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7/22/21

Counsel

You are being notified pursuant to Uniform State Court Rule 8.3 that the cases on the attached **CIVIL SETTLEMENT CALENDAR** are being called in on August 10, 2021 at 10:00 a.m. in courtroom 2F **VIA ZOOM** for Judge Ronda Colvin Leary. It is not necessary to appear in person. Please see attached information regarding Covid procedures. You will not receive further notice in the mail.

You can see a copy of the Civil Settlement Calendar at [gwinnettcourts.com](http://gwinnettcourts.com). Select - State Court  
- Select Judge Colvin Leary - Select which calendar you are interested in viewing.

If you are unable to open the attachment, you can download the Adobe Reader software at [www.adobe.com](http://www.adobe.com).

Please follow all instructions on the cover page of the calendar.

Thank you,

Kelsea Martin  
Calendar Coordinator  
Judge Ronda Colvin Leary

STATE COURT OF GWINNETT COUNTY  
JUDGE RONDA COLVIN LEARY - COURTROOM 2F - VIA ZOOM  
CIVIL SETTLEMENT CALENDAR AUGUST 10, 2021 - 10.00 A.M.

The following is a list of cases in which an announcement was made by the parties, through counsel, that the case would be disposed of without the necessity of a trial.

As of this date, the case is still pending as no documents have been received disposing of the case as announced.

Pursuant to the published calendar directions, if documentation disposing of said case is not received by August 10, 2021, these cases will be dismissed for want of prosecution.


COURT REPORTER:

Our official court reporter ("CR") will be present and you may retain her. Failure to share in "take down" costs may impair your ability to procure a transcript. The attorney or pro se litigant retaining the CR shall pay all fees immediately upon the conclusion of the hearing/trial. If you would like your case taken down by the CR, the cost to do so is \$43.31 per hour (or half if cost is shared). There will be an additional cost for any transcript that is ordered. **Counsel or pro se litigant should be prepared to make immediate payment at the time "take down" is completed.**

**AN APPEARANCE IS NOT NECESSARY AS LONG AS THE CASE IS DISMISSED  
PRIOR TO THE HEARING DATE.**

Civil Settlement Zoom Information.  
Meeting ID: 873 4711 0053  
Passcode: 486017

SO ORDERED this 21 day of July, 2021.

  
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RONDA COLVIN LEARY, Judge  
State Court of Gwinnett County

For questions concerning this calendar please contact Kelsea Martin, Calendar Coordinator  
75 Langley Drive, Lawrenceville, Georgia 30045  
Phone: 770/822-8547 Fax: 770/822-8513  
kelsea.martin@gwinnettcountry.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 REMOTELY**

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@gwinnettcounty.com](mailto:kelsea.martin@gwinnettcounty.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.