

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

INTERNAL OPERATING PROCEDURE No. 99-12

RE: State Court Civil and Criminal Motions and hearing dates

ORDER

A standing order, previously entered on March 13, 1998, is hereby rescinded and the following shall take its place:

The Court having determined that the need exists to standardize the procedure by which civil and criminal cases are processed in the State Court of Forsyth County, the Clerk of Court is hereby ordered to conform to the following requirements.

1. Upon a request of the Clerk for a civil non-jury court date, the Clerk shall provide the hearing request form previously provided by the Judge's office to the party and when the form and rule nisi are completed, forward stamped filed copies to the requesting party.
2. In all instances when a ruling is made on any motion directed to the Court, the Judge's secretary will file the order and send a stamped filed copy to all parties.
3. Upon acceptance of the filing of any motion for summary judgment or any other motion civil or criminal requiring judicial action, the Clerk shall require the moving attorney to provide a copy of the motion to be forwarded to the Judge's office by the Clerk. In any event, the Clerk shall forward all motions requesting any relief and responses thereto to the Judge's office for review. In the event that a motion for relief of any kind is filed, the motion shall be filed on the day it was brought to the filing desk. In the event that a proposed order has been attached to the motion, the proposed order shall be detached and the Judge's copy of the motion along with the original proposed order shall be sent to the Judge's office for consideration. An unsigned order shall never be filed in the Clerk's office.

So ORDERED, this 5th day of November, 1999.

Jeffrey S. Bagley
Judge, State Court of Forsyth County