

CIVIL JURY TRIAL NOTICE
TRIAL CALENDAR
Chief Judge Myra H. Dixon

The **FOLLOWING** cases are scheduled for **Jury Trial** beginning *December 12, 2017 through December 15, 2017*. *There will not be a calendar call*. It will not be necessary for the parties or their counsel to appear unless called by the Court. All cases will remain on a two-hour call. Cases may not be called in the order that they are published.

It shall be the responsibility of Plaintiff's Attorney or Pro Se Plaintiff to contact Staff Attorney Maya DeFoor (404-613-4298), no later than 4:00 PM, on December 1, 2017 announcing the expected length of trial; chances of settlement; and the telephone numbers of all parties involved. *Failure of the Plaintiff to give a ready announcement may result in the case being placed inactive*. If the Defendant has a counterclaim, it will be the responsibility of the Defendant's Attorney or Pro Se Defendant to advise the court in the same manner required of the Plaintiff. *Failure of the Defendant to give a ready announcement on any counterclaim may result in the case being placed inactive*. ***It will be necessary to make a ready announcement each time that your case appears on the calendar.***

The parties are required to submit requests to charge (**limit 15**) and a consolidated pretrial order on or before December 1, 2017. ***All requests to charge must be submitted electronically via efile or on a CD, both to be saved in Microsoft WORD format.*** If pretrial orders and requests to charge have been previously submitted, it is not necessary to submit new ones. Failure to submit requests to charge and/or a consolidated pretrial order on or before December 1, 2017 may result in the case being placed on inactive status.

If there are any outstanding motions, other than motions in limine, the court must be notified. All conflicts and requests for continuances must be directed to the Chambers of Chief Judge Myra H. Dixon, 185 Central Avenue SW, Suite T3655, Atlanta, Georgia 30303 on or before December 1, 2017. There will be no continuances without legal excuse. The court will notify parties when a case is called for trial.

All inquiries should be directed to **Staff Attorney Maya DeFoor (404) 613-4298**.