

28760

7/21/23

STATE COURT OF DEKALB COUNTY

**JUDGE ANA MARIA MARTINEZ**

**PRETRIAL CONFERENCE**

**AUGUST 4, 2023**

**10:00AM**

Division 6  
Judicial Tower  
3<sup>rd</sup> floor, Courtroom D

Nakeya Burton  
Civil Case Manager  
404.687.7135

[www.dekalbstatecourt.net](http://www.dekalbstatecourt.net)

IN THE STATE COURT OF DEKALB COUNTY  
STATE OF GEORGIA

ORDER OF INSTRUCTIONS FOR DIVISION VI  
PRETRIAL CONFERENCE AND CIVIL JURY CALENDAR

**Consolidated Pretrial Order and Motions in Limine must be filed by: July 27, 2023**  
**Mandatory Pretrial Conference to be held via Zoom: August 4, 2023, at 10:00 a.m.**  
**Civil Trial Dates: August 15<sup>th</sup> through August 18<sup>th</sup> and August 22<sup>nd</sup> through August 25<sup>th</sup>**

DeKalb County continues to monitor the COVID-19 emergency and has the technology to conduct the calendar virtually. **Lead counsel must appear virtually for the pretrial conference. All parties shall contact the Court via email to the Civil Case Manager, Nakeya Burton ([nlburton1@dekalbcountyga.gov](mailto:nlburton1@dekalbcountyga.gov)), by July 27, 2023, for further instructions regarding proceeding with the Hearing using the Zoom application. Counsel must include ALL parties on any email correspondence with the Court.**

All cases should expect to be reached during the week of trial. Cases may be called out of order as scheduling demands. **Parties will be specially set for trial during the pretrial conference.** The parties are reminded to review the Court's **Standing Order** as they prepare the proposed Consolidated Pre-Trial Order and in anticipation of their attendance at the Pre-Trial Conference.

Parties must submit a **CONSOLIDATED** Pretrial Order in conformity with Uniform State Court Rule 7.2 by **July 27, 2023**, via email to Ms. Burton in **Word format**. Failure to respond to this calendar by the deadline, or to submit the proposed Consolidated Pretrial Order to Ms. Burton, may result in the parties and/or their counsel being held in **CONTEMPT** and/or in the **DISMISSAL** of the complaint, answer, counterclaim, cross claim or third-party claim, as appropriate.

All Motions in Limine shall be filed on or before **July 27, 2023**.

The removal of a case from the Pre-Trial/Jury calendar for any reason shall **ONLY BE BY ORDER OF THE COURT AND MUST BE FILED WITH THE COURT BY July 27, 2023**. A Motion for Continuance and/or Extension of Discovery must be by consent of all parties and a **Consent Order submitted in Word format to Ms. Burton**, at the same time as the Motion is filed with the Clerk of the Court.


**Lead Counsel is required to be (virtually) present at the Mandatory Pretrial Conference on August 4, 2023 at 10:00 a.m.** In preparation for the pretrial conference, parties are directed to:

- Email Ms. Burton a copy of the Consolidated Pretrial Order **in Word format**;
- Discuss settlement options **prior** to the Pretrial Conference and be ready to discuss settlement history with the Court;
- Discuss any motions *in limine* that have been filed and make a good faith effort to resolve them, and
- Discuss any objections in depositions to be presented at trial and make a good faith effort to resolve them. **All unresolved objections, together with argument and citations, shall be brought to the pre-trial conference, with a copy to the Court.** Any objections not brought before the Court prior to trial shall be deemed waived.

**Parties are directed to contact via Ms. Burton via email at: [nlburton1@dekalbcountyga.gov](mailto:nlburton1@dekalbcountyga.gov) regarding the calendar, trial matters and instructions by the deadline indicated in this Order.**

Standing Order and Calendar may be viewed at [www.dekalbstatecourt.net](http://www.dekalbstatecourt.net)

SO ORDERED, this 27<sup>th</sup> day of June, 2023

  
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Judge Ana Maria Martinez  
State Court of DeKalb County