

FILED

MAR 13 2023 RT

IN OPEN COURT
JUVENILE COURT
FULTON COUNTY GEORGIA
11:31am

IN THE JUVENILE COURT OF FULTON COUNTY
STATE OF GEORGIA

IN RE: :
COURTROOM 4D OPERATIONS POLICY :
_____:

**STANDING ORDER ON ROUTINE OPERATIONAL MATTERS FOR
CASES BEFORE JUDGE RENATA D. TURNER**

To fulfill the mission of the Fulton County Juvenile Court, to promote justice through effective case management, to promote the efficient use of judicial resources, and to provide consistent handling of routine operational matters, to promote professionalism, and to provide the best service to the children and families we serve, the following is the policy for cases assigned to Judge Renata D. Turner in Courtroom 4D of the Fulton County Juvenile Court.¹ All parties should reference this standing order prior to contacting Court staff.

Judicial Staff Attorney: is responsible for, among other things, processing motions, assisting with orders, and researching points of law for the judge. All other inquiries should be directed as outlined in this order.

Judicial Case Manager: is responsible for, among other things, the Court's calendar and associated Zoom links. All other inquiries should be directed as outlined in this order.

Judicial Assistant: is responsible for, among other things, the judge's calendar and chamber's operations. All other inquiries should be directed as outlined in this order.

1. **To File Pleadings:** a pleading that needs to be filed should be filed using the email address FCJC.Clerk@fultoncountyga.gov with the subject line "Please File: File Number (if one assigned), Juvenile's Last Name, Name of document being filed." Example: Please File: 123456-01, Jones, Petition for Legitimation. Please contact the Intake Office at 404-612-4419 or (404) 613-4663 if you have questions about filing a pleading electronically. Filed stamped pleadings will be returned to the person who filed the pleading and should be distributed by the filer to all parties listed on the certificate of service as required by law. Please **do not** copy FCJC.Courtroom4D@fultoncountyga.gov on filings; please only send filed stamped courtesy copies of motions and requests to FCJC.Courtroom4D@fultoncountyga.gov.
2. **Motions:** all motions must be made in writing and filed and served not later than three (3) days, excluding weekends and holidays, before the hearing at which the motion will be considered, unless otherwise permitted by the Court. Unless made orally during a hearing or trial, all motions should be in writing and should state with particularity the grounds upon

¹ Nothing in these guidelines supersedes or modifies the existing Fulton County Juvenile Court Order of Business, Uniform Rules for Juvenile Courts of the State of Georgia, nor any other existing rules, laws, and/or ethical/professionalism standards unless specifically stated. Counsel are expected to consult and comply with all provisions of the Uniform Rules for the Juvenile Courts of the State of Georgia and all statutory law relating to motions, briefs, continuances, and all other matters, unless specifically superseded by these guidelines.

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which the motion is based, and the relief sought. Motions and responses should include references to authorities relied upon. All motions must be properly filed with the Clerk of Court according to the Electronic Filing Guidelines located on the Fulton County Juvenile Court's website. Motions and pleadings must be filed with the Clerk – not the judicial case manager, judicial staff attorney, or judicial assistant. Judicial staff should only receive courtesy copies of filed, stamped motions. Unless otherwise indicated by the Court, responses to motions are due (10) ten days after the date the motion was filed.

