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STATE COURT OF GWINNETT COUNTY  
JUDGE RONDA COLVIN LEARY - COURTROOM 3H VIA ZOOMG  
CIVIL BENCH TRIAL CALENDAR JUNE 23, 2020

The following cases will be called for NON-JURY trial on June 23, 2020 at the designated times at the Justice and Administration Center located at 75 Langley Drive, Lawrenceville, Georgia 30046; however, the parties are to appear via Zoom. Cases in which no appearance is made will be considered abandoned and dismissed for want of prosecution. **PLEASE NOTE THAT CASES ARE SCHEDULED AT DIFFERENT TIMES THROUGHOUT THE DAY.**

APPEARANCE OF COUNSEL

Rule 8.4 (Trial Date) will not apply. This Court cannot determine prior to the call of the calendar which cases will be considered the first five (5) actions due to conflicts, settlements, dismissals and other dispositions, therefore, all counsel and parties must appear at the call of the calendar. Trials will begin immediately following the call of the calendar, therefore all witnesses must be present.

CONFLICTS

This Court requires counsel to report **ONLY CONFLICTS WHICH TAKE PRECEDENCE AND WILL NOT ALLOW APPEARANCE AT THE CALL OF THE CALENDAR**. Conflict notice should be delivered to the Court at least five (5) days prior to the call of the calendar. If mailed, send to the address listed below.

CONTINUANCES

Pursuant to Rule 8.5 (Uniform Rules for State Courts), continuances **WILL NOT BE GRANTED MERELY BY AGREEMENT OF COUNSEL OR BY TELEPHONE**. This Court requires that all requests for continuances must be submitted, **IN PLEADING FORM**, and must be received by the Court at least five (5) days prior to the call of the calendar. If mailed, send to address below. Requests shall contain at least the following information: 1. Reason for requesting the continuance; 2. Length of time to be continued; 3. If opposing Counsel or party agrees to continuance; 4. If continuances have previously been granted. It is the responsibility of requesting party to ascertain if continuance has been granted and to notify all parties.

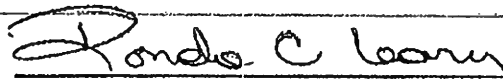
DISMISSALS AND SETTLEMENTS

It is required by this Court that any dismissal or settlement announcement will be submitted to the Court, **IN WRITING**, within ten (10) days from the call of the calendar or the terms of such Agreement shall be dictated to the Court Reporter and made a part of the record or the case may be **DISMISSED FOR WANT OF PROSECUTION**.

JURY DEMANDS

All demands for Jury trial shall be filed with the Clerk of Court and copy forwarded to the Calendar Clerk at the address listed below prior to the call of the calendar. Demands filed on the day of calendar call must be announced at Calendar Call by counsel filing same.

THIS CALENDAR APPROVED AND ORDERED PUBLISHED, this 22<sup>nd</sup> day of May, 2020.

  
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RONDA COLVIN LEARY, Judge  
State Court of Gwinnett County

FOR MORE INFORMATION CONTACT KELSEA MARTIN, JUDICIAL ASSISTANT  
75 LANGLEY DRIVE, LAWRENCEVILLE, GEORGIA 30046  
Phone: 770/822-8547 Fax: 770-822-8513  
EMAIL: [kelsea.martin@giwnnettcountry.com](mailto:kelsea.martin@giwnnettcountry.com)

**COVID-19 CIVIL HEARING PROCEDURES - DIVISION 4, STATE COURT  
JUDGE RONDA COLVIN LEARY**

Covid-19 has changed the way people interact with each other throughout our community. The safety and well-being of everyone that needs access to the courts is of paramount concern. At the same time, parties involved in litigation need and deserve the opportunity to resolve those disputes. Recognizing that, the Chief Justice's Declaration of Statewide Judicial Emergency encourages the courts and litigants to proceed to the extent feasible with non-essential functions consistent with public health guidelines.

