

**IN THE SUPERIOR COURT OF FORSYTH COUNTY
STATE OF GEORGIA**

INTERNAL OPERATING PROCEDURE 98-16

**IN RE: CIVIL NON-JURY, SPECIAL SET, AND EMERGENCY/EXPEDITED
HEARINGS**

Civil Non-jury hearings are scheduled through the Clerk's Office. Attorneys and/or parties must obtain, complete, and return a "Civil Non-jury Hearing Request Form." The form may be obtained from and should be returned to the Clerk's Office. Cases will be assigned the next available, regularly scheduled civil non-jury date. By separate internal operating procedure, no hearings will be held in contested custody matters (except for emergencies) until the parties have attended mediation. Also by separate internal operating procedure, no hearing will be held (except for emergencies) in any domestic relations matter involving minor children until both parties have attended the Children Cope with Divorce Seminar.

Civil Non-jury hearings which will last longer than one and one half (1-1/2) hours must be specially set for hearing. Judge Gault's secretary serves as calendar clerk for special set hearings. Attorneys and/or parties seeking a special set hearing should submit a written request to the judge's secretary indicating the length of time estimated, the issues to be heard, whether the case will be reported, and whether any offers of settlement have been made. A consolidated pre-trial order must be submitted within 10 days of the special set request. No matter will be scheduled for special set hearing until a consolidated pre-trial has been filed. Failure to timely submit a consolidated pre-trial order may subject an attorney and/or party to contempt proceedings.

Attorneys and/or parties who require a date sooner than the next available civil non-jury hearing date must submit a Motion for Emergency or Expedited Hearing setting forth the basis for the request. A Rule Nisi should be submitted with the Motion. The judge will then determine if the situation warrants a hearing sooner than the next available date and execute the Rule Nisi accordingly.

SO ORDERED, this 9th day of July, 1998

Richard S. Gault, Chief Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit