

A breach or violation of any of the Uniform Superior Court Rules or any of these Standing Orders, may, in the discretion of the Court, subject the offender to sanctions by the Court including, but not limited to, the sanction of contempt.

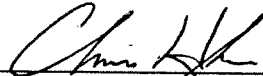
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

STATE OF GEORGIA

STANDING ORDER 2011-24

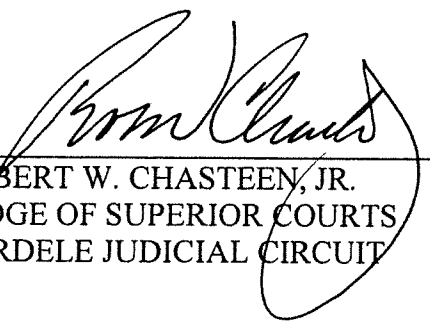
PARENTING PLAN FOR CHILD CUSTODY

In all cases pending as of January 1, 2008 or filed thereafter in which the custody of any child is an issue between the parents, each parent shall prepare a parenting plan as provided in O.C.G.A. § 19-9-1 or the parties may jointly submit a parenting plan. The parenting plan should be tailored to fit the needs of each individual family but must at a minimum contain the information required by O.C.G.A. § 19-9-1(b) and be presented in substantially the form as provided in U.S.C.R. 24.10 as amended. The proposed parenting plan shall be filed at the time of filing any complaint or answer and in any event, not less than ten (10) days before any hearing, and not less than fifteen (15) days before any final hearing with a copy to opposing counsel/party.

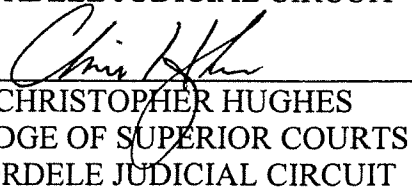
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT**

STATE OF GEORGIA

STANDING ORDER 2011-25

**ACCOMMODATIONS FOR COURT PROCEEDINGS
IN THE CORDELE JUDICIAL CIRCUIT**


The Americans with Disabilities Act of 1990, effective January 26, 1992, prohibits discrimination on the basis of disability in state and local government services. This includes participation in court proceedings. Anyone needing an accommodation to participate in court proceedings should contact the appropriate ADA Coordinator for the court in which the activity will be held.

It is the intent of the Cordele Judicial Circuit to facilitate provisions for reasonable accommodations when requested by qualified persons with disabilities.

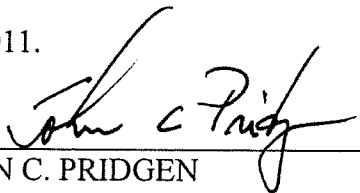
This Standing Order, signed by the Court, requires that all notices for court proceedings must include the following notice:

"If you are a person with a disability who needs any accommodations in order to participate in a civil or criminal court proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Mrs. Amy Bryant, Circuit Court Administrator for the Cordele Judicial Circuit, at Post Office Box 5025, Cordele, GA 31010, or 229-271-4724 within five (5) working days of your receipt of this [name of document]. If you are hearing or voice impaired, please contact the Court using the relay service of your choice."

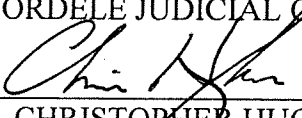
SO ORDERED, this 3rd day of January, 2011.



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

**IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT
(BEN HILL, CRISP, DOOLY, AND WILCOX COUNTIES)**

STATE OF GEORGIA

AMENDED STANDING ORDER 2012-01 (Amended 10/31/19)

IN RE: JURY MANAGEMENT

Pursuant to the authority of Title 15 of the Official Code of Georgia Annotated and the Rules of the Supreme Court of Georgia, this Order is established to provide for the efficient and orderly management of jury operations in the Superior Courts of the Cordele Judicial Circuit. The term "County" shall refer to each respective county individually, and the term "Clerk" shall refer to each respective Clerk of Superior Court individually. The term "Council" shall refer to the "Council of Superior Court Clerks."

1.

Funding for Jury Operations

The county governing authority shall provide necessary funding for adequate staff, equipment, supplies, and a jury management computer system to insure expeditious implementation and continuation of the provisions of this Order through operations of the Clerk's Office. The county governing authority shall cause the annual subscription invoice for the County Master Jury List to be promptly paid to allow certification of the Master List.

2.

County Master Jury List

- (a) The Clerk shall receive the County Master Jury List annually from the Council of Superior Court Clerks of Georgia. Such list shall constitute the jury list of the Court upon receipt of certification of the list from the Council of Superior Court Clerks of Georgia.
- (b) A new Master List shall be used to summon jurors by the later of:
 - (1) Three months after receipt of list certification, or
 - (2) The first summoning of jurors after receipt of list certification.

3.

Delegation of Authority to Defer, Excuse, and Inactivate Jurors

Pursuant to O.C.G.A. §15-12-1.1, the authority to add, defer, excuse and inactivate jurors is hereby delegated to the Clerk of Superior Court, hereinafter referred to as the “Clerk,” and to such members of the staff of the Clerk as may be designated by the Clerk from time to time.

4.

Master List Additions, Deferrals, Excusals, and Inactivations

- (a) The master jury list may be subjected to juror additions, deferrals, excusals, and inactivation as follows.
- (b) Definitions. As related to this Court’s jury management, the term:
 - (1) “Clerk” means the superior court clerk or appointed jury clerk. See OCGA §15-12-1(3).
 - (2) “Defer” or “deferral” means a temporary postponement of a person’s jury service until a specific date within the current or next succeeding term of court. See OCGA §15-12-1(6).
 - (3) “Excuse” or “excusal” means the grant of a person’s request for temporary exemption from jury service without rescheduling the juror’s appearance. See OCGA §15-12-1(7). An excusal shall only be effective until the next county master jury list is certified.
 - (4) “Inactivate” or “inactivation” means permanently removing a person’s name and identifying information who has been identified on the county master jury list as a person who is permanently prevented from being chosen as a trial or grand juror because such person is statutorily ineligible or incompetent to serve as a juror or is deceased. See O.C.G.A. §15-12-1(8).
- (c) The Clerk shall supervise any local jury management vendor or local technology department supplying software or services for local jury management. The Clerk shall require any software provider or service provider to comply with all provisions of this Order, the rules of the Supreme Court of Georgia and relevant statutory provisions. The Clerk shall ensure that any such vendor, department, or provider has a copy of the current version of this Rule and its Appendix.
- (d) Local additions, deferrals, excusals, and inactivations shall be performed and maintained in a manner that preserves the record of the juror, the reason for the action, and the relevant dates related to the action.

- (e) The Clerk shall not add names to the master jury list except where a prospective juror has obtained an order from the chief judge of the superior court for the county directing that the juror's name be added to the list because the juror has demonstrated that he or she is eligible to serve as a juror in the county.
- (f) The Clerk may excuse or defer a juror as follows:
 - (1) Any person who shows that he or she will be engaged during his or her term of jury duty as a trial or grand juror in work necessary to the public health, safety, or good order or who shows other good cause why he or she should be exempt from jury duty-
 - (2) Any person who is a full-time student at a college, university, vocational school, or other postsecondary school who, during the period of time the student is enrolled and taking classes or exams, requests to be excused.
 - (3) Any person who is the primary caregiver having active care and custody of a child six years of age or younger, who executes an affidavit on a form provided by the court stating that such person is the primary caregiver having active care and custody of a child six years of age or younger and stating that such person has no reasonably available alternative child care, and who requests to be excused.
 - (4) Any person who is a primary teacher in a home study program as defined in subsection (c) of Code Section 20-2-690 who, during the period of time the person is teaching, requests to be excused or deferred from jury duty and executes an affidavit on a form provided by the court stating that such person is the primary teacher in a home study program and stating that such person has no reasonably available alternative for the child or children in the home study program.
 - (5) Any person who is the primary unpaid caregiver for a person over the age of six; who executes an affidavit on a form provided by the court stating that such primary caregiver is responsible for the care of a person with such physical or cognitive limitations that he or she is unable to care for himself or herself and cannot be left unattended and that the primary caregiver has no reasonably available alternative to provide for the care. Any person seeking the exemption shall furnish to the court, in addition to the aforementioned affidavit, a statement of a physician, or other medical provider, supporting the affidavit's statements related to the medical condition of the person with physical or cognitive limitations.
 - (6) Any service member on ordered military duty or the spouse of any such service member who requests to be excused or deferred shall be excused or deferred from jury duty upon presentation of a copy of a valid military

identification card and execution of an affidavit in the form required by the court for deferral or excusal under this paragraph. "Service member" means an active duty member of the regular or reserve component of the United States armed forces, the United States Coast Guard, the Georgia National Guard, or the Georgia Air National Guard who was on ordered federal duty for a period of 90 days or longer. "Ordered military duty" means any military duty performed in the service of the state or of the United States, including, but not limited to, attendance at any service school or schools conducted by the armed forces of the United States which requires a service member to be at least 50 miles from his or her home.

- (7) Any person who has previously served as a juror pursuant to OCGA §15-12-4(a) shall be excused.
- (8) Any person who is determined by the Clerk as having an address that is undeliverable shall be excused.
- (9) Any person who is determined by the Clerk as not being a resident of the county shall be excused.
- (10) Any person who is determined by the Clerk as being ineligible due to not being a citizen of the United States shall be excused.
- (11) Any person who is determined by the Clerk as being ineligible due to a conviction without having had his or her civil right to serve as a juror restored shall be excused.
- (12) Any legislator in the General Assembly shall be excused from such service during attendance in the Legislature.
- (13) Any person who has a documented temporary medical condition that would prevent attendance on the dates for which presence is required for service shall be deferred until issuance of summons for the next available jury trial week that coincides with such person's availability, or excused if no date coincides with such person's availability over the following 12 months. A statement from a physician stating such fact shall be presented to the Clerk prior to deferral or excusal.
- (14) Any person who will be traveling out of the county having made travel or accommodation arrangements that cannot be reasonably altered shall be deferred from jury duty.
- (15) Any person who is a sole proprietor whose business will suffer an extreme hardship without such person's presence for the dates required for jury service shall be deferred from jury duty.

(16) The Clerk shall excuse any person summoned for grand jury duty that does not meet the additional statutory qualifications for grand jurors. See OCGA §15-12-60.

(g) The Clerk may inactivate a juror:

1. Who is ineligible due to permanent mental or physical disability. See OCGA §§15-12-1.1(a)(1) and 15-12-40.
2. Who is 70 years of age or older and has made a request in writing accompanied by an affidavit providing the person's name, age, and such other information as the Clerk may require.
3. Who is identified by the Clerk as deceased.
4. Who is identified by the Clerk as ineligible due to having been declared mentally incompetent by order of a court.

(h) In the event that a death penalty case will be tried at a particular term of court, the Superior Court Judge scheduled to preside over said death penalty trial shall excuse or defer jurors.

5.

Optional NCOA Processing

The Clerk may optionally subject the master list, or lists of jurors selected for summoning, to processing performed by an authorized United States Postal Service ("USPS") National Change of Address ("NCOA") service provider. There is no requirement that the Clerk cause the master list or lists of jurors selected for summoning to be subjected to NCOA processing. In the event such processing is performed, these requirements shall be followed:

- (1) The NCOA vendor shall do all processing in-house and shall not outsource any part of the NCOA processing.
- (2) The Clerk shall require the NCOA vendor to protect the master list data possessed by the vendor.
- (3) The NCOA vendor must use the 48-month USPS NCOA database.
- (4) Jurors with reported addresses reflecting in-county moves shall have their records updated and summonses sent to their updated addresses.
- (5) Jurors with reported addresses reflecting out-of-county moves shall be excused.
- (6) If the NCOA vendor reports a juror address as invalid or undeliverable and there is no other valid address for such juror in the juror's record in the county master jury list, the juror shall be excused.
- (7) A juror shall not be excused as a result of a reported NCOA/Federal Information Processing Standards ("FIPS") change of county unless there is also a change of address for the record.

6.

County Master Jury List Maintenance

- (a) The Clerk may perform local maintenance of the Master Jury List by notation, flagging or status changes of jurors who have been excused, deferred or inactivated as provided by law or this Order. The reason for a permanent inactivation shall be included as a notation, flag or status for the juror record. No names shall be literally removed or deleted from the lists.
- (b) The Clerk may update residence or mailing address information of a person on the Master List.
- (c) The Clerk may update the name of a person upon identifying that such person has had a name change by virtue of marriage or judgment of a court.

7.

Recurring and Repetitive Service

- (a) No person shall serve on the trial jury for more than four weeks in any one year unless he or she is actually engaged in the trial of a case when the four weeks expire, in which case he or she shall be discharged as soon as the case is decided. For purposes of this paragraph, a year shall be the period of July 1 through June 30.
- (b) Any person who has served as a trial or grand juror at any session of the court shall be ineligible for duty as a juror until the next succeeding county master jury list has been received by the Clerk.
- (c) No other restrictions shall be implemented to avoid or limit the recurring or repeat service of any person.
- (d) If a term of court is not held for any reason jurors scheduled for appearance shall be excused and not be deferred but shall otherwise be subject to random selection as a part of the master list.
- (e) If jurors report in court and there are no cases to be tried, the jurors appearing shall be excused from further service and not be deferred.

