

IN THE STATE COURT OF PAULDING COUNTY
STATE OF GEORGIA



PAULDING COUNTY
STATE COURT
PM DEC 14 11 31 AM '09
Clerk of State Court
Special Service Court

**STANDING ORDER REGARDING INSTRUCTIONS TO PARTIES AND COUNSEL
FOR ALL MISDEMEANOR CRIMINAL CASES**

This case has been assigned to Judge Angela R. O'Connor. The purpose of this Order is to inform the parties and their counsel of the Court's policies, practices and procedures. This Order is issued to promote the just and efficient administration of this case. This Order, in conjunction with Georgia uniform State Court Rules and the laws governing criminal procedure in Georgia, will govern this case.

All motions or other documents required to be filed in your case must be submitted to the Clerk of State Court via their online submission EZFile (www.ezfile.net/georgia) or addressed as follows:

**Paulding County Clerk of State Court
280 Constitution Boulevard, Room 1023
Dallas, GA 30132**

1. Contacting Chambers

Prosecutors nor Defendants, nor their counsel, should discuss the merits of a case with any member of the Judge's staff. Courtesy copies of Motions, Conflict Letters or any other required correspondence to chambers may be addressed to Judge O'Connor as follows:

**Judge Angela R. O'Connor
State Court of Paulding County
280 Constitution Boulevard, Room 3132
Dallas, GA 30132
FAX: 770-443-7555**

Legal Assistant

Lisa Blalock

(770) 443-7536

Lisa.Blalock@paulding.gov

Staff Attorney

Sarah Parsons (770) 443-7536

Sarah.Parsons@paulding.gov

Court Reporter

Amanda Bilbrey (770) 443-4536

Amanda.Bilbrey@paulding.gov

2. Time to File All Motions

The court is responsible for the efficient processing of cases towards prompt and just resolutions. Therefore, the Court will expect that all motions will be filed with particularity, prior to the date of any calendar call, with the understanding that discovery has been provided to and reviewed by Defense counsel by that time. Motions will be heard at the earliest practical time by the Court, from the date of the filing.

3. Motions – Can be mailed of faxed to the Court

All motions shall be filed with the clerk of court and properly served upon the opposing party. A courtesy copy of the same should be sent to the Judge's chambers with a blank Rule Nisi, as addressed in Section 1 of this order.

If an oral ruling is made on the date of any given hearing, a proposed order should be drafted by the prevailing party. If the judge elects to reserve ruling, she may, at that time, elect to have both parties submit proposed orders. Proposed orders shall include findings of fact and conclusions of law. Proposed orders shall be emailed to the court's staff attorney: Sarah.parsons@paulding.gov.

4. Scheduling & Rule Nisi

The scheduling for all criminal motions and negotiated plea hearings will be handled by the Judge's legal assistant. A blank Rule Nisi shall be delivered to the Judge's office with a courtesy copy of each motion, see above. The nisi may be emailed to Lisa Blalock: Lisa.Blalock@paulding.gov.

All questions regarding court dates must be emailed to Lisa Blalock, with opposing counsel included. All pleas shall be negotiated prior to scheduling, even if the plea is ultimately a non-negotiated plea.

5. Consent Orders

All orders reached by consent of both parties shall be delivered to the Judge's chambers for review and consideration by the Judge. This may be done by hand delivery to our office or email to: Lisa Blalock Lisa.Blalock@paulding.gov and Sarah Parsons Sarah.parsons@paulding.gov.

Upon receipt of a consent order, the judge will either sign and file the order and provide a copy to both parties, or the judge will set the issue down for a hearing date at the earliest practical time and provide both parties with proper notice of such hearing.

It is important that the proper contact information on all orders are provided on the signature lines of each attorney, to ensure the Court provides updates to the appropriate individuals.

6. Consent Motions

All Consent Motions must include a proposed order to be considered. The Court requests that all proposed Orders be submitted in Microsoft word format.

7. Discovery

A. Motions to Demand Discovery

In concert with this order, the Court has published an additional “Standing Order Regarding All Pretrial Motions and Discovery”. Any supplements or arguments to those motions and demands shall be filed as a respective motion with the court.

B. Service of Discovery prior to Calendar Call

The court expects all discovery to be provided to defense counsel prior to the date of each respective case’s first calendar call. Additionally, this court expects compliance with Section 2 regarding motions. The main objective of these rules is that Paulding County and each Defendant are better served with expedited case resolutions.

