



State of Georgia
State Court
of
Forsyth County

David L. Dickinson
CHIEF JUDGE
STATE COURT

TELEPHONE (770) 781-2130
FACSIMILE (770) 888-2821

TO: PARTIES AND ATTORNEYS OF RECORD
FROM: CHIEF JUDGE ~~DAVID L. DICKINSON~~ JUDGE PHILIP C. SMITH
SUBJECT: STATE COURT OF FORSYTH COUNTY CIVIL CASE PROCEDURES

Request for Hearing or Non-Jury Trial

A party requesting a hearing on a motion or a non-jury trial date should contact the Clerk of Court to obtain a Request for Civil Hearing Date form. The form should be completed and sent to the Clerk of Court for filing along with self-addressed stamped envelopes for all parties requiring notice of the hearing. The judicial assistant for each respective judge will complete the Notice of Court Date section and mail copies to all interested parties with the self-addressed stamped envelopes provided.

Request for Jury Trial Date

A letter requesting to be placed on the next available jury trial calendar should be sent to the assigned judge's office. The judge's office will send notice of the calendar call date and jury trial procedures.

Request for Continuance or to Remove Case from Calendar

All requests for continuance or requests for removal of the case from a scheduled court date calendar that are consented to by all parties shall submit a proposed consent order to the presiding judge for review. The consent order shall contain the signatures of all parties. The case will not be removed from the calendar until the judge signs the written consent order.

In the event all parties cannot agree to the request for continuance or request for removal of the case from a scheduled court date calendar, the party requesting the continuance shall file a motion for continuance with the Clerk of Court. The motion for continuance shall specifically state the party requesting the continuance, whether opposing counsel consents to the continuance, how many times the case has previously been continued, and the specific basis why a continuance is necessary. The presiding judge will make every effort to rule on the motion for continuance prior to the scheduled hearing date after opportunity for all parties to respond to said motion. The case will not be removed from the calendar until the judge signs a written order.

Leave of Absence

When filing a Motion for Leave of Absence, please file an original for each case or provide a copy to be filed in each case for the list of cases attached to the motion. All motions in compliance with Uniform Rules for the Superior Courts Rule 16.1 will stand granted without entry of order unless specifically denied in writing by the assigned judge or an objection is filed by opposing counsel.

Conflict Letters

All conflict letters must be in compliance with Uniform Rules for the Superior Courts Rule 17. Neither oral notice nor last minute faxed notice of conflicts satisfy the requirements of the rule.

Request for Mediation

Any party may request an order for mediation. A written request should be sent to the assigned judge's office. All mediations are conducted by the Office of Dispute Resolution for the Ninth Judicial Administrative District. The parties are responsible for sharing the cost of mediation equally and selecting the mediator from a list of available individuals. Please contact the Office of Dispute Resolution at (770) 535-6909 for more information.

Forsyth County Law Library

The Forsyth County Law Library is located at 112 W. Maple Street (next to Goodson's Drug Store) on the ground floor. Please contact (770) 205-4610 for more information and hours of operation.

Appeals from Magistrate Court

All dispossessory appeals from Magistrate Court will be scheduled on the presiding judge's next available civil non-jury hearing date. All appeals from Magistrate Court which do not involve dispossessory actions will be scheduled for a status conference with the presiding judge.

Additional Information for Parties without an Attorney

All parties are encouraged to hire an attorney to represent their interests. Corporations are required to have an attorney of record in the State Court of Forsyth County. Any individual wishing to represent themselves may watch a videotape titled "I Present My Case" to gain more information about the legal system. Please contact Chief Judge David L. Dickinson's office at (770) 781-2130 for arrangements to view the videotape. Employees with the Clerk of Court's office and the judge's office are unable to provide legal advice. Employees of the judge's office are unable to discuss a pending case without all parties being present.

100 COURTHOUSE SQUARE • SUITE 030 • CUMMING, GEORGIA 30040
<http://www.9thjudicialdistrict-ga.org/bellforsythhp.shtml>

IN THE STATE COURT OF FORSYTH COUNTY

STATE OF GEORGIA

| | | |
|------------|---|----------------------------|
| _____ | * | |
| Plaintiff, | * | |
| | * | |
| vs. | * | Civil Action Number: _____ |
| | * | |
| _____ | * | |
| Defendant. | * | |

REQUEST FOR CIVIL HEARING DATE

Please choose one of the following options:

_____ The undersigned hereby states this case is ready for a final non-jury trial and requests that the case be placed on the next available non-jury calendar.

_____ The undersigned hereby requests a hearing on:
() Plaintiff's Motion for _____

() Defendant's Motion for _____

Approximately how much time will the non-jury trial or hearing require? _____

Name of Requesting Party or Attorney
Address: _____

Telephone: _____

Please mail this form along with self-addressed envelopes for all parties requiring notice to:
Clerk of State Court of Forsyth County
Attention: Civil Division
100 Courthouse Square, Suite 010
Cumming, Georgia 30040

Please note: Once a hearing date is scheduled, no continuances will be granted unless a consent order is presented or the presiding judge has granted a written motion for continuance. A party seeking to withdraw their motion must file written notice prior to the scheduled hearing date.

NOTICE OF COURT DATE

A hearing concerning the above referenced matter having been requested, the parties are hereby noticed to appear and show cause before the appropriate non-jury division of the State Court of Forsyth County on the _____ day of _____, 200____, at _____ o'clock ____m. in Room _____ of the Forsyth County Courthouse as to why the relief requested above should not be granted.

This _____ day of _____, 200_____ .

Judge, State Court of Forsyth County