

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

**INTERNAL OPERATING PROCEDURE 98-23**

**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.

Civil non-jury hearings which will last longer than three hours may need to be specially set for hearing. Judge Bagley'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.

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Jeffrey S. Bagley, Judge  
State Court of Forsyth County  
Bell-Forsyth Judicial Circuit