8.

Master Lists Transitions

- (a) Persons chosen from a master list and deferred to a date certain after the effective date of a new annual master list shall continue to be a part of the venire for the term to which they were reset.
- (b) Permanent inactivations granted following submission of the permanent excusal annual exception list to the Council of Superior Court Clerks shall be noted or flagged as inactivated in the county master list and shall be caused to not be subject to selection.

9.

Computer Jury Management System

- (a) Pursuant to O.C.G.A. §15-6-61 the Clerk of Superior Court shall acquire, keep and maintain an automated computer based jury management system that facilitates the maintenance, operation and usage of the county master jury list and system.
- (b) The County governing authority shall provide necessary funding for equipment, software, supplies and maintenance for such computer system to insure the effective continuation of the jury processes of the Court.
- (c) Potential jurors shall be chosen for appearance by using the electronic jury management system to randomly select names from the master list in a manner that does not deliberately or systematically exclude identifiable or distinct groups. Names shall be chosen using of a random number generator designed to provide each eligible person in the master list an equal chance of being selected unless such person is ineligible or not subject to selection as provided for by this Order.
- (d) The Clerks of Superior Court of the Cordele Judicial Circuit, including the counties of Ben Hill, Crisp, Dooly, and Wilcox are hereby authorized to choose and summons jurors in a timely fashion and in accordance with O.C.G.A. §§15-12-62.1 and 15-12-120.1 and the Rules of the Supreme Court of Georgia.

10.

Selection of Grand Jurors

- (a) Grand jurors shall be chosen and summoned using the same methods as for selection of trial jurors.

- (b) In the event that juror questionnaires are employed by the Clerk, potential grand jurors shall be asked the following questions relating to their qualification to serve as a grand juror:
1. If such person has resided in the County for at least six months preceding the time of his or her proposed service.
 2. If such person is the current holder of any elective office in state or local government or held any such office within two years preceding the time of his or her proposed service.
 3. If such person is 18 years of age or older.
 4. If such person has been convicted of a felony and has not had his or her civil rights restored.
 5. If such person has been judicially determined to be mentally incompetent.
 6. If such person has been charged with a felony offense and who is in a pretrial release program, a pretrial release and diversion program, or a pretrial intervention and diversion program, as provided for in Article 4 of Chapter 18 of Title 15 or Article 4 of Chapter 3 of Title 42 or pursuant to Uniform Superior Court Rule 27, a similar diversion program from another state, or a similar federal court diversion program for a felony offense.
 7. If such person has been sentenced for a felony offense pursuant to Code Section 16-13-2, (Conditional discharge for possession of controlled substances as first offense and certain nonviolent property crimes) who has not completed the terms of his or her sentence.
 8. If such person is serving a sentence for a felony offense pursuant to Article 3 of Chapter 8 of Title 42 or serving a first offender sentence for a felony offense pursuant to another state's law.
 9. If such person is participating in a drug court division, mental health court division, veteran's court division, a similar court program from another state, or a similar federal court program for a felony offense.
- (c) The Clerk shall excuse any person summoned for grand jury duty that does not meet the additional statutory qualifications for grand jurors.

11.

Juror Information

- (a) Upon the request of a party or his or her attorney, the Clerk shall provide a listing of the master jury list providing the following information: name, age, race, gender, and ethnicity, if provided.
- (b) Except as provided for above, jury list data, including but not limited to persons' names, dates of birth, addresses, ages, race, gender, telephone numbers, ethnicity or other confidential identifying information in the county master list shall not be required to be subject to public disclosure. The Clerk shall make such information available for examination pursuant to order by the Court in connection with a challenge to the array.

12.

Juror Questionnaires

- (a) The Court shall determine if juror questionnaires shall be used and the content of the same. In the event questionnaires are employed in connection with potential grand jurors the questions as provided in paragraph 10 shall be asked of prospective grand jurors.
- (b) Juror questionnaires shall be confidential and shall be exempt from public disclosure. Any questionnaires shall be provided to the Court and to the parties at any stage in the proceedings, including pretrial, trial, appellate, or post-conviction proceedings, and shall be made a part of the record under seal. The information disclosed to a party shall only be used by the parties for purposes of pursuing a claim, defense, or other issue in the case.

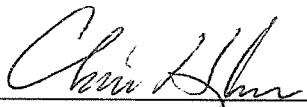
13.

Conflicts with Law

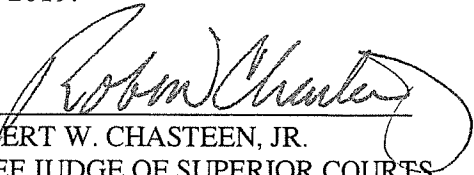
To the extent that this Order should conflict with any law duly enacted or with any rule or ruling of an appellate court of this state or the United States which constitutes mandatory legal authority, the law, rule or ruling of the superior tribunal or body shall control.

The foregoing Jury Management plan is hereby approved and adopted as Standing Order 2012-01 (Amended October 31, 2019) of the Superior Courts of the Cordele Judicial Circuit and supercedes any and all prior plans, rules, and Orders governing the selection of jurors in and for the counties in the Cordele Judicial Circuit, including Ben Hill County, Crisp County, Dooly County, and Wilcox County. The Clerk of the Superior Court is ordered to record the same on the minutes of the Superior Court of her respective county.

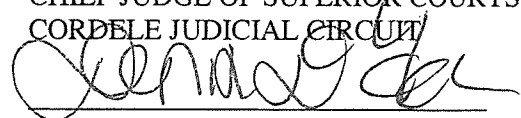
SO ORDERED, THIS 31st DAY OF OCTOBER, 2019.



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
CHIEF JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

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FILED IN OFFICE

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IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2013-01

Betty Lynn Johnson
CLERK SUPERIOR COURT, BEN HILL CO., GA.

