

**STATE COURT OF FULTON COUNTY**

**STATE OF GEORGIA**

STANDING ORDER IN CRIMINAL CASES

The following procedures and policies shall govern all cases on criminal trial calendars in Division E, before Judge Jane Morrison.

Counsel representing Defendants must file a formal entry of appearance, plus provide and maintain current e-mail and telephone contact information to Judge Morrison's Judicial Case Manager, Ms. Catrina Lewis: [catrina.lewis@fultoncountyga.gov](mailto:catrina.lewis@fultoncountyga.gov) ; telephone (404) 613-4315; facsimile (404) 893-6690. Counsel of Record may waive arraignment, provide such waiver is made in writing, filed with the clerk's office, and a courtesy copy provide to Judicial Case Manager Lewis in advance of the arraignment date. After arraignment, cases shall be placed on a combined jury and non-jury trial calendar.

All motions must be timely filed with the Court in accordance with the Uniform Rules of State Court. Motions hearings will be scheduled according to the Court's schedule.

All Defendants must appear at calendar call or motions hearing to announce ready unless given leave by the Court.

At or before the call of the trial calendar, the Court will inquire into the status of the State's case to confirm the following: (a) that all discovery issues are resolved; (b) that a plea offer has been extended to the Defendant; (c) that the State is ready to go forward. The State is not to announce "ready" until the State has confirmed the above conditions and the availability of its witnesses.


The Defendant will be required to confirm by the call of the calendar: (a) whether or not he/she is accepting the State's plea offer; (b) whether he/she is requesting a bench or jury trial; (c) if he or she is proceeding with any motions in advance of trial and specify what issues on which he/she wishes to be heard.

Either party may announce "ready for trial" subject to witness' availability so long as witnesses are appropriately subpoenaed and complete scheduling information is made available to the Judicial Case Manager in advance of the trial calendar call.

Jury Charges: At the start of each trial, counsel for each party shall deliver to the Court a courtesy copy of his or her requested jury charges. Requested charges must include reference, by section number, to the Georgia State Bar Criminal Jury Instructions, published by the Council of Superior Court Judges of Georgia, current edition, or other supporting legal authority. Requests to charge should be numbered and submitted one charge per page.

Trial Scheduling and On Call List: If a case is announced “ready for trial” it will be scheduled or placed on the Court’s On Call List to be tried during the weeks of the trial calendar. The Court will make every effort to provide reasonable notice of actual court dates; however, parties and counsel are expected to be available on next day notice and to stay in touch with Judicial Case Manager Catrina Lewis. To conserve resources, including but not limited to the expense of summoning and scheduling potential jurors, it is expected after a “ready” announcement that the case will be tried. The Court will not accept negotiated pleas after a case is set down and scheduled for trial, except by express permission and upon satisfactory explanation for the change in announcement. Disregard for judicial and juror resources will subject parties and/or their counsel to potential contempt charges and penalties.

SO ORDERED, this the 15<sup>th</sup> Day of February, 2017.



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Jane Morrison, Judge  
STATE COURT OF FULTON COUNTY