

22AP1108

IN THE SUPERIOR COURT OF DEKALB COUNTY
STATE OF GEORGIA

STANDING CASE MANAGEMENT ORDER FOR
CRIMINAL CASES ASSIGNED TO DIVISION 7

Effective April 2022

IT IS HEREBY ORDERED THAT the following deadlines, policies, and procedures govern all criminal cases assigned to Division 7 of the Superior Court of DeKalb County. Absent express permission from the Court, no exceptions, extensions, or waivers to the requirements set forth herein are allowed. If necessary, specific deadlines for discovery and motions will be set forth in a separate scheduling order.

Service via eFileGA and emails to the Court shall be to both the Judicial Assistant, Mrs. Damico N. Edwards at dnedwards@dekalbcountyga.gov, and the Criminal Calendar Clerk, Mrs. Renata Bilić at rbilic2@dekalbcountyga.gov. **In no instance should counsel directly email the Judge.**

Within twenty-four (24) hours of filing, all entries of appearance, leaves of absence, conflict notices, motions, and other substantive filings must be provided to the Court by hard copy, eservice, and/or email.

Proposed orders must be emailed to the Court in Word format (a PDF copy may also be included if there are original consent signatures) and cc'd to all counsel of record.

The court calendars for Division 7 are regularly provided to all counsel of record as well as published on the Court's website: www.dekalbsuperiorcourt.com/judges/latisha-dear-jackson/court-calendars/.

APPEARANCE AT ALL CALENDARS AND HEARINGS

1. Attorneys. Every attorney, including Assistant District Attorneys and Assistant Public Defenders, must file an Entry of Appearance so the record correctly shows who is prosecuting and defending the case. An Entry of Appearance must be provided to the Court within forty-eight (48) hours after being retained. USCR 4.2.

Attorneys are required to appear at all published calendars unless:

- a. a proper and timely Leave of Absence is filed in accordance with USCR 16.1 or 16.2 with a copy provided to the Court at least 30 days prior to leave; or
- b. a proper and timely Conflict Letter is filed in accordance with USCR 17.1 with a copy provided to the Court at least seven (7) days prior to the conflict; or
- c. the attorney is otherwise expressly excused by the Court.

CAUTIONARY NOTE: A Leave of Absence that fails to comply with the above conditions stands DENIED under USCR 16.4. If the Conflict Letter fails to comply with the above conditions, the attorney will not be deemed to have a conflict under USCR 17.1(A).

2. Defendants. The Defendant is responsible for keeping all contact information up to date. Change of address forms are available in person and with photo identification, and must be filed in the Clerk's Office.

Unless the Court has affirmatively continued the case to another calendar, every Defendant with a case on the calendar must appear for calendar call, unless express permission has been granted.

ARRAIGNMENT CALENDAR

1. Notice. The Court publishes an Arraignment Calendar, and notices are sent to the District Attorney, the Public Defender, the Defendants, and the DeKalb County Jail.
2. Waiver. A Defendant may waive arraignment by filing, with copies served on the State and the Court, a written waiver no later than 4:00 p.m. the business day immediately preceding the Arraignment Calendar. The waiver shall generally read, "The Defendant hereby voluntarily waives formal arraignment and pleads not guilty to all offenses in the indictment," and be signed by the Defendant or defense counsel.

DISCOVERY

1. General. The parties shall promptly and completely comply with the disclosure requirements of OCGA § 17-16-4 within thirty (30) days of arraignment. Any supplemental discovery must be provided as soon as practicable, but in any event no later than five (5) business days after receipt of the new information.
2. Extensions. A written request to extend discovery shall be filed at least five (5) days before the discovery deadline. Counsel must provide a detailed, fact-based explanation of the need for the extension, along with a proposed order setting a date certain for the new deadline(s).
3. Compelling Discovery. A motion to compel discovery shall list and detail the alleged discovery violation(s) and specify the relief sought. "Form" motions seeking generalized disclosure/exclusion are prohibited. Discovery motions may be filed any time before or after the discovery deadline but no later than the motions deadline.

