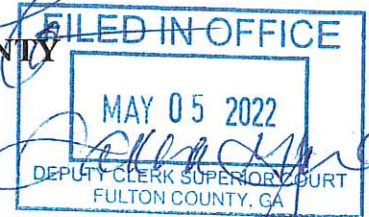


IN THE SUPERIOR COURT OF FULTON COUNTY
STATE OF GEORGIA

2022 EX 00499



STANDING CASE MANAGEMENT
ORDER FOR CRIMINAL CASES IN
JUDGE BELINDA E. EDWARDS'
DIVISION

BELINDA E. EDWARDS

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STANDING CASE MANAGEMENT/SCHEDULING ORDER

The Court orders the following deadlines, policies, and procedures governing criminal matters during the pre-trial phase of cases in Judge Edwards' Division. Case specific deadlines will be reduced to writing and outlined in a separate scheduling order.

Calendars and Hearings

Criminal cases assigned to Judge Edwards' division will commonly be calendared as follows: Arraignment, Case Management, Motions, Final Plea and/or Trial. The Court will generally conduct Motions calendars, Final Plea Calendars, and Bond Calendars on Mondays.

Contacting the Court

Ms. Noel Gullatt, Litigation Manager is the chief contact for criminal matters in this division. Communication with Ms. Gullatt should be via email at noel.gullatt@fultoncountyga.gov. All email communications with the Court's staff must copy opposing counsel and any *pro se* litigants. Ms. Gullatt is extremely busy and will respond to all matters as time permits. Documents and pleadings submitted via U.S. mail should have the appropriate postage affixed and be addressed as follows:

Ms. Noel Gullatt, Litigation Manager
185 Central Avenue S.W.
Suite T-5665
Atlanta, Georgia 30303

Electronic communication is encouraged. Documents and pleadings emailed for the Court's review should be submitted in a .PDF format. Documents submitted for the Court's signature should be submitted in a Microsoft Word format.

Notices of Conflict/Leaves of Absence/Motions for Continuance

Requests for continuance or reset and notices of conflict must be filed with the Clerk and a courtesy copy submitted to Judge Edwards' chambers not less than five business days prior to the scheduled hearing/conference. Unripe or untimely pleadings, filings or requests generally will not be considered prior to the date of the calendar. Requests, pleadings or filings submitted to chambers less than five business days prior to any hearing date will be treated as late filed and/or untimely, unless later filing is authorized by statute. **Copies of filed notices of leaves of absence must be submitted to the Court as required by Uniform Superior Court Rule 16.1.**

E-FILING

Electronic filing (e-filing) is mandatory for all criminal cases filed in the Superior Court of Fulton County effective June 5, 2017, except for the following filing types: documents filed pre-indictment, indictments, accusations, and other case initiation filings, and The Final Disposition Form or any other pleadings imposing a penal sanction. E-filing is mandatory even if the case was initiated prior to June 5, 2017.

All documents in criminal cases must be e-filed pursuant to the Order Implementing Electronic Filing for Criminal Cases except for incarcerated individuals without legal representation.

All parties including *pro se* litigants should create an account with eFileGA to ensure consistent service of orders and other notices from the Court. Please visit <http://www.odysseyefilega.com> for account registration, information, and training. Filing fees will apply for all e-filing transactions. The parties are still required to send courtesy copies to the Court. Additionally, the parties are now required to provide their exhibits in digital form as later detailed.

Please visit <http://www.fultoncourt.org/efile/> for more information and to see the Order Implementing Electronic Filing in Criminal Cases.

Case Management Hearings

The Court will schedule case management hearings at arraignment. All discovery and reciprocal discovery shall be completed prior to the case management hearing. Parties must be prepared to discuss any deficiencies in discovery at the case management hearing.

Should the need arise for any party to file a notice of discovery deficiency, said notice should be filed on or before the deadline for the termination of the discovery. The

filing party may serve the opposing party electronically, however, the notice must also be filed with the Clerk of Court and courtesy copies sent electronically to the Court's Litigation Manager, Ms. Noel Gullatt at noel.gullatt@fultoncountyga.gov. Absent resolution of the alleged deficiency within ten (10) days of the notice, the filing party may send a proposed order excluding the discovery in a Microsoft word format to Ms. Noel Gullatt's attention for the Court's consideration.