3. **Reports**: shall be signed, dated, in .pdf format, and labeled with the File Number, Juvenile's Last Name, Name of document being filed and hearing date (Example: 123456-01-Jones-Probation Report-02.01.23). This includes probation reports, CASA reports, GAL reports, DFCS court reports, etc. Reports shall be sent to all parties and FCJC.Courtroom4D@fultoncountyga.gov at least seventy-two (72) hours prior to the scheduled hearing.
4. **Exhibits**: shall be marked and labeled with the File Number, Juvenile's Last Name, Exhibit Number, and hearing date (Example: 123456-01-Jones-Petitioner's Exhibit 1-02.01.23). Exhibits shall be sent to all parties and FCJC.Courtroom4D@fultoncountyga.gov at least seventy-two (72) hours prior to the scheduled hearing.
5. **Correspondence**: please copy all parties and self-represented litigants on any correspondence with the Court. Please do not send correspondence to any individual staff members. Correspondence that does not include all parties or that is sent to an individual staff member will not be read and will be deleted. **The Court and court staff should not be included on substantive arguments or pre-trial/hearing conversations between parties.** Correspondence should only be regarding scheduling hearings or the exchange of documents.
6. **Proposed Orders**: the Court will accept proposed orders only when accompanied by a filed motion or requested by the Court. Parties shall submit proposed orders to FCJC.Courtroom4D@fultoncountyga.gov in Word format. All proposed orders should be drafted accurately and shall completely reflect the Court's ruling at the hearing. All parties are allotted five (5) business days to propose amendments to the proposed order. All parties must be copied on any and all correspondence regarding proposed orders.
7. **Courtesy Copies to the Court**: filed stamped courtesy copies of motions and pleadings should be sent to FCJC.Courtroom4D@fultoncountyga.gov with the subject line "Courtesy Copy: File Number (if one assigned), Juvenile's Last Name, Name of document." Example: Courtesy Copy: 123456-01, Jones, Motion for Continuance. Please do not send courtesy copies to any individual staff member. Attached documents should be labeled with the File Number, Juvenile's Last Name, Name of document being filed and hearing date (Example: 123456-01-Jones-Probation Report-02.01.23). Filers are encouraged to send proposed orders in Word format with courtesy copies of filed motions.
8. **Obtaining Copies of Filed Stamped Pleadings**: if an additional copy of a filed stamped pleading is needed, it may be obtained from the Fulton County Juvenile Court Clerk of Court's

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Office located at 395 Pryor Street SW, Atlanta, Georgia 30312. Please contact the Clerk's Office at FCJC.Clerk@fultoncountyga.gov or 404-612-4419 or (404) 613-4663 prior to coming in person.

9. **Obtaining Filed Stamped Orders:** filed stamped orders are distributed to all parties with email addresses and/or mailing addresses on file within two (2) days of the filing of the order by the Clerk's office. Email is the preferred delivery method for orders. Each party is responsible for ensuring that the Clerk's office has the most current email and mailing address on file in each case before the Court.
10. **Time Specific Scheduling:** in order to accommodate the virtual scheduling of hearings, the Court is setting cases for a specific time and duration. All efforts must be made to both start and conclude hearings in a timely manner. If a case may require additional time or will not be ready to proceed at the assigned time, all efforts must be made by the parties to alert the Court at the earliest possible time in consideration of the other cases scheduled and the other parties involved.
11. **Motions for Continuance/Changes to the Court's Calendar:** no changes to the Court's calendar will be made except by signed order of the Court and only upon a showing of good cause and showing that the continuance is not contrary to the welfare of the child. Any request for continuance should be in the form of a pleading filed with the Clerk and distributed to all parties as required by law at least five (5) days prior to the scheduled hearing. Motions must state the reason for the requested continuance, a certification that the motion has been discussed with the other parties, and whether or not it is opposed. Please send a filed stamped courtesy copy to FCJC.Courtroom4D@fultoncountyga.gov and a proposed continuance order in Word format. In the case of an emergency, i.e., sudden illness, bereavement, a continuance may be considered less than five (5) days prior to the scheduled hearing.
12. **Requests for Hearings:** any request for a hearing shall be in the form of a pleading/motion filed with the Clerk and distributed to all parties as required by law. Courtesy copies of filed stamped motions requesting a hearing should be sent to FCJC.Courtroom4D@fultoncountyga.gov accompanied by a proposed Rule Nisi/Notice of Hearing Order in Word format. The Judicial Case Manager will reach out to the parties to determine availability. Email requests for hearings are not appropriate.
13. **Leave of Absence:** leaves of absence are governed by Juvenile Court Rule 16.1 and shall be in conformity with Superior Court Rule 16. Please review the rule to ensure strict compliance with the requirements. Any leave of absence filed less than thirty (30) days before the start of the first day of the leave, for more than thirty (30) days, or for a case on a published calendar or for a case noticed for a hearing, **must be in writing, filed with the Clerk of the Court, and served upon opposing counsel at least ten (10) days prior to any scheduled hearings. Leaves should be filed separately in each pending case.** Please send a filed stamped courtesy copy to FCJC.Courtroom4D@fultoncountyga.gov.

