

## **Civil FAQs**

1. *"I need to file Depositions; do I bring them to the Clerk's Office for filing?"*

**ANSWER:** No, you would e-file the Notice of Filing and reference the Deposition and then hold on to the sealed Deposition either until coming to trial or the Judge's staff directly requests them from you. The Clerk's Office does not store Depositions.

2. *"I received a Notice of Jury Trial Hearing for Judge A, however I do not know anything about this case, and I want to be removed from the calendar. "*

**ANSWER:** The Clerk's Office does not set hearing calendars for any of the 10 Judges. That function is done by their staff directly. You may look on your hearing notice for contact information for the Judge's Staff Attorney and reach out to them with your concern. In the meantime, you may log on to our website, [www.fultonstate.org](http://www.fultonstate.org) and access the case filings by going to **re:SearchGA** at the bottom of the home page.

3. *"I have a DVD Exhibit that I need to bring there to file with a Motion for Summary Judgment. "*

**ANSWER:** You do not need bring the DVD to the Clerk's Office, as we do not store them in our office. You would file a Notice of Filing, and the Judge's staff will be in touch with you directly if they need the DVD. This applies to DVD's, CD's, Audio, Pictures or anything of the sort that cannot be filed electronically. We cannot be held responsible for maintaining these original exhibits.

4. *"I need to file a document under seal, as it contains PHI (Protected Health Information). "*

**ANSWER:** The e-file GA system allows filers to seal any document. However, a Court Order should be signed to allow an initial filing being done under seal.

5. *"Should I send a courtesy copy of documents once they're filed?"*

**ANSWER:** No courtesy copies are not necessary, as we do not accept and forward any hard copies to the Judge's staff. This also applies to Leave of Absences and Notices of Conflict. Everything should be filed electronically.

6. *"How do I file case documents?"*

**ANSWER:** All filings are electronic. The only documents that can be accepted in paper form are Garnishment Answers, as most Garnishees do not have e-file accounts and are either mailed in or sent by a courier

7. *"I received a hearing notice. Do I have to come to court?"*

**ANSWER:** If a hearing notice was mailed to a party or e-filed, you are expected to be in court.

8. *"How do I resume a 'draft envelope'?"*

**ANSWER:** Go to the filer dashboard and click Drafts. Then locate the envelope that you are attempting to resume, click actions and select Resume Draft Envelope.

9. *"Why was my filing rejected in e-file GA?"*

**ANSWER:** An e-mail is sent to filers that details this information, in the returned comments section. The e-mail address that they should look for is [efilingmail@tylerhost.net](mailto:efilingmail@tylerhost.net).

10. *"What filing code should be used for 'Request for Oral Argument'?"*

**ANSWER:** Stipulation to Calendar

11. *"In e-filing, is receipted the same as accepted?"*

**ANSWER:** Yes, certain documents are filed into cases has the term, receipted.

12. *"How do I get a court date on a case that was transferred into State Court from another county?"*

**ANSWER:** All incoming transfers from other counties are immediately assigned to a division judge. The Clerk's Office does not handle scheduling of court dates. Once the case is docketed, it is up to the parties to make the necessary requests for hearings and file the appropriate motions.

13. *"I filed a Motion 30 days ago, why haven't I received a ruling?"*

**ANSWER:** The Clerk's Office does not handle Motions for any of the 10 Judges. That function is done by their staff directly. You may contact the Judge's Staff Attorney and reach out to them with your concern.