7th March 13
Betty Lynn Johnson
CLERK SUPERIOR COURT

COURTROOM ACCESS FOR CRIMINAL PROCEEDINGS

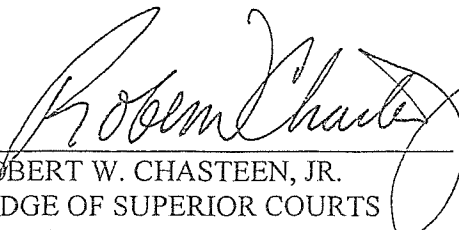
Whereas this Circuit has been and will continue to be dedicated to the Constitutional Rights of the Public to have access to its Courts; and

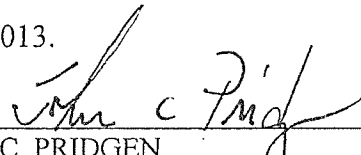
Whereas it is and always has been the policy of the Superior Court Judges of the Cordele Judicial Circuit that all Court proceedings in all courtrooms of the Circuit be open to the general public, except when closure is specifically found by the Court to be necessary in certain specific cases as provided by law;


It is hereby ordered that the bailiffs and/or deputy sheriffs responsible for providing security for said courtrooms shall allow access for persons who wish to observe court proceedings to the extent possible to remain in compliance with occupancy and safety requirements, unless otherwise ordered in specific cases by the Court. It is further ordered that ALL PROCEEDINGS IN CRIMINAL MATTERS in the Superior Courts of Ben Hill and Crisp Counties henceforth will be held only in the courtrooms of the Ben Hill Courthouse and Crisp County Courthouse.

In the event there is a situation involving a particular criminal defendant that poses significant concerns related to health or safety, the Court will make specific findings related to those security or health concerns and if it is determined that those concerns will be remedied by holding the hearing at the Ben Hill or Crisp Law Enforcement Center then the matter may be held at the Center for the purpose supported by the factual findings. If such a hearing is conducted at the Center, it is hereby ordered that the bailiffs and/or deputy sheriffs shall comply with this standing order and ensure access by the public as appropriate.

SO ORDERED, this 6th day of March, 2013.


ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2013-02 (Updated 11-2-17)

COURTROOM ACCESS

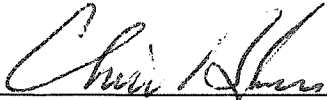
Whereas this Circuit has been and will continue to be dedicated to the Constitutional rights of the public to have access to its Courts; and

Whereas it is and always has been the policy of the Superior Court Judges of the Cordele Judicial Circuit that all Court proceedings in all courtrooms of the Circuit be open to the general public, except when closure is specifically found by the Court to be necessary in certain specific cases as provided by law; and


The bailiffs and/or deputy sheriffs responsible for providing security for said courtrooms shall allow access for persons who wish to observe court proceedings to the extent possible to remain in compliance with occupancy and safety requirements, unless otherwise ordered in specific cases by the Court.

Any person who experiences a problem accessing and/or observing court proceedings is encouraged to contact the Circuit Court Administrator for the Cordele Judicial Circuit at 229-271-4724 or P.O. Box 5025, Cordele, GA 31010.

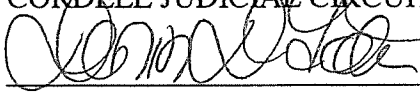
SO ORDERED, this 2 day of November, 2017



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURT OF CRISP COUNTY

STATE OF GEORGIA

STANDING ORDER 2015-01

ELECTRONIC FILING AND SERVICE IN CIVIL CASES

Pursuant to this Court's authority under Rule 1.2(E) of the Uniform Superior Court Rules of Georgia and in conformity with the statewide "Minimum Standards for Electronic Filing" adopted by the Judicial Council of Georgia to facilitate the uniform development and implementation of civil e-filing in all classes of courts throughout the judiciary,

IT IS HEREBY ORDERED THAT CIVIL ELECTRONIC FILING BE MADE AVAILABLE IN THE SUPERIOR COURT OF CRISP COUNTY AND THAT THE FOLLOWING RULES BE ENACTED:

1.1 Effective Date

Standing Order 2015-01 shall become effective on January 1, 2015 and remain in effect until further order.

1.2 Designation of Electronic Filing Case Types

- a) This Court hereby authorizes all civil cases in the Superior Court of Crisp County, with the exception of Adoption and Family Violence Act petitions, as types of cases for which electronic filing is permissible.
- b) This Court may authorize, by written Standing Order, additional types of cases to be processed via electronic filing.
- c) Any notice of appeal and post judgment enforcement proceeding documents may be electronically filed and served in accordance with the Rules of the Supreme Court of Georgia.

1.3 Definitions. As used in this Standing Order, the term:

- a) "Conventional manner of filing" means the filing of documents with the Clerk of Superior Court.
- b) "Electronic filing or e-filing" means the electronic transmission of documents to and from the court for the purposes of creating a court record in an authorized format.

- c) “Electronic filing service provider.” An electronic filing service provider (EFSP) is an entity or system authorized to transmit and retrieve court filings electronically.
- d) “Electronic service or E-Service” is the electronic notice registered filers in a case receive of a document’s filing and their ability to access the document electronically.
- e) “Public access terminal” means a computer provided to the general public for the purpose of providing free electronic filing and/or viewing of court documents.
- f) “Registered user” means a party, attorney, or public or other authorized user, including judges, clerks and other court personnel, who has established an access account with an authorized EFSP to file, receive service of, or retrieve documents electronically.

1.4 Registered Users

- a) The Clerk of Superior Court shall accept and approve filings electronically submitted through an authorized EFSP by registered users.
- b) The Clerk of Superior Court shall allow the filing of a document or pleading using the conventional manner of filing. At no time shall a filer be prevented from filing a valid pleading with the Clerk of Court. The Clerk shall convert any document filed in the conventional manner into an electronic version of that document and shall accept that document as part of the respective case.
- c) Electronic filing is expressly prohibited for documents that, according to the law, must be filed under seal or presented to a Court *in camera*, or for documents to which access is otherwise restricted by law or court order.
- d) The Clerk of Court shall provide a no cost alternative to remote electronic filing by making available at no charge a public access terminal for free electronic filing via the EFSP, by continuing to accept paper filings, or both. Said public access terminal shall be made available at the Crisp County Courthouse during regular business hours.
- e) The Clerk of Court shall ensure that electronic court documents are publicly accessible upon filing for viewing at no charge via a public access terminal available at the courthouse during regular business hours.

1.5 Electronic Signatures

- a) An electronically filed document is deemed to be signed by the Registered User submitting the document as well as by any other person who has authorized signature by the filer.
- b) By electronically filing the document, the filer verifies that the signatures are authentic.

1.6 Time of Filing

- a) An electronic document is presumed filed upon its receipt by the EFSP, and the EFSP must automatically confirm the fact, date, and time of receipt to the filer. Absent evidence of such confirmation, there is no presumption of filing.

1.7 Electronic Service of Documents

- a) An electronically filed document is deemed served upon filing to all parties and counsel who have waived any other form of service by registering with the electronic filing system to receive electronic service in the case and who receive notice via the system of the document's filing.

