

**IN THE SUPERIOR COURT OF WALTON/NEWTON COUNTY
ALCOVY JUDICIAL CIRCUIT
STATE OF GEORGIA**

**IN RE: STANDING TRIAL
MANAGEMENT ORDER FOR
CRIMINAL CASES BEFORE
JUDGE CHEVEDA D. MCCAMY**

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**STANDING TRIAL MANAGEMENT ORDER FOR
CIVIL CASES IN JUDGE MCCAMY'S COURTROOM**

The following terms govern the parties and their preparation for and presentation of the trial of their civil matter.

1. Contacting the Court

Stephanie Sims, the undersigned's Judicial Assistant, and Drayton Ballard, the undersigned's Staff Attorney, are your principal contacts for all trial matters. Ms. Sims can be reached at Stephanie.Sims@georgiacourts.gov or 770-784-2080. Mr. Ballard can be reached at Drayton.Ballard@georgiacourts.gov or 770-788-3789.

2. Conflicts/Continuances

All conflicts must be submitted at least two weeks before the trial calendar begins and must follow Uniform Superior Court Rule 17.1 in proposing a resolution. The mere act of filing a conflict letter does not release a party from appearing at trial nor does it automatically result in a continuance. Should a matter that takes precedence over the trial of a case in this Division resolve before or during the trial calendar in this Division, the case in this Division is subject to being called to trial.

Continuances from trial calendars will be granted sparingly and only on the basis of clearly articulated exceptional circumstances. Requests to mediate the case, to engage in additional discovery, or to await the resolution of some other related case will typically not result in a trial continuance being granted.

3. Consolidated pre-trial order

Parties seeking a jury trial must submit to the Court a consolidated pre-trial order on the date set forth in the Court's order scheduling the pre-trial conference for each case. Unless the parties otherwise agree, Plaintiff/Petitioner shall be responsible for consolidating the pre-trial order. All other parties shall provide their portions of the consolidated pre-trial order to the Plaintiff/Petitioner no later than two business days prior to the due date. Failure to submit a pre-trial order will be deemed an election to proceed with a bench trial.

4. Court reporter

The Court's Court Reporter, Ms. Cindy Trevizo, will be present on the day of jury selection. If you wish to have her report voir dire and/or your trial, please let her know in advance or on the morning of jury selection. Ms. Trevizo's email address is causburn@gmail.com. Attorneys have an affirmative duty to notify their clients that failure to have the trial reported may have an adverse effect on any appeal.

5. Courtroom technology

The Courtrooms are equipped with some evidence presentation technology. It is trial counsel's duty to ascertain whether that equipment will meet desired needs. Trial counsel may contact the Court's I.T. department to learn about what

technological capabilities are available in the courtroom. The parties are advised to familiarize themselves with this equipment before trial, to avoid delay. Parties are also free to bring their own presentation equipment.

6. Motions in limine

Motions in limine must be filed no later than one week before the beginning of the trial calendar. If a party filing a motion in limine believes that the motion will require a hearing lasting more than an hour, the party must alert the Court so that the Court can arrange for a hearing, either virtual or in-person, to take place on the week prior to trial or on the morning the trial is scheduled to begin.

7. Depositions used at trial

If a party intends to rely on deposition testimony, that party must confer with all other parties prior to trial and attempt to agree on the testimony to be presented. If the parties cannot agree on what portions of the deposition testimony, if any, should be excluded, the objecting party must prepare a list of page and line numbers at issue and provide it to the Court at the time it files its motions in limine -- along with the relevant text from the deposition(s). Failure to comply with this requirement will constitute a waiver of objection to the challenged deposition testimony.

8. Voir dire

The Court will select all of its juries, for a given trial week, on the Monday that the trial week begins. Voir dire will be conducted in the following manner: The Court will propound the statutory and hardship questions to the entire panel. Attorneys will then ask their general questions. Prospective jurors will be seated in the gallery

in numerical order; each prospective juror will have a card with his/her number on it. Prospective jurors will respond to the Court's questions and the attorneys' general questions by raising their cards. At the completion of general questioning, counsel will then be permitted to conduct the follow-up questioning. Each juror number will be called and counsel will then ask any relevant follow-up questions of the juror. (If counsel are repeating each other's inquiries, asking questions irrelevant to the juror's impartiality, or exploring areas outside the scope of the general questions, the Court may redirect counsel.) This process will continue until the Court determines that enough jurors have been qualified. The Court will hear motions for striking potential jurors for cause prior to beginning peremptory strikes.

Peremptory strikes are silent. Pursuant to, O.C.G.A. § 15-12-122, "[T]he parties or their attorneys may strike alternately