

STATE COURT OF BIBB COUNTY

STATE OF GEORGIA

STANDING ORDER – CIVIL CASES

EFFECTIVE MAY 1, 2011

RECEIVED
STATE COURT OF
BIBB COUNTY GEORGIA

2011 MAR 24 P 2:07


CLERK STATE COURT

FILING OF COMPLAINTS

Complaints shall have attached the completed Summons, Entry of Service, General Civil Case Filing Information Form (Non-Domestic). Forms can be accessed at the Forms section of the Court website:

www.co.bibb.ga.us/StateCourt/StateCourt.aspx .

PROOF OF SERVICE

All parties are directed to comply with O.C.G.A. §9-11-4(g) and Uniform State Court Rule 36.11 concerning the requirement for the filing with the Clerk of all Entries of Service. Acknowledgments of service may be accomplished by counsel by providing the necessary copies of the complaint to the Clerk who will then sign the summons and return it to counsel.

FILING BY FACSIMILE TRANSMISSION

No filing will be accepted by facsimile without the prior permission of the Judge or the Clerk of Court. The routine filing of pleadings will not be authorized by facsimile transmission. A filing received by facsimile will be filed as of the date the facsimile is received only after the original has been received by the Clerk. Service upon the opposing party must be shown on the facsimile. The Clerk's office will not transmit documents by facsimile.

DISCOVERY

When responding to interrogatories, requests for production, and requests for admission, the answering party must retype the questions and requests with the

answers and/or objections following immediately thereafter. No sanction will be imposed for failure to comply with this requirement.

If justified by the complexity or difficulty of a case, the Court will consider the entry of a discovery/scheduling order. After hearing from the parties, this order would provide dates for the different aspects of discovery, amendments to the pleadings, the filing of motions, conferences with the Court, and preparation for the pre-trial order and trial of the case.

MOTIONS

The parties are responsible for notifying the Court when a motion is ready to be heard. Either party may request the Court by letter to either schedule a hearing on the motion or to rule on the motion without a hearing.

CIVIL TRIAL CALENDAR

(A) Placement on Calendar:

Civil cases will be automatically assigned to the civil trial calendar one time without request following the passage of six months from the filing of the answer. Thereafter, cases shall appear on the published civil trial calendar as directed by the Court upon notice to the parties or upon request by any party in writing or by email to the Clerk with a copy of said request to the opposing party in each case at least thirty (30) days before the trial term. Cases may be placed on the civil trial calendar in less than six months where all parties to a case agree to the placement. In the event any civil case is not reached during any trial term during which it was ready, such case shall be placed on the next succeeding calendar without the need for the thirty (30) day letter.

(B) Cases Ready for Trial:

Cases shall be considered ready for trial upon notice sent by either party in writing or by email and received by the Judge's secretary no later than fifteen (15) calendar days immediately prior to the first day of the trial term. This "15 day letter" or "ready letter" shall be served upon opposing counsel by mail, email, or in person at the same time the letter is given to the Court.

(C) Pretrial Information:

Each attorney in the cases that are announced as "ready" is expected to be present at calendar call unless excused by the Court. Unless the Court has set a pre-trial conference, sua sponte or upon request of either party, under the provisions of Uniform Superior Court Rule 7.1, then counsel for every case on the ready list following the calendar call shall provide the information described below to the Court by the time of a pretrial conference call or by the Wednesday following calendar call, whichever is earlier. The date and time of the conference shall be set at the calendar call. Attorneys may choose to meet with the Judge in person. The information to be provided is as follows:

1. Brief description of the case.
2. Correct identification of all parties and counsel who will try the case.
3. Issues for determination by the jury.
4. Estimated length of trial.
5. Jury qualification information.
6. Whether the case is being reported under the rule.
7. Whether any depositions intended for use at trial have objections requiring rulings by the Court.
8. Any peculiar evidentiary issues or special authorities relied upon by the parties.
9. Any need for a special verdict form.
10. Status of any efforts to settle the case.

All exhibits to be used at trial shall be marked by counsel and shown to opposing counsel before use of the exhibit in court so as not to delay the trial before the jury.

(D) Cases Not Ready for Trial:

No civil case appearing on a published trial calendar shall be considered ready for jury trial unless:

1. All pending motions, excluding motions in limine, have been disposed of prior to the calendar call for the trial term, unless otherwise permitted by the Court; and
2. All discovery, with the exception of depositions taken for use as evidence at trial, has been completed prior to the calendar call for the trial term unless

completion is otherwise agreed to by all counsel or is permitted by a specific order of the Court.

(E) Preference:

Requests for preference in scheduling of trials during the trial term should be made in writing to the Court prior to the calendar call for the trial term.

MOTIONS IN LIMINE

Motions in limine should be filed no later than two business days prior to the start of the trial, provided however, that additional motions in limine may be submitted thereafter to cover unanticipated issues that may arise. At the time of the filing of a motion in limine with the Clerk, a courtesy copy must be provided for timely submission to the Judge.

SO ORDERED, this 24th day of March 2011, to be effective May 1, 2011. A copy of this Standing Order shall be posted on the Court website and also provided by the Clerk's office to all parties, or their attorneys, at the time of the first filing of any pleading by a party.

IT IS FURTHER ORDERED that the Court's Internal Operating Procedures, most recently amended on September 27, 2005, are hereby rescinded as of April 30, 2011.



William P. Adams, Judge
State Court of Bibb County, Georgia