1.8 System or User Filing Errors

- a) If electronic filing or electronic service is prevented or delayed because of a failure of the EFSP, the court shall enter appropriate relief, such as the allowance of filings *nunc pro tunc* or the provision of extensions to respond.

1.9 Force and Effect

- a) Electronically filed court records have the same force and effect and are subject to the same right of public access as are documents filed in the conventional manner.

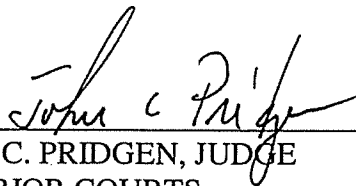
1.10 Sensitive Information

- a) In accordance with O.C.G.A. §9-11-7.1, and in order to promote public electronic access to case files while also protecting sensitive information, pleadings and other

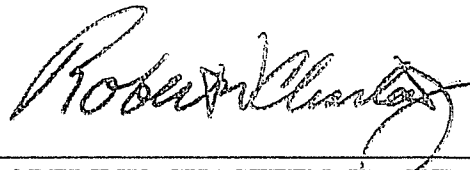
papers filed with a court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court shall include only:

1. The last four digits of a social security number;
 2. The last four digits of a taxpayer identification number;
 3. The last four digits of a financial account number; and
 4. The year of an individual's birth.
- b) The responsibility for omitting or redacting these personal identifiers rests solely with counsel and the parties. The clerk will not review filings for compliance with this rule. Counsel and the parties are cautioned that failure to redact these personal identifiers constitutes a contempt of court and may subject them to sanctions or other disciplinary proceedings as appropriate.
- c) A party having a legitimate need for the above information may obtain it through the ordinary course of discovery without further order of the Court.
- d) This rule in no way creates a private right of action against a court, a clerk, counsel or any other individual or entity that may have erroneously included identifying information in a filed document that is made available electronically or otherwise.
- e) This rule in no way amends or modifies Uniform Superior Court Rule 21, Limitation of Access to Court Files.

SO ORDERED, this 30th day of December, 2014.



JOHN C. PRIDGEN, JUDGE
SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR., JUDGE
SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES, JUDGE
SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

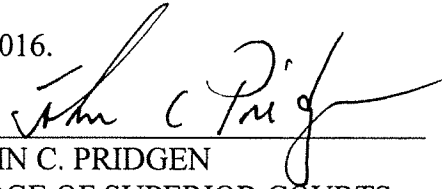
STATE OF GEORGIA

STANDING ORDER 2016-01

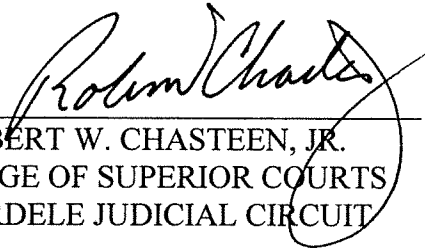
GARNISHMENT AFFIDAVITS

It is hereby ordered that the Clerks and deputy clerks of the Superior Courts of the Cordele Judicial Circuit, pursuant to O.C.G.A. § 18-4-3, are authorized to review and approve affidavits of garnishment.

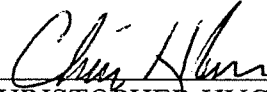
SO ORDERED, this 21st day of July, 2016.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT
STATE OF GEORGIA

STANDING ORDER 2017-01—Amended 4-20-18

RULES OF CONDUCT IN THE COURTROOM

All individuals entering the courtroom shall act and be dressed appropriately. Conduct or attire which is disturbing or disruptive to the judicial process is inappropriate. Remember that you are entering a court of law. Please adhere to the following guidelines:

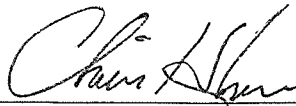
- 1) All cellular telephones, pagers, beepers or other electronic devices shall be turned to the "silent" or "off" mode before entering the courtroom. Any electronic device which makes noise or otherwise disrupts court proceedings is subject to confiscation. Any use of a cellular phone or other device to make an audio or video recording is prohibited except as authorized by Uniform Superior Court Rule 22;
- 2) No food, drinks, alcoholic beverages, cigarettes, tobacco, or drugs are permitted;
- 3) No weapons of any kind are permitted;
- 4) Clothing may not display any profanity or obscene, insulting, lewd, or drug-related picture, writing, or message;
- 5) Clothing made of mesh or other see-through material and tops exposing undergarments, cleavage, midriff and/or stomach are not permitted to be worn as outer shirts without a cover-up. No undergarments should be visible;
- 6) All pants and skirts must be pulled up to the waist with no underwear visible. Shorts, cut-off jeans, and sweat pants are not permitted. Skirts must be knee-length or longer;
- 7) Sunglasses are not permitted unless required for medical purposes (a doctor's note must be delivered to the bailiff at the time of entry);
- 8) Hats, caps, hoods or other headwear shall not be worn unless worn for religious purposes;
- 9) Shoes must be worn at all times.

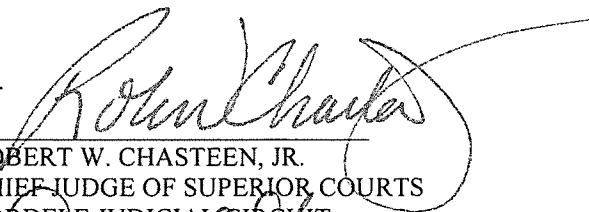
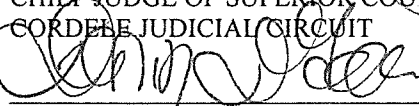
Court personnel, including but not limited to bailiffs and deputy sheriffs, shall not prevent any litigant or member of the public from entering a courtroom based on a violation of this Order but shall notify the presiding judge of said violation.

Any child under the age of 17 must be accompanied by an adult. The adult accompanying said child is responsible for removing the child if he or she cries, makes noise, or otherwise disrupts court proceedings.

The Court will ask any person failing to comply with these guidelines to remedy the violation to the extent possible. Violation of Standing Order 2017-01 is punishable as contempt of court and may result in the offender being fined and/or incarcerated in the county jail.

SO ORDERED, this 20th day of April, 2018.