C. Continuances

Motions for Continuances will only be considered based upon a showing that reasonable efforts are being made to resolve the case, or specific matter, or a genuine issue of conflict exists. Otherwise, cases will be expected to be ready, as they are called for their respective hearings and trial dates.

Motions for continuances due to the absences of witness(es) must show the steps that have been taken to secure the attendance of the witness and must reveal the nature of the witness’ testimony. The motion must also state the time at which the witness will be available unless proper documentation will be required to prove the necessity of the absence and unless waived must include a certificate of a doctor when illness of the witness is claimed.

8. Trial

A. Motions in Limine

All Motions in Limine shall be due to the judge's staff attorney by emailing sarah.parsons@paulding.gov, by 4:00pm the business day prior to trial. *If your trial begins on Monday, your motions in limine would be due the Friday beforehand, by 4:00pm.* You must style such email with the subject line: "Defendant's Last Name, Case Number, MIL". Do not include any content to your email, other than the attachments of your motions in a PDF or Word Document. You do not need to carbon copy opposing counsel in your email to the staff attorney, however all emails will be forwarded to both parties at the start of trial to ensure all contact with our office can be adequately challenged, if necessary. This measure is to ensure the court is as prepared as the parties for all legal or evidentiary issues, without delay to the trial. The jurors deserve our pre-trial preparations in these matters and the court appreciates the parties' cooperation and compliance.

B. Jury Trial

If such jury trial is demanded, the court will anticipate a 6-person jury, without an alternate juror. A request for an alternate juror shall be made in writing ahead of trial, by either the State or the Defense. Such request will require an explanation of the witnesses and time expectations involved in the trial.

Voir Dire will be expected to begin no later than 9:00am, on the day of trial and the parties should be prepared to begin promptly, with all matters, at 9:00am. The clerk of court will provide the parties with a list of names of each potential juror in each panel. The court expects to have 18 jurors in each jury panel, during *voir dire*, unless a challenge is made by either party.

A copy of the jury charges and the verdict form will be prepared by the Court, and a copy of each will be provided to the parties. Any challenges to this verdict form, or the delivery of such written jury charges going back with the jury during deliberations, shall be made in open court, on the record, prior to the reading of the charges to the jury.

C. Bench Trial

All *Motions in Limine* shall be dispensed with at the date of the trial, unless parties anticipate that substantial argument is needed. In which case, the parties shall notify the Court if any *Motions in Limine* are expected to require substantial argument. In such an event, parties will file a Rule Nisi to schedule a hearing prior to the date of trial.

9. Jury Charges

All Jury Charges shall be submitted to the clerk and the Court prior to the start of *voir dire*. Any deficiencies to meet this deadline will be considered a waiver of such request to charge by the party.

The original request must be filed with the Clerk of Court. Pattern charges should be requested by number and title and may all be listed on one page. All non-pattern charges shall be numbered consecutively on separate pages and provided for in Uniform State Court Rule 10.3. Non-pattern charges must contain citation of authority in support of the charge.

10. Court Reporter

This Court has a dedicated Court Reporter. If a case is on a calendar the Court will provide a Court reporter. Each party will be responsible for their own cost of receiving a transcribed copy of the transcript of any criminal proceeding.

Exhibit "A" Shall be used to order a copy of any transcript and to request take down of any hearing or trial, including but not limited to: Voir Dire, Opening and Closing Statements, and Charging Conference.

SO ORDERED, this 9 day of December, 2022



Angela R. O'Connor, Judge
State Court of Paulding County

" A "

AMANDA A. BILBREY, CCR
Official Court Reporter
Judge Angela R. O'Connor
280 Constitution Boulevard
Dallas, GA 30132
amanda.bilbrey@paulding.gov

JURY TRIALS

DATE:

STATE OF GEORGIA

vs.

CASE NO.:

Taken down upon request ONLY.

Please mark the portions you would like taken down. Evidence and verdict will automatically be taken down.

- Voir Dire
- Opening Statements
- Closing Statements
- Charge Conference

STATE OF GEORGIA

DEFENDANT'S COUNSEL

TRANSCRIPT

I would like to order the transcript of these proceedings. I understand that there will be an additional fee charged for ordering the transcript to be produced.

STATE OF GEORGIA

DEFENDANT'S COUNSEL