Parties must also be prepared to discuss potential motions to be filed, out of state witnesses, request for interpreters and any other assistance where the Court's assistance is needed. **Cases that are ready for trial and parties consent to waiver of a case management hearing, parties should email the Litigation Manager and consent in writing to waive a case management hearing and request to place the matter on the Court's trial calendar.**

Discovery

All parties shall comply with discovery pursuant to O.C.G.A. § 17-16-4. Motions for extensions of discovery deadlines shall be submitted in writing to the Court; and must provide a detailed, fact-based explanation of the need for the extension, along with a proposed order for the Court's consideration. Proposed orders shall be submitted to the Court's Litigation Manager via email in a Microsoft word document format.

Attorneys shall limit discovery litigation to specific, articulable instances in which s/he believes opposing counsel has failed to comply with one or more provisions of the law governing pre-trial disclosures.

Motions

Every motion requiring the Court's consideration shall be filed separately. Omnibus Motions should not be filed.

Deadlines for filing motions including but not limited to: Special Demurrers, Motions of Immunity, pleas in Bar, and Defendant's Notice of Intent to proceed with a defense of mental illness or insanity will be set forth in a separate order issued after arraignment or waiver thereof. Motions filed after the deadline are untimely and will not be considered absent good cause shown for the late filing. Request for extensions should be submitted in writing and filed in Odyssey and a courtesy copy provided to the Court via email to the litigation manager with a detailed fact-based explanation of the need for the extension accompanied by a proposed order in Microsoft Word for the Court's consideration.

Absent good cause shown, motions to suppress and motions to dismiss will not be considered after the filing deadline as these motions are not motions *in limine*.

All motions must be filed with the Clerk of Court. Courtesy copies must be sent to the Court's Litigation Manager, Ms. Noel Gullatt at noel.gullatt@fultoncountyga.gov. Failure to provide courtesy copies may result in the motion not being placed on the calendar for a hearing and may constitute waiver of the issue.

Bond Motions

Bond hearings will largely not be heard at the arraignment calendars. Motions for Bond must be filed with the Clerk, served upon the State and a courtesy copy sent via email to the Court's Litigation Manager. A Bond hearing will be scheduled at the first available court date taking into consideration any notices of conflict and leave of absences filed according to U.S.C.R. 16.

Dispositive Motions

All dispositive motions shall be filed no later than the timeframe identified in the scheduling order established by the Court. Extensions for filing dispositive motions will only be granted for good cause shown. **The parties are DIRECTED to submit courtesy copies of any motion or pleading that requires the Court's attention, including any exhibits, directly to Chambers by emailing Ms. Noel Gullatt at noel.gullatt@fultoncountyga.gov.**

Motions Hearings

A hearing on dispositive motions, if requested, will be held during the timeframe established by the Court as outlined in the scheduling order.

Proposed Orders

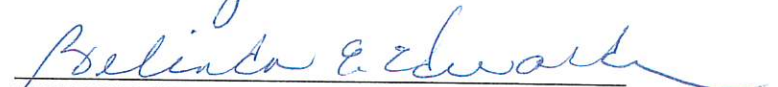
Proposed Orders should be submitted electronically to the litigation manager in Microsoft Word format.

Digital Submission of Exhibits

Pursuant to the new rules of the Judicial Council of Georgia, all transcripts, and accompanying exhibits, are required to be e-filed. Due to the size limits of eFileGa, all exhibits must be scanned individually and emailed to the court reporter. For oversized or non-paper exhibits, i.e., guns, poster boards, etc., you may submit a digital photograph of the object marked with an exhibit sticker. If no photograph is submitted, then a piece of paper describing the exhibit, i.e., gun, poster board, etc., will be inserted by the court reporter in its place as the exhibit attached to the transcript. Regarding DVDs / CDs, provide the court reporter with the original and one copy. They will need to

be contained in a hard case (e.g., jewel case). Stephanie Richardson is the Court's assigned court reporter. Stephanie Richardson can be contacted via email at Stephanie.richardson@fultoncountyga.gov.

SO ORDERED this 5th day of May, 2022.


HONORABLE BELINDA E. EDWARDS
FULTON COUNTY SUPERIOR COURT
ATLANTA JUDICIAL CIRCUIT