

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

INTERNAL OPERATING PROCEDURE 98-27

IN RE: GENERAL PROCEDURE

Juvenile traffic cases, delinquent arraignments, delinquent trials and dispositions, and deprivations shall be scheduled for hearing on separate days. Only in emergencies or when the law requires a hearing within a specified number of days will the Court deviate from this requirement. All Juvenile Court hearings shall be scheduled through the Juvenile Court Administrator, Rebecca Salloum. Efforts to contact the Court on any emergency issues should always be directed first to the Juvenile Court Administrator and only to the judge exercising jurisdiction over juveniles directly in the event the Administrator cannot be reached. No case shall be continued from any calendar without the approval of the judge exercising jurisdiction over juveniles or the Associate Juvenile Court Judge and the required disclosure to the Juvenile Court Administrator who shall inform all parties and participants. At Arraignment, the judge shall orally inform the participants of their return court date and time. The Clerk of the Juvenile Court shall provide notice, in writing, of the court date to the juvenile and parents. The Juvenile Court Clerk shall make all traffic calendars available to the public. All other calendars shall be confidential, as are the cases, and shall only be disseminated to the following entities:

For Delinquency Calendars:

Department of Juvenile Justice

District Attorney's Office

Sheriff's Department

For Deprivation Calendars:

CASA

DFCS

Attorneys representing DFCS

Juvenile Court Administrator

Sheriff's Department

If defense attorneys desire a calendar, they may only be given a copy after the names of all other juveniles and parents have been redacted, except their client.

After notice is served pursuant to O.C.G.A. § 15-11-26, the sheriff shall not be required to serve any summons upon any party for additional court dates unless ordered by the judge. All requests for preparation of the transcripts shall only be made with disclosure to the Juvenile Court Administrator. Pursuant to O.C.G.A. § 15-11-28(d) and (e), the District Attorney for the circuit shall have present a staff member on all Juvenile Court dates when the trial of any delinquency action has been set. Moreover, the Department of Juvenile Justice shall have a representative present on all dates when delinquency matters have been set for hearing.

SO ORDERED, this 9th day of July, 1998.

Jeffrey S. Bagley, Judge
Bell-Forsyth Judicial Circuit