T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT


ROBERT W. CHASTEEN, JR.
CHIEF JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

DENISE D. FACHINI
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT
STATE OF GEORGIA
FOR THE COUNTIES OF BEN HILL, CRISP, DOOLY, AND WILCOX

STANDING ORDER 2018-01

ORDER REGARDING NOTICES OF APPEAL AND MOTIONS FOR NEW TRIAL

WHEREAS, the Superior Courts of the counties comprising the Cordele Judicial Circuit have a long standing desire to ensure that the Clerks of the Superior Courts assemble a defendant's official record for appellate review without inordinate delay upon his or her timely filing of such notice of appeal or a motion for new trial, and

WHEREAS, the Georgia Supreme Court and the Georgia Court of Appeals have repeatedly admonished criminal defense lawyers, prosecutors, and trial judges to address and prevent inordinate and unjustified post-trial, pre-appeal delays. See, e.g., *Morris v. State*, No. S17A1402, 2018 WL 1143792 (Ga. Sup. Ct. March 5, 2018) (nearly 10-year delay); *Veal v. State*, 301 Ga. 161 (2017) (18-year delay); *Brockman v. State*, 292 Ga. 707 (2013) (18-year delay); *Surry v. State*, 340 Ga. App. 8 (2016) (nearly 6-year delay); *Jackson v. State*, 339 Ga. App. 313 (2016) (nearly 9-year delay); *Robinson v. State*, 334 Ga. App. 646 (2015) (16-year delay).

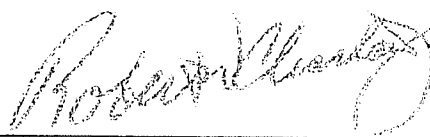
WHEREAS, the Georgia Supreme Court has given directives to the Council of Superior Court Judges of Georgia to submit for approval a proposed Uniform Rule of Superior Court to address issues of inordinate delay. *Owens v. State*, No. S17A1905, 2018 WL 1144860 (Ga. Sup. Ct. March 5, 2018).

IT IS THEREFORE ORDERED that the Clerks of Superior Courts for Ben Hill, Crisp, Dooly, and Wilcox Counties furnish the presiding judge with all notices of appeal or motions for new trial at the time of receipt and filing of said notices and motions.

IT IS FURTHER ORDERED that the Clerk furnish the presiding judge with all notices of appeal and motions for new trial having been previously filed with the Court but having not been docketed by the appellate court for review.

IT IS FURTHER ORDERED that the Clerks of Superior Courts for Ben Hill, Crisp, Dooly, and Wilcox Counties shall enter this Order upon the minutes of the Court.

SO ORDERED, this 26th day of April, 2018.


ROBERT W. CHASTEEN, JR.
CHIEF JUDGE, SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

FOR THE COUNTIES OF BEN HILL, CRISP, DOOLY, AND WILCOX

STANDING ORDER 2018-02

Uniform Superior Court Rule 22 and Use of Recording Devices in Courtrooms


Uniform Superior Court Rule 22, entitled *Use of Electronic Devices in Courtrooms and Recording of Judicial Proceedings*, has been amended to address developments in recording technology and widespread use of recording devices. Rule 22 requires courts to use reasonable means to advise courtroom visitors of the provisions of the rule and make the *Request to Use a Recording Device Pursuant to Rule 22 on Recording of Judicial Proceedings* form available in the Superior Court Clerk's offices and on the court's website.

Please find attached to this Standing Order a copy of Uniform Superior Court Rule 22 and the required *Request to Use a Recording Device Pursuant to Rule 22 on Recording of Judicial Proceedings* form. Please make copies of Uniform Superior Court Rule 22 and the request form available to all parties, attorneys, court personnel, and officers of the court.

Please find attached to this Order a laminated sign advising the public of U.S.C.R. 22 and a copy of said sign. Please post the laminated sign in a place visible to those attending court proceedings.

IT IS FURTHER ORDERED that the Clerks of Superior Courts for Ben Hill, Crisp, Dooly, and Wilcox Counties shall enter this Order upon the minutes of the Court.

SO ORDERED, this 26th day of April, 2018.



ROBERT W. CHASTEEN, JR.
CHIEF JUDGE, SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



SUPREME COURT OF GEORGIA

Atlanta February 6, 2018

The Honorable Supreme Court met pursuant to adjournment.
The following order was passed:

It is ordered that Uniform Superior Court Rule 22, which relates to the use of electronic devices in courtrooms and recording of judicial proceedings by representatives of the news media and other persons, be amended. The amended Rule 22, which is the product of several years of study and discussion by the Council of Superior Court Judges, this Court, and numerous organizations that provided written and oral comments on proposed rule drafts, replaces the existing Rule 22 in its entirety. The amended rule continues to implement OCGA § 15-1-10.1 but is updated to reflect developments over the last two decades in recording technology, in the news media, and, most significantly, in recording devices – namely, the smart phones and other mobile computers with recording capabilities that today are routinely carried and used by most people in this state. The amended Rule 22 will take effect on May 1, 2018, and reads as follows:

Rule 22. USE OF ELECTRONIC DEVICES IN COURTROOMS AND RECORDING OF JUDICIAL PROCEEDINGS

(A) Overview.

Open courtrooms are an indispensable element of an effective and respected judicial system. It is the policy of Georgia's courts to promote access to and understanding of court proceedings not only by the participants in them but also by the general public and by news media who will report on the proceedings to the public. This must be done, however, while protecting the legal rights of the participants in the proceedings and ensuring appropriate security and decorum.

Except as otherwise required by law, this rule governs the use of devices to record sounds or images in a courtroom and comports with the standards provided in OCGA § 15-1-10.1 regarding the use of devices to record judicial proceedings.

This rule similarly governs the use of electronic devices, including mobile phones and computers, in a courtroom for purposes other than recording sounds and images. Such

use is generally allowed by lawyers, by employees of lawyers, and by self-represented parties, but to ensure decorum and avoid distraction, such use is generally prohibited by jurors, witnesses, parties, and spectators, including representatives of the news media. Such persons may, however, use their devices by stepping outside the courtroom, and nothing in this rule prevents a judge from permitting parties and spectators to use their devices for non-recording purposes as the judge may allow in his or her discretion.

A court must use reasonable means to advise courtroom visitors of the provisions of this rule and must make the form in Exhibit A available in its clerk's office and on the court's website.

(B) Definitions. The following definitions apply in this rule:

(1) "Recording device" means a device capable of electronically or mechanically storing, accessing, or transmitting sounds or images. The term encompasses, among other things, a computer of any size, including a tablet, a notebook, and a laptop; a smart phone, a cell phone or other wireless phone; a camera and other audio or video recording devices; a personal digital assistant (PDA); and any similar devices.

(2) "Recording" means electronically or mechanically storing, accessing, or transmitting sounds or images. "Record" means to electronically or mechanically store, access, or transmit sounds or images, including by photographing, making an audio or video recording, or broadcasting. Nothing in this rule prohibits making written notes and sketches pertaining to any judicial proceedings.