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14. **Scheduling Conflicts**: conflicts are governed by Juvenile Court Rule 16.4 and shall be in conformity with Superior Court Rule 17. Please review the rule to ensure strict compliance with the requirements. **Written notice of conflict shall be provided to all parties and to the Court as soon as the conflict is known but not later than seven (7) days prior to the date of the conflict.** Please send a courtesy copy to FCJC.Courtroom4D@fultoncountyga.gov.
15. **Requesting Presence of Incarcerated Persons**: if counsel wants a person transported for a hearing, a request must be made to the Judicial Case Manager as soon as possible. If the person is held outside of Fulton County, a transport order will be required to secure their appearance in court. The Sheriff's office requires a minimum of ten (10) business days' notice in order to ensure the transport of out-of-county persons. Counsel should make every endeavor to not cause the unnecessary transport of out-of-county persons.
16. **Requesting an Interpreter**: any person desiring an interpreter shall send a request to Judicial Case Manager Laynado Bell at Laynado.bell@fultoncountyga.gov. All requests must be received within three (3) days in advance of the scheduled proceeding.
17. **Updating Contact Information**: updates to contact information shall be in the form of a pleading filed with the Clerk and distributed to all parties as required by law. Please send a filed stamped courtesy copy to FCJC.Courtroom4D@fultoncountyga.gov.
18. **Discovery**: counsel are expected to respond promptly and professionally to all request for discovery. When responding to discovery, counsel shall file a certificate of discovery listing which items were provided in response to the discovery motion. Parties shall file witness lists at least 5 (five) days prior to any scheduled trial hearing. Motions regarding discovery disputes shall not be filed until the parties have met and conferred and must include a certification that "counsel has conferred with all parties who may be affected by the relief sought in the motion in a good faith effort to resolve or narrow the issues raised." Motions shall also include a brief statement of the disputed issues.
19. **Pre-trial Conferences**: The Court may direct, and any party may request, that the attorneys for the parties and any unrepresented parties appear before the Court for a conference in advance of trial to simplify the issues, obtain admissions of fact which will avoid unnecessary proof, obtain stipulations regarding the authenticity of documents, obtain advance rulings from the Court on the admissibility of evidence, and to handle any remaining discovery issues.

At least three (3) days prior to any pretrial conference, the parties shall submit to the Judicial Staff Attorney via email a brief statement outlining each party's position with regard to each dispute with citations to legal authority where appropriate. The joint statement should not be filed with the Clerk's office. The parties will stipulate to relevant matters if they are undisputed and if no good faith advocacy basis exists for not stipulating. Documents shall not be submitted for *in camera* review without prior permission from the Court. The Court may direct the parties to submit a proposed scheduling order in advance of the pre-trial conference. The pre-trial conference will be conducted on the record.

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20. **Virtual Court Hearings:** All attorneys are expected to appear virtually in the same manner they would in person – the appearance over Zoom does not eliminate the need for professionalism and appropriate legal procedure in the Court.

All attorneys shall prepare their clients and witnesses for appearance over Zoom. Attorneys are expected to inform their clients or witnesses of the following expectations: witnesses must be present on time; dressed appropriately; in a stationary position with other distractions removed from the room; witnesses and clients shall not be driving when appearing in Court; witnesses are expected to abide by the rules of evidence and procedure and are not permitted to testify from documents not in evidence; witnesses and clients must keep their video on while testifying; and parties must keep their videos on at all times unless the Court has given express permission to do otherwise.

Inappropriate or inadequate appearances by an attorney or witness over Zoom may result in the hearing being recessed and rescheduled for all parties to appear in person.

IT IS SO ORDERED this 13th day of March 2023.



Judge Renata D. Turner
Fulton County Juvenile Court Judge