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10/14/23

CLERK OF STATE COURT  
GWINNETT COUNTY, GEORGIA  
22-STCIV-03-  
9/27/2023 1:31 PM  
TIANA P. GARNER, CLERK

Counsel:

You are being notified pursuant to Uniform State Court Rule 8.3 that the following cases are on the attached **CIVIL JURY CALENDAR** beginning October 23<sup>rd</sup>, 2023 through November 3<sup>rd</sup>, 2023.

**You will not receive further notice in the mail. Please check the announcement line (770) 822-8505 daily to determine when your case will be called in for trial. Cases are not necessarily called in order. You need not come to court until you are notified that your case is called to trial.**

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,

Kim Burgess,  
Judicial Calendar Coordinator  
Judge Carla E. Brown  
Gwinnett County State Court

PLEASE VIEW OUR CALENDARS AT [gwinnettcourts.com](http://gwinnettcourts.com)

STATE COURT OF GWINNETT COUNTY  
JUDGE CARLA E. BROWN - DIVISION 3 - COURTROOM 2B

JURY TRIAL CALENDAR - TWO WEEKS BEGINNING  
MONDAY, OCTOBER 23<sup>rd</sup>, THROUGH  
FRIDAY, NOVEMBER 3<sup>rd</sup>, 2023

The above term of Gwinnett State Court will convene on Monday, October 23<sup>rd</sup>, 2023, continuing through Friday, November 3<sup>rd</sup>, 2023, for disposition of Civil Cases hereinafter listed. Cases are not necessarily called in the order listed. Cases with no jury demand will proceed as a bench trial when reached.

\*\*A Consolidated Pre-Trial Order is required on all cases and must be filed one week before the first day of the trial calendar.

**\*\*\*The Court is experiencing a shortage in court reporters. Therefore, parties are responsible for working together to retain and bring an agreeable reporter to all court proceedings until further notice.**

ALL PARTIES WITH CASES LISTED ON THIS CALENDAR MUST MAKE A JOINT EMAIL ANNOUNCEMENT TO KIM BURGESS AT [Kimberly.Burgess@gwinnettcourt.com](mailto:Kimberly.Burgess@gwinnettcourt.com) BY 12:00 NOON, ON WEDNESDAY BEFORE THE FIRST WEEK OF JURY CALENDAR, including the following: 1. Case Filing Number; 2. Name and telephone number of attorney/pro se parties trying the case (and for which party); 3. Estimated length of trial; 4. Whether a court reporter is needed.

APPEARANCE OF COUNSEL:

Pursuant to USCR 8.4 all parties and counsel shall be ready for trial on Monday morning, unless otherwise directed by the Court. Counsel and Pro Se litigants are directed to call (770) 822-8505 after 5:00 P.M. on Friday for an updated list of cases required to appear on Monday. There will be a recording daily after 5:00 PM of the cases required to appear the next day. ALL ATTORNEYS AND PRO SE LITIGANTS MUST CALL (770) 822-8505 DAILY AFTER 5:00 PM FOR THIS UPDATE.

CONTINUANCES

Pursuant to Rule 8.5, Uniform Court Rules, continuances WILL NOT BE GRANTED BY AGREEMENT OF COUNSEL OR BY TELEPHONE. A motion for continuance must be filed with the Clerk of Court at least ten (10) days before the call of the calendar and copy addressed to the calendar clerk. Such a request shall include the reason the continuance is necessary; the length of time requested (30, 60, days e.g.); whether the opposing party consents; any continuance(s) previously granted, to which party and for what reason; and a proposed order. Continuances will only be granted by email or Order.


SETTLEMENTS AND DISMISSALS

Any announcement of settlement or dismissal shall be dictated to the court reporter and made a part of the record, or shall be followed by written consent judgment or dismissal, to be submitted to the Clerk within ten (10) days of the call of the calendar, with a copy to KIM BURGESS at the address below.

REQUEST TO CHARGE, EXHIBITS, and OUTSTANDING MOTIONS

- All requests to charge must be submitted to the Court when the case is called for trial, with a copy submitted electronically in Word Format with a copy to all counsel. Counsel must supply an extra copy of all exhibits, which must be marked, to the Judge at call of trial. **Motions in Limine and Deposition objections** are to be exchanged between counsel and any which cannot be agreed to must be submitted to the Court one week before the first day of the trial calendar. This court will only hear Motions on the morning of trial which parties have discussed and been unable to resolve.

Calendar approved and ordered published, this 27 day of September 2023.

  
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Judge Carla E. Brown  
State Court of Gwinnett County

For Assistance, please contact Kim Burgess, Calendar Coordinator  
75 Langley Drive, Lawrenceville, Georgia 30046 (770) 822-8503 [kimberly.burgess@gwinnettcourt.com](mailto:kimberly.burgess@gwinnettcourt.com)