(3) "Courtroom" means the room in which a judge will conduct a court proceeding and the areas immediately outside the courtroom entrances or any areas providing visibility into the courtroom.

(C) Jurors, witnesses, parties, and spectators, including representatives of the news media. The following restrictions apply to use of recording devices by jurors, including grand jurors and prospective jurors, by witnesses, by parties, and by spectators, including representatives of the news media.

(1) *Jurors:* Jurors shall turn the power off to any recording device while present in a courtroom and while present in a jury room during the jury's deliberations and discussions concerning a case. Jurors may use their devices during breaks as authorized by the judge. Jurors shall not record proceedings.

(2) *Witnesses*: Witnesses shall turn the power off to any recording device while present in a courtroom, and may use a device while testifying only with permission of the judge. Witnesses shall not record proceedings.

(3) *Parties and spectators*: Parties and spectators may use recording devices to record proceedings only as specifically authorized by the court pursuant to this rule. All parties and spectators shall turn the power off to any recording device while present in a courtroom, unless the judge allows orally or in writing the use of recording devices in the courtroom for purposes other than recording sounds and images, which the judge may freely do when he or she believes such use would not be disruptive or distracting and is not otherwise contrary to the administration of justice. When such use is allowed, recording devices must be silenced and may not be used to make or receive telephone calls or for other audible functions without express permission from the judge.

(D) Attorneys, employees of attorneys such as paralegals and investigators, and self-represented parties (pro se litigants).

(1) *Use of recording devices to record*: Unless otherwise ordered by the court, attorneys representing parties in a proceeding and self-represented parties may make audio recordings of the proceeding in a nondisruptive manner after announcing to the court and all parties that they are doing so. Recordings made pursuant to this paragraph may be used only in litigating the case or as otherwise allowed by the court or provided by law. Attorneys and self-represented parties may also seek authorization to record proceedings pursuant to paragraph (E) of this rule.

(2) *Use of recording devices for non-recording purposes*: Attorneys and their employees such as paralegals and investigators may use recording devices in a courtroom for purposes other than recording sounds and images, including word processing, storing or retrieving information, accessing the internet, and sending or receiving messages or information. Self-represented parties may do the same but only in direct relation to their proceedings. Recording devices must be silenced and may not be used to make or receive telephone calls or for other audible functions without express permission from the judge.

(3) *Limitation*: Any allowed use of a recording device under paragraph (D) is subject to the authority of the judge to terminate activity that is disruptive or distracting or is otherwise contrary to the administration of justice.

(E) Celebratory or ceremonial proceedings, or when the court is not in session. Notwithstanding other provisions of this rule, a person may request orally or in writing, and a judge or judge's designee may approve orally or in writing, use of a recording device in a courtroom to record a celebratory or ceremonial proceeding or use of a recording device in a courtroom when the court is not in session.

(F) Other persons or organizations desiring to record. Any other persons or organizations, including representatives of the news media, desiring to record a court proceeding shall make application to the judge on the form in Exhibit A following this rule.

(1) *Submission of a request:* The person or organization must submit the request to the judge or to an officer of the court designated to receive requests under this rule. The request should address any logistical issues that are expected to arise.

(2) *Time limit for submitting a request:* The person or organization must submit the request sufficiently in advance of the proceeding – at least 24 hours where practicable under the circumstances – to allow the judge to consider it in a timely manner.

(3) *Notice and hearing:* The court will notify the parties of its receipt of a request for recording. Parties shall then notify their witnesses. The prosecutor of a criminal case shall notify alleged victims. The judge will promptly hold a hearing if the judge intends to deny the request or a portion of the request, or if a party, witness, or alleged victim objects to a request. The hearing under this paragraph shall be part of the official record of the proceeding.

(4) *Time for a party, witness, or alleged victim to object to a request:* A properly notified party, witness, or alleged victim waives an objection to a request for recording of a proceeding if the party, witness, or alleged victim does not object to the request in writing or on the record before or at the start of the proceeding.

(G) Denial or limitation of recording. A properly submitted request for recording should generally be approved, but a judge may deny or limit the request as provided in this paragraph. A judge's decision on a request, or on an objection to a request, is reviewable as provided by law.

(1) *Denial of recording:* A judge may deny a request for recording only after making specific findings on the record that there is a substantial likelihood of harm arising from one or more of the following factors, that the harm outweighs the benefit of

recording to the public, and that the judge has considered more narrow restrictions on recording than a complete denial of the request:

- (a) The nature of the particular proceeding at issue;
- (b) The consent or objection of the parties, witnesses, or alleged victims whose testimony will be presented in the proceedings;
- (c) Whether the proposed recording will promote increased public access to the courts and openness of judicial proceedings;
- (d) The impact upon the integrity and dignity of the court;
- (e) The impact upon the administration of the court;
- (f) The impact upon due process and the truth finding function of the judicial proceeding;
- (g) Whether the proposed recording would contribute to the enhancement of or detract from the ends of justice;
- (h) Any special circumstances of the parties, witnesses, alleged victims, or other participants such as the need to protect children or factors involving the safety of participants in the judicial proceeding; and
- (i) Any other factors affecting the administration of justice or which the court may determine to be important under the circumstances of the case.

(2) *Limitation of recording*: Upon his or her own motion or upon the request of a party, witness, or alleged victim, a judge may allow recording as requested or may, only after making specific findings on the record based on the factors in the preceding paragraph, impose the least restrictive possible limitations such as an order that no recording may be made of a particular criminal defendant, civil party, witness, alleged victim, law enforcement officer, or other person, or that such person's identity must be effectively obscured in any image or video recording, or that only an audio recording may be made of such person.

(H) Manner of recording. The judge should preserve the dignity of the proceeding by designating the placement of equipment and personnel for recording the proceeding. All persons and affiliated individuals engaged in recording must avoid conduct or appearance that may disrupt or detract from the dignity of the proceeding. No person shall use any recording device in a manner that disrupts a proceeding.

(I) Pooling of recording devices. The judge may require pooling of recording devices if appropriate. The persons or organizations authorized to record have the responsibility to implement proper pooling procedures that meet the approval of the judge.

(J) Prohibitions. The following uses of recording devices are prohibited:

(1) *No use of recording devices while the judge is outside the courtroom:* Except as provided in paragraph (E) of this rule, a person may use a recording device in a courtroom only when the judge is in the courtroom, and use of a recording device must terminate when the judge leaves the courtroom.

(2) *Recording of jurors:* Recording devices must be placed to avoid recording images of jurors or prospective jurors in any manner. Audio recordings of jurors' or prospective jurors' statements or conversations are also prohibited, except that the jury foreperson's announcement of the verdict or questions to the judge may be audio recorded.

