

**IN THE JUVENILE COURT OF FORSYTH COUNTY**

**STATE OF GEORGIA**

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**JUVENILE COURT ADMINISTRATIVE ORDER 03-04**  
**GENERAL OPERATING PROCEDURES**

This procedure shall apply to all Special Assistant Attorney Generals, Defense Attorneys, Attorney Guardian *Ad Litem*s, District Attorneys, Assistant District Attorneys and all other attorneys practicing in this Court.

Upon submitting an Order, Petition, Rule Nisi or other document to the Court for signature by the Court or its designee(s), the attorney shall also submit a self-addressed stamped envelope, unless arrangement is made for in-person pick-up, for return of the signed document to the attorney for distribution to the other parties. The document shall then be distributed by the requesting attorney to all other attorneys or parties with a properly executed Certificate of Service filed with the original document. Please note that service on Court Appointed Special Advocates (CASA) and Attorney Guardian *Ad Litem*s is required if they have been assigned to the case. Service on a CASA may be made by directing the service to the CASA office instead of to an individual CASA. The District Attorney or her designee assigned to the Juvenile Prosecutor's Office shall be responsible for providing and distributing filed copies of petitions, orders and other documents prepared by the Prosecutor to the Court, Department of Juvenile Justice (DJJ) personnel, other attorneys and all other persons entitled to such documents; provided, however, the Clerk of Juvenile Court will remain responsible for preparing and sending out for service the summons and all accompanying paperwork, i.e. Petitions, etc., for

service on Juveniles and their parents in delinquency and unruliness matters. Copies of filed documents for the Court and DJJ personnel may be placed in the appropriate pick-up folders in the Juvenile Court Judge's Office by Juvenile Prosecutor office staff.

If an order or other document is submitted to the Court by email, then arrangement must be made by the requesting attorney to pick-up or otherwise have the order or other document transmitted back to the requesting attorney upon execution by the Court for distribution in accordance with the above-referenced procedure.

Upon being retained, appointed or otherwise becoming an attorney of record in a juvenile court case, it shall be the responsibility of that attorney to obtain pleadings and other relevant documents from the Juvenile Court Clerk's file maintained on that case. Please do not ask Juvenile Court Judge's Office Staff to copy pleadings, orders or other documents that can be found in the Clerk's file. The Clerk's office will copy and provide this information to you if you have been properly entered as an Attorney of record in the case. Attorneys should also ask to review the Court's file to see if any relevant information such as psychological evaluations, CASA reports and other like information that the Court directs not to be filed in the Clerk's file exists in a case. Juvenile Court Judge's Office Staff will copy any such information not contained in the Clerk's file for you upon request unless such information is not releasable pursuant to law or Court policy.

SO ORDERED, this 21<sup>st</sup> day of April, 2003.

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J. Russell Jackson, Judge  
Juvenile Court of Forsyth County  
Bell-Forsyth Judicial Circuit