

28425

STATE COURT OF DEKALB COUNTY

9/13/23

JUDGE ANA MARIA MARTINEZ

**PRETRIAL CONFERENCE**

**October 2, 2023**

**1:00PM**

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: September 24, 2023  
Mandatory Pretrial Conference to be held via Zoom: October 2, 2023, at 1:00 p.m.  
Civil Trial Dates: October 24<sup>th</sup> through October 27<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 September 24, 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 **September 24, 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 **September 24, 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 September 24, 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 October 2, 2023 at 1.00 p.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 29<sup>th</sup> day of August, 2023

  
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Judge Ana Maria Martinez  
State Court of DeKalb County