

29342

1/4/24

**STATE COURT  
OF DEKALB COUNTY**

**JUDGE KIMBERLY A. ALEXANDER  
DIVISION VII**

**CIVIL PRE-TRIAL CALENDAR**

**JANUARY 10, 2024**

**AT 1:30 PM**

**COURTROOM B  
(VIA ZOOM)**

**OF THE ALEXANDER  
JUDICIAL TOWER LOCATED  
ON THE 2<sup>ND</sup> FLOOR AT  
556 N. MCDONOUGH STREET  
DECATUR, GEORGIA 30030**

**MICHELLE CHEEK  
CIVIL CALENDAR CLERK**

**404-687-3985**

**E-Mail to [macheek@dekalbcountyga.gov](mailto:macheek@dekalbcountyga.gov)**

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



THE STATE COURT OF DEKALB COUNTY  
STATE OF GEORGIA

ORDER

(Civil Pre-Trial Conference Calendar)

Counsel and pro se litigants in all listed cases are directed to appear in Court for the Division VII Civil Pre-trial Conference Calendar on **January 10, 2024, at 1:30 P.M.** (Via Zoom) The purpose of this Conference is to determine the status of the case, resolve remaining issues, and schedule the case for trial.<sup>1</sup>

At the Pre-trial Conference, counsel and parties representing themselves must be prepared to address any remaining discovery issues, all pending or anticipated motions, chances of settlement, length of trial, number of jurors, jury pre-qualifications, and court reporting of the case. Counsel and parties are expected to confer, exchange documents and resolve any discovery disputes. Further, they must have express authority to settle the pending claim(s) and be prepared to confidentially reveal the terms of settlement to the Court.

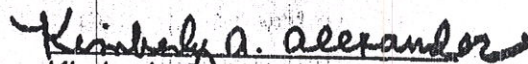
**THE ATTORNEYS WHO WILL ACTUALLY TRY THE CASE, AND PARTIES REPRESENTING THEMSELVES,<sup>2</sup> ARE REQUIRED TO ATTEND THE PRE-TRIAL CONFERENCE AND WILL BE EXPECTED TO COMMIT TO A SPECIALLY-SET TRIAL DATE.**

**No continuances will be granted, except on prior written order of the Court for legal cause shown.** A Motion for Continuance must be made in writing at least ten days before the Pre-Trial Conference, and an Order must be submitted.

Failure to respond to this notice may result in the dismissal of the complaint, answer, or counterclaim, and may subject counsel or parties to sanctions.

If a case is settled or otherwise resolved, the parties must notify **Michelle Cheek, Civil Case Manager, Division VII, at (404) 687-3985** or **[macheek@dekalbcountyga.gov](mailto:macheek@dekalbcountyga.gov)**, and follow-up with a pleading confirming the dismissal or settlement.

SO ORDERED this 7th day of December, 2023.

  
Kimberly A. Alexander, Judge  
State Court of DeKalb County

<sup>1</sup> A Consolidated Pre-Trial Order will be due sixty (60) days before trial, but the Order need not be prepared for the Pre-Trial Conference.

<sup>2</sup> Corporations must be represented by counsel in all actions filed on or after June 5, 1997. Eckles v. Atlanta Technology Group, Inc., 267 Ga. 801, 485 S.E.2d 22 (1997).