



TO: State Court
DATE: May 15, 2023
SUBJECT: Discovery and Document Copy Policy

To improve case management, internal efficiencies, and consistency within the State Court of Fulton County, the following policy shall be implemented in the manner described:

Policy: 2023-003
Provision of Copies of paper and electronic filings
Effective: May 15, 2023

Purpose: The purpose of this policy is to standardize the processes of State Court with respect to document requests, including Discovery filings, according to our E-File Administrative Order NO. 22EX000176.

Policy Guidelines

1. Copy Policy and Standard Charge – When persons who are not a Party or Service Contact in a case request filings from the Clerk of State Court, the Standard charge for all Fulton County Clerk offices is 50¢ per page for black-and-white copies, and \$2.50 for a certification page. **Certified copies will not be provided electronically.**
2. Defendant Copies – The defendant may request one (1) black-and-white copy of the charging document, accusation, discovery, and final disposition without charge upon presentation of photo identification. Certified copies or copies of other filings will be provided at the Standard Charge.
3. Service Contacts – A Service Contact may receive electronic copies of any filing that is filed after the Service Contact is added. Any person may be added to a case as a Service Contact through <http://www.odysseeyefilega.com/>. **Attorneys are responsible for adding themselves as Service Contacts.** The Clerk of State Court will add

attorneys to a case record when a filing is received but will not add attorneys as Service Contacts.

4. Service Contact Management – Only the person who adds the Service Contact can remove, change, or edit the Service Contact. The Clerk’s office will not remove Service Contacts without judicial direction.
5. Copies of Previously-Filed Filings – All previously-filed filings should be available to view on the County Records Portal at: <https://publicrecordsaccess.fultoncountyga.gov/Portal> After registering and signing in, users may view case dockets, and the first page of every publicly-available filing without charge. To view all pages, or to print the filing, the Standard Charge applies. **Certified copies will not be provided electronically.** All filings may be viewed and downloaded without charge at any of the County Public Access Terminals (“PATs”). State Court maintains several PATs in the self-help center at 185 Central Avenue, Suite JG300, Atlanta GA 30303
6. Public Defenders & Appointed Attorneys – Immediately upon entering an appearance in or being appointed to a case, Public Defenders and Appointed Attorneys must add themselves as Service Contacts. Appointed Attorneys may access filings without charge through the PATs or through contacting the Clerk of State Court at statecourt.criminalmanagers@fultoncountyga.gov.
7. Fulton Solicitor-General and Discovery – The Solicitor-General of Fulton County electronically files discovery through Odyssey eFileGA. Attorneys who either were not added as Service Contacts OR who are retained after the filing of discovery may retrieve the filings from the PATs or through the County Records Portal at: <https://publicrecordsaccess.fultoncountyga.gov/Portal>. Attorneys may also contact the assigned Assistant Solicitor-General for a courtesy copy.
8. Non-Viewable Filings – Some filings may appear in the record but are not visible (i.e., a lock icon) due to either conversion issues from previous systems or because the filing has been

secured by the Court. Parties may contact the Clerk of State Court at statecourt.criminalmanagers@fultoncountyga.gov to determine whether the filing may be made public by the Clerk OR the filing requires judicial determination.

Policy Confirmation

Chief Judge  Date 5/17/2023

Court Administrator Donald Talley Date 5/17/2023