(3) *No recording of privileged or confidential communications:* In order to preserve the attorney-client privilege and client confidentiality as set forth in the Georgia Rules of Professional Conduct and statutory or decisional law, no person shall make a recording of any communication subject to the attorney-client privilege or client confidentiality.

(4) *No recording of bench conferences:* No person other than the court reporter may record a bench conference, unless prior express permission is granted by the judge.

(K) Recording not official court record. No recording of a judicial proceeding made pursuant to this rule may be used to modify or supplement the official court record of that proceeding without express permission of the judge pursuant to OCGA § 5-6-41(f).

(L) Disciplinary authorities. This rule does not apply to disciplinary authorities acting in the course of their official duties.

(M) Enforcement. Persons who violate this rule may be removed or excluded from the courtroom. A willful violation of this rule may be punishable as contempt of court.

EXHIBIT A

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

(STYLE OF CASE/CALENDAR)

CASE NO. _____

**REQUEST TO USE A RECORDING DEVICE PURSUANT TO RULE 22 ON
RECORDING OF JUDICIAL PROCEEDINGS.**

Pursuant to Rule 22 of the Uniform Rules for Superior Court regarding Use of Electronic Devices in Courtrooms and Recording of Judicial Proceedings, the undersigned hereby requests permission to use a recording device in Courtroom _____ in order to record images and/or sound during (all) (the following portions) of the proceedings in the above captioned case/calendar.

Consistent with the provisions of the rule, the undersigned desires to use the following described recording device(s): _____. The proceedings that the undersigned desires to record commence on (date). Subject to direction from the court regarding possible pooled coverage, the undersigned wishes to use this device in the courtroom on (date). The personnel who will be responsible for the use of this recording device are: (identify appropriate personnel).

The undersigned hereby certifies that the device to be used and the locations and operation of such device will be in conformity with Rule 22 and any guidelines issued by the court.

The undersigned understands and acknowledges that a violation of Rule 22 and any guidelines issued by the court may be grounds for removal or exclusion from the courtroom and a willful violation may subject the undersigned to penalties for contempt of court.

This _____ day of _____, 20__.

(Individual Signature)

(Representing/Firm)

(Position)

The use of recording devices and cell phones in the courtrooms is restricted by U.S.C.R. 22 and O.C.G.A 15-1-10(1). A copy of the rules, procedures, and the form to use a cell phone or recording device and the request to record court proceedings are available in the Superior Court Clerk's office and on the Court's website at www.eighthdistrict.org. Violators of U.S.C.R. Rule 22 are subject to penalties for contempt of court.

COPY

IN THE SUPERIOR COURTS OF THE CORDELE JUDICIAL CIRCUIT
STATE OF GEORGIA

IN RE: EXCUSAL OR DEFERRAL OF JURY SERVICE DURING COVID-19 PANDEMIC

STANDING ORDER

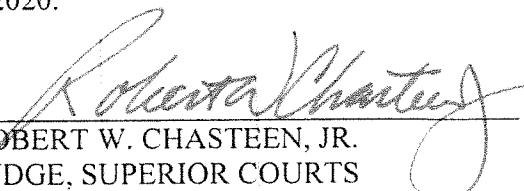
Pursuant to the authority of Title 15 of the Official Code of Georgia Annotated, the Clerk of the Superior Court has the authority to defer and excuse jurors as established by law and this Standing Order. This Standing Order shall be in addition to the Cordele Judicial Circuit Standing Order 2012-01, amended October 31, 2019 and entitled "In Re: Jury Management" which remains effective.

For the duration of the time in which the State of Georgia operates under a declared judicial emergency in response to the COVID-19 pandemic, the Clerk of Superior Court is authorized to excuse or defer individuals from jury service for the following additional reasons:

1. The individual is a member of a vulnerable population as defined by the Centers for Disease Control and Georgia Department of Health which includes individuals over the age of 60 and individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised by chemotherapy or other treatments for medical conditions.
2. The individual has been instructed to isolate or quarantine by a health care official based on his or her exposure to COVID-19.
3. The individual or member of his or her household has tested positive for COVID-19 within fourteen (14) days of the date he or she was summoned to appear for jury service.

The Clerk of Superior Court shall prepare and maintain a record of all such excusals or deferrals which clearly indicates the reason for granting an excusal or deferral.

SO ORDERED, this 24th day of September, 2020.


ROBERT W. CHASTEEN, JR.
JUDGE, SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT

IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

FOR THE COUNTIES OF BEN HILL, CRISP, DOOLY, AND WILCOX

STANDING ORDER 2022-01

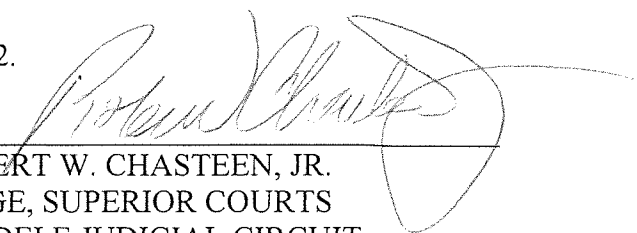
**ORDER REGARDING IN CAMERA INSPECTION OF DFACS RECORDS OR OTHER
PRIVILEGED OR PRIVATE RECORDS**

The Court is moved to conduct an in-camera inspection of child abuse, child dependency, and other protected records at an increasing rate. Pursuant to O.C.G.A. §49-5-41(11), a court, by subpoena that is filed contemporaneously with a motion seeking records and requesting an in camera inspection of such records, may make such records available to a party seeking such records when a motion is filed and served on all parties to the action and the department or entity in possession of the records and the court finds that access to such records appears reasonably calculated to lead to the discovery of admissible evidence.

When any documents, including but not limited to documents related to child abuse, child dependency, and sexual abuse, are provided to the Court for an in-camera inspection and the parties request to view and/or make copies of said documents, the parties/attorneys may review the documents in an area specified by the Superior Court Judge or his legal assistant. The parties may take notes; however, the Court must give written permission before any photocopies are made. Any permitted copies shall be made in the office of the Clerk of Superior Court, and the party or attorney making copies shall pay the costs for said copies. The parties are prohibited from removing any of the documents from the courthouse for any reason. The parties are prohibited from taking photographs of the documents, such as with a camera, cellular telephone or tablet, to procure their own duplicates.

This Order is applicable to all parties, their counsel, and any agent or representative of a party.

SO ORDERED, this 14th day of December, 2022.


ROBERT W. CHASTEEN, JR.
JUDGE, SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT