

IN THE JUVENILE COURT OF FULTON COUNTY
STATE OF GEORGIA

FILED IN OFFICE
CLERK OF JUVENILE COURT
FULTON COUNTY

IN RE: :
COURTROOM 3D OPERATIONS POLICY :

DEC 20 2024

CLERK'S INITIAL

MLW
5:05 PM

STANDING ORDER FOR CASES ASSIGNED TO
JUDGE JULIETTE W. SCALES

The following rules and procedures will govern all Dependency, Delinquency, and CHINS cases before Judge Juliette W. Scales. All parties, including self-represented or pro-se parties, should reference this standing order prior to contacting court staff. All parties in any matter before Judge Juliette W. Scales shall be required to comply with this Standing Order. Absent express written permission from the Court or further Court order, no exceptions or waivers to the requirements set forth herein are permitted.

COMMUNICATION WITH THE COURT

1. **General Courtroom email:** Courtroom 3D has a general email that all Courtroom 3D staff can access. To ensure all communication or necessary information is available for all hearings, please copy the general court room email on all communications regarding Courtroom 3D.
 - FCJC.Courtroom3D@fultoncountyga.gov
2. **Judicial Staff Attorney** is responsible for, among other things, processing motions, assisting with orders, and researching points of law for the Judge. The Staff Attorney will not engage in legal arguments about the Court's decisions with the parties. The Staff Attorney may conduct pre-trial reviews for readiness announcements in preparation of upcoming hearings. All other inquiries should be directed as outlined in this order.
 - Staff Attorney, Kaytie Tobias: Kaytie.Tobias@fultoncountyga.gov
3. **Judicial Case Manager** is responsible for, among other things, the Court's case calendar/docket, coordinating inmates/detained youth and interpreters, securing a recording of proceedings including court reporters as needed, facilitating Zoom hearings, and preparation of specified standardized form orders upon request of the judge. Ensures all matters are scheduled with reasonable expectation of time allotted to conduct the hearing in a timely manner. All other inquiries should be directed as outlined in this order.
 - Judicial Case Manager, Shertikua Reid: Shertikua.Reid@fultoncountyga.gov
4. **Judicial Assistant** is responsible for, among other things, the judge's calendar, filing and distribution of court orders, processing conference requests and payment, requests for meetings, and chamber's operations. Serves as a liaison between chambers, Court Administration, and IT. Assists with orders for status review orders, continuances, and transfer

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requests All other inquiries should be directed as outlined in this order.

- Judicial Assistant Marie Walker: Marie.Walker@fultoncountyga.gov
- Phone number: (404) 613-4917

5. Court Operations Specialist: The Court Operations Specialist is assigned by the Clerk's Office. They are responsible for ensuring service is sent to parties for delinquency and dependency cases. Ensure assigned JCM and Staff Attorney are aware of incoming filings. Maintains physical files, ensure documents are accounted for, and files incoming documents. Responsible for transporting files from the Clerk's Office before and after respective hearings. Uploads filed documents and orders into JCATS. All other inquiries should be directed as outlined in the order.

- Clerk's Office phone number: (404) 613-4663

6. Communication with Judicial Court Staff: In all court related email communications, the parties are required to ensure that the opposing party, or if represented, his/her legal counsel, as appropriate, is copied on all communications. *Ex parte* communication with the Court staff or the Judge is prohibited. Probation Officers, Guardians *ad Litem*/CASA, Mediators, and other court staff must copy counsel for the Parties on all communications regarding matters pending before this Court. **All parties must be copied on all emails to the general email address for Courtroom 3D.** Correspondence that does not include all parties 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.**

7. Courtesy Copies to and Communication with the Staff attorney: Please ensure the staff attorney and all parties are directly emailed or copied on any email communication regarding the following:

- Courtesy copies of filed motions
- Any direct filed motions
- Responses to motions
- Proposed orders
- Requests/motions for continuance
- Requests for Hearing
- Request for Transfers of probation supervision or ICPC matters

8. Courtesy Copies to and Communication with the Judicial Case Manager: Please ensure the judicial case manager and all parties are directly emailed or copied on any email communication regarding the following:

- Motions and Requests for hearings
- Pre-Marked exhibits for virtual hearings
- Zoom links for virtual hearings
- Interpreter requests
- Inmate transport requests

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- Notice of conflict
 - General case management inquiries
 - Request for court-appointed attorney application
9. **Late Appearance for a Hearing:** All attorneys and parties are expected to appear at the scheduled time for each hearing. If an attorney or pro-se party is running late, they must contact the Judicial Assistant at (404) 613-4917 and inform her of the delay and anticipated arrival. Any party running late must contact their attorney.

VIRTUAL HEARINGS/ZOOM

1. **Virtual Appearance and hearing links:** All hearings will be scheduled for “in-person” or “virtual”. Counsel, parties, and witnesses are expected to appear in the manner specified. The Court may authorize counsel, parties, or witnesses to appear in a manner different that specified upon specific written request and written authorization from the Court. The hearing link will not be provided to any counsel, party, or witness for any in-person hearing unless expressly authorized by the Court.

All virtual hearings will be held in conformity with U.J.C.R. 12.2 and conducted via Zoom. It is the responsibility of the parties to ensure that the Zoom software needed to participate in the virtual hearing is downloaded prior to the hearing. The parties may request a Zoom link and/or meeting ID to participate in a virtual hearing 24 hours prior to the scheduled hearing, if it was not already received.

All participants must be able to see, hear, and communicate by video, and the video quality must be adequate to allow participants to observe each other’s demeanor and nonverbal communications.

A record of the virtual hearing will be made by the Court and can be requested by the parties in the same manner as all such similar proceedings not conducted by Zoom.

The Court may specifically order the parties to appear in-person appearance for any juvenile court hearing.

2. **Virtual hearing - Zoom/Teams Chat/Messaging Feature:** The “Chat” function during virtual hearings may only be used for individual conversations with understanding that it may be recorded. The “Chat” function is NOT to be used for participation or commentary during the hearing unless expressly authorized by the Court. For example, a request to provide an updated address in the “Chat” function may be appropriate. It is NOT appropriate for parties, to ask questions about witness testimony, provide opinions about parties, make disparaging or inappropriate comments during the hearing. Such action may lead to your removal from the hearing link platform for the remainder of the proceeding.
3. **Recording of Judicial Proceedings:** Any recording without express permission of the Court shall be prohibited. Any request to record the proceedings, in audio or visual format, must be made in accordance with U.J.C.R. 13 and prior to the commencement of the hearing. Failure to follow the appropriate procedure, may result in the Court confiscating the device, removal

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from the hearing, or other contempt actions or sanctions by the Court.

REQUESTS FOR COURT ACTION

1. **To Update Contact Information:** Updates to contact information shall be provided to the Clerk's Office, so that the court case management system (JCATS) reflects the current information. Failure to update contact information, including a mailing address and email address, may result in orders, notices, or Court communication being sent to an incorrect address. Please send a courtesy copy of any change in mailing address or email address to FCJC.Courtroom3D@fultoncountygga.gov.
2. **Request for Court Appointed Counsel:** Any party seeking court appointed counsel, must email the judicial case manager, and request an application or fill out the application online through the Fulton County Juvenile Court website (<https://fultonjuvenilecourt.org/application-court-appointed-attorney/>). Failure to timely request appointment of counsel or failure to return the application, may result in delaying the case or no attorney being appointed.
3. **Interpreter:** Any party needing an interpreter for a hearing must notify Judicial Case Manager or fill out an interpreter request through the Fulton County Juvenile Court website (<https://fultonjuvenilecourt.org/request-interpreter/>) at least five (5) days before the hearing for which an interpreter is needed and the specific language skills required so that the Court can arrange for proper services.
4. **Production Order:** If any counsel becomes aware that their client is in custody, they must notify Judicial Case Manager as soon as possible but at least five (5) days before the hearing for a virtual hearing and ten (10) days before an in-person hearing. The counsel is responsible for providing the name, date of birth, sex, incarceration location/address, and inmate ID number for the production order. Counsel may be required to contact the facility in order to timely obtain said information. Failure to provide the required information for the production order may result in the person not being produced for the hearing and may constitute a waiver of their presence.
5. **Out of Court Requests:** Requests to modify any deadline or status conference, requires approval of the Court, even if all parties consent to the change. Requests that the Court extend, waive or change a deadline, or status conference, should be made in writing, preferably in the form of a motion, if not made orally during the course of the proceeding and as early as the need becomes apparent.
6. **Requests for Continuance:** Any request for a continuance should be in the form of a written pleading, state a legal basis for a continuance, and filed with the Clerk and distributed to all parties as required by law at least twenty-four (24) hours prior to the scheduled hearing. Continuances are not granted, and the parties are not excused from appearing at the scheduled hearing time, unless they receive written confirmation from the Court, which may be by email. Please send a file stamped courtesy copy to FCJC.Courtroom3D@fultoncountygga.gov.