In an effort to promote social distancing, the Court will be reducing the number of cases called in on calendars and utilizing mobile technology to the greatest extent possible. To use court time most effectively, opposing counsel are directed to confer with each other in advance of scheduled calendars. If possible, every effort should be made to narrow the issues and reach agreement on the best course of action for presenting the case to the Court. The Court retains the final decision on how to conduct the proceedings.

**HEARINGS WILL BE CONDUCTED IN ONE OF THE FOLLOWING TWO WAYS:**

**IN PERSON HEARINGS:** In the event a traditional in person hearing or trial is scheduled, all parties are instructed to follow social distancing and other CDC guidelines to ensure their well being as well as the well being of those and others who may be a part of the proceedings. The Court will reasonably limit the number of cases called in to appear on any given day. People entering the courthouse are being scanned for temperatures at the door. Hand sanitizer stations are located throughout the building. Seating areas have been marked off to assist in maintaining social distancing requirements. Masks and gloves are welcome except while a witness is on the stand and testifying. All participants are instructed to notify the Court if they are exhibiting symptoms of, or have been exposed to, Covid-19 prior to physically appearing at the Courthouse.

**REMOTE HEARINGS:** The majority of hearings and trials will be conducted remotely (the Rule Nisi or calendar will indicate if the hearing is via Zoom). The Judge will appear in an open courtroom at the Gwinnett County Courthouse and all hearings will be televised in the courtroom. A link will be provided to all counsel in advance of the hearing which will allow the parties to join prior to the scheduled hearing time. The Judge will appear as close to the designed time scheduled as possible. Please note that the Judge may be delayed due to previous hearings scheduled on the same day but will make every effort to appear promptly. If you expect to have witness testimony, you must provide your witnesses with the Zoom link provided prior to the hearing. Zoom hearings often will include multiple cases at the same time and we ask that you remain quiet when entering the session. Court staff will call lengthy calendars for the Judge to ascertain what cases are ready to proceed prior to the Judge joining the hearing. If you enter late, please wait until the Judge has concluded all hearings before addressing the Court. Please note the following:

- 1) **REPORTING REQUIREMENTS:** After conferring with each other, the parties should notify the court no later than 5 business days prior to the hearing, via email to [kelsea.martin@gwinnettcounty.com](mailto:kelsea.martin@gwinnettcounty.com), of the following: 1) A joint time estimate; 2) If a court reporter is requested; 3) If exhibits are to be provided to the Court; and, 4) If an interpreter is needed.

- 2) **DOCUMENTARY AND OTHER PHYSICAL EVIDENCE;** Parties that will be relying on physical or documentary evidence are directed to scan, photograph or otherwise convert to a digital format such evidence they expect to present prior to the commencement of proceedings and email same to the Court ([kelsea.martin@gwinnettcountry.com](mailto:kelsea.martin@gwinnettcountry.com)) by 5 pm no later than two days prior to the hearing.
  
- 2) **COURT REPORTER:** A court reporter will be provided for all hearings whether remote or on site. In order for the court reporter to make an accurate record of your video hearing, please note the following: 1) Please introduce yourself to the Court at the beginning of the hearing; 2) Inform the Court on the record whether or not you would like your hearing taken down by the court reporter; 3) It is imperative that everyone speaks in a loud, clear voice; and, 4) Please do not interrupt one another and do not talk over each other. It makes it very difficult for everyone to be heard. Additionally, please note that the court reporter typically requires payment at the time services are rendered. If your hearing is conducted remotely, an invoice will be e-mailed immediately following the hearing that should be paid upon receipt.

We understand that this is a difficult time for everyone and if you are in need of any additional information or have other concerns please notify the court via email ([kelsea.martin@gwinnettcountry.com](mailto:kelsea.martin@gwinnettcountry.com)) at any time. Please note that staff are working remotely and only in the office limited hours so phone calls may be delayed. The easiest and quickest way to receive a response regarding any questions or issues is via email. Thank you for your willingness to assist the court in moving forward in an ever changing environment.

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