COURTROOM PRESENTATION AND PROTOCOL

- 1. In-Person Court Appearance:** Every hearing will be scheduled as an in-person hearing or a virtual hearing. If the hearing type is unclear, please contact the Judicial Case Manager and request clarification. Failure to appear as scheduled may result in sanctions from the Court.

In delinquency proceedings, it is expected that the child(ren) and parent appear in-person for all Adjudication and Dispositions hearings, unless there is a written order granting the virtual hearing request. Failure to appear in-person when required may result in a Rule Nisi or Failure to Appear to issue. Other hearings may be scheduled as virtual or in-person.

In dependency proceeding, it is expected that the child(ren) appear before the Court for all Adjudication and Permanency hearings, unless there is a written order granting the virtual hearing request.

- 2. Electronic Device Use:** Pursuant to U.J.C.R. 13, the use of electronic devices, including cell phones, laptops, or other recording devices, may be restricted for attorneys, witnesses, parties, and spectators. All witnesses, parties, and spectators are required to have their phones or other electronic devices turned off and to prevent the occurrence of any audio disruptions during the proceedings. Failure to follow the appropriate procedure, may result in the Court confiscating the device, removal from the hearing, or other contempt actions or sanctions by the Court.
- 3. Courtroom Technology:** All counsel are encouraged to familiarize themselves with the available Courtroom technology prior to any hearing where it is anticipated that audio or visual aids may be requested. Parties may contact the Courtroom 3D email to schedule a time for a walk-through or test of the technology. Failure to ensure the technology is working or compatible for any exhibit, prior to the hearing, may cause unnecessary delays in the hearing and result in the exclusion of the audio or visual aid or exhibit.
- 4. Presentation in the Courtroom:** In order to allow the proper recording of proceedings in the Courtroom, attorneys are expected to make any statements and examine witness from the podium or upon Court approval from their seat at the table. Witnesses, including probation officers and Guardian *ad Litem*s, are expected to testify from the witness stand. Any attorney or witness making statements away from the microphones may not be properly recorded for the purposes of the record.
- 5. Exhibits:** All exhibits shall be marked and labeled by the party who plans to submit the exhibit prior to the beginning of the hearing. Parties are expected to comply with the discovery statutes that govern each proceeding.

If the hearing is held in person, the submitting party must print the exhibits in preparation of the hearing, have a copy in the courtroom that is available to submit to the court during the hearing. The Court staff will not print copies of exhibits during the hearing, due to a party's failure to bring the physical copies to the hearing.

If the hearing is virtual, the submitting party shall email copies of the exhibit with the Subject Line as follows: Hearing Type, Child's Last Name, Case Number, Exhibit Number.

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(Example: Adjudication, Jones, 23XX01234, Party's Exhibit 1). If a party has multiple exhibits, a single email may include multiple exhibits, provided each exhibit is in a separate attachment. All exhibits shall be sent to all parties prior to the scheduled hearing with courtesy copy to the Court. The Court will not review exhibits for upcoming matters unless the submitting party specifically requests such review and there are no objections from other parties.

FILINGS

1. **To File Pleadings or Exhibit:** For the current process for filing or e-filing a pleading or exhibit, contact the Fulton County Juvenile Clerk's Office. File 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 send file stamped courtesy copies of motions and requests to the Courtroom 3D email. Failure to provide a courtesy copy (and accompanying Rule Nisi or other draft order if necessary) may result in a motion not being placed on the calendar.
2. **Entry of Appearance:** All attorneys are required to file a signed entry of appearance within 48 hours after being retained, except those representing the State or appointed by the Court. An entry of appearance shall conform with U.J.C.R. 16.3.
3. **Withdrawal of Counsel:** Motions to Withdraw as Counsel are governed by U.J.C.R. 16.2 and shall be in conformity with U.S.C.R. 4.3. The Motion to Withdraw shall be in writing and state that the attorney has given written notice to the client and that ten (10) days have expired since the notice, that there has been no objection, or that withdrawal is with the client's consent. The attorney seeking to withdraw shall give notice to opposing counsel and shall file with the clerk a written notification certificate. The request will be granted unless in the judge's discretion to do so would delay the trial or otherwise interrupt the orderly operation of the court or be manifestly unfair to the client, in accordance with the rule.
4. **Leave of Absence** are governed by U.J.C.R. 16.1 and shall be in conformity with U.S.C.R. 16.1, 16.2, and 16.3. Please review the rules to ensure strict compliance with the requirements, including whether the leave is being sought pursuant to U.S.C.R. 16.1 or 16.2. All opposing counsel must be provided a copy of the filed leave, so they have the opportunity to object. Leaves should be filed separately in each pending case. Failure to comply with the requirements U.S.C.R. may result in the leave being denied, pursuant to U.S.C.R. 16.4. Please send a file stamped courtesy copy to FCJC.Courtroom3D@fultoncountyga.gov.
5. **Scheduling Conflicts** are governed by U.J.C.R. 16.4 and shall be in conformity with U.S.C.R. 17. Please review the rule to ensure strict compliance with the requirements and to ensure appearance in accordance with the priorities enumerated in U.S.C.R. 17 (B)(1)-(4). **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.Courtroom3D@fultoncountyga.gov.

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6. **Discovery** shall follow the provisions outlined in O.C.G.A. § 15-11-170, O.C.G.A. §15-11-264, O.C.G.A. §15-11-541, and pursuant to O.C.G.A. § 15-11-4 where applicable. The Court is to be immediately notified if application is made for a written order granting discovery, so that it may be expeditiously resolved.
7. **Motions:** Pursuant to U.J.C.R. 9.3, all motions must be filed no later than three days before hearing where the motion will be considered. Please review the rule to ensure strict compliance with all requirements.
8. **Requests for Hearings:** Any request for a hearing shall be in the form of a pleading filed with the Clerk and distributed to all parties as required by law. Please send a file stamped courtesy copy to FCJC.Courtroom3D@fultoncountyga.gov. The Judicial Case Manager schedules hearings upon order of the Court. Email requests for hearings are not appropriate.
9. **Additional Copies of Filed Pleadings or Certified Copies:** if an additional copy of a file stamped pleading or certified copy of a pleading is needed, it may be obtained from the Fulton County Juvenile Court Clerk of Court's Office located at 395 Pryor Street SW, Atlanta, Georgia 30312. Please contact the Clerk's Office at FCJC.Clerk@fultoncountyga.gov or (404) 613-4663 prior to coming in person. If after contacting the Clerk's office, a filing cannot be located in the Clerk's record, please contact FCJC.Courtroom3D@fultoncountyga.gov with the file number, case number, and missing filing.
10. **Waiver of Arraignment and Juvenile Acknowledgment of Rights Form:** In a delinquency proceeding, the attorney for the child is required to file a written Waiver of Arraignment (when appropriate) and the Juvenile Rights Form. Both forms may be located of the Fulton County Juvenile Court Website (<https://fultonjuvenilecourt.org/document-library/>)

COURT ORDERS

1. **Proposed Orders:** Proposed orders may be submitted to the Courtroom 3D email and the staff attorney. Proposed orders must be submitted in Word format. Proposed orders should not be submitted through e-filing. **Unsigned draft orders should not be filed with the Clerk's Office**, as that will result in the unsigned orders remaining in the record.
2. **File Stamped Orders:** File stamped orders are distributed to all parties with email addresses and/or mailing addresses on file within two (2) business days of the filing of the order. Email is the preferred delivery method for orders. Each party is responsible for ensuring that the Clerk's Office (JCATS) has the most current email and mailing address on file in each case before the court.
3. **Abeyance or Trial Release:** In a delinquency proceeding, any child requesting an abeyance prior to an Adjudication Hearing or trial release prior to the Final Disposition is consenting to a waiver of the time limits in scheduling the next hearing, so that the child may seek services in the community, attend mediation, or other such social services determined to be necessary for the resolution of the case.

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REPORTS

1. **Written Reports** shall be signed, dated, and in .pdf format. This includes probation reports, CASA reports, GAL reports, DFCS court reports, etc. Reports shall be provided to all parties and the Court in accordance with the statutory requirements and/or at least seventy-two (72) hours prior to the scheduled hearing date. The submitting party should send a courtesy copy to FCJC.Courtroom3D@fultoncountyga.gov and the judicial case manager. Please include in the subject line "Report: File Number (if one exists), Juvenile's Last Name, Name of document." Example: Report: 123456, Jones, Court Report. Parties are expected to bring physical copies of any report expected to be tendered into evidence. The Court will not print copies of reports during in-person hearings, due to a party's failure to bring the physical copies to the hearing.
2. **Common Report** requirements include, but are not limited to, the following:
 - **Case Plan and Court Reports:** Pursuant to O.C.G.A. § 15-11-200(a)(1)-(2), within 30 from a child's removal date and at each subsequent review of the disposition order, DFCS shall submit a written report to the court which shall either include a case plan for a reunification or include a statement of the factual basis for determining that a plan for reunification is not appropriate.
The Court will hold in abeyance any approval or findings for any case plan filed within 30 days from removal, pursuant to O.C.G.A. § 15-11-200, where the Adjudication and Disposition hearings have not been held within 30 days due to properly granted continuances. Any objections or dissenting recommendations will be reviewed with the case plan at the Disposition hearing.
 - **Guardian *ad Litem* Report:** The guardian *ad litem* shall provide written reports to the Court and the parties on the child's best interests and provide recommendations pursuant to O.C.G.A. § 15-11-105(c)(15).
 - **Permanency Planning Report:** At least five (5) days prior to the permanency plan hearing, DFCS shall submit for the court's consideration a report recommending a permanency plan for a child adjudicated as a dependent child, pursuant to O.C.G.A. § 15-11-231 and 15-11-623(4).
 - **Extended Care Youth Services Report:** No later than 120 days after a voluntary placement agreement is signed by a child, DFCS shall file with the court a written report, pursuant to O.C.G.A. § 15-11-341(a). For any Post-18 Review hearing conducted pursuant to O.C.G.A. § 15-11-342, Five (5) days prior to any hearing conducted under this Code section, DFCS shall submit a report for the court's consideration
 - **Predisposition Investigation Report:** Following the adjudication of a delinquent child, a written predisposition investigation report shall be prepared by the probation division, pursuant to O.C.G.A. § 15-11-590.

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- **Competency Report:** The examiner who conducts the competency evaluation shall submit a written report to the court within thirty (30) days of receipt of the court order for evaluation, pursuant to O.C.G.A. § 15-11-653.

Parties are responsible for reviewing the applicable Georgia law and Court rules, for current statutory requirements all other report which may be required to be filed or submitted to the Court and to ensure compliance with any timeliness requirements.

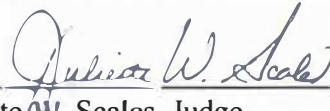
OTHER

1. **Mediation:** Any party seeking a mediation referral may contact the Mediation Department by email (fcjc.mediation@fultoncountyga.gov) for information regarding the referral process and the referral form.
2. **Expectations, Sanctions, and Contempt:** All attorneys, parties, and witnesses are expected to comply with the requirements of the Georgia Code, applicable rules, and orders of the Court. All attorneys, parties, and witnesses are also expected to be respectful towards one another, when addressing the Court, and in interactions with any Court staff. Failure to act with the appropriate decorum or comply with the requirements of the Georgia Code, applicable rules, and orders of the Court may result in sanctions or contempt of court in accordance with O.C.G.A. §15-11-31.

Where this Order is silent, the Fulton County Juvenile Court Order of Business, Juvenile Court Rules, and when appropriate, Superior Court Rules apply.

This Order is effective as of December 23, 2024 and shall be subject to further amendments and modifications as needed by the Court.

IT IS SO ORDERED this the 20th day of December 2024.



Juliette W. Scales, Judge
Fulton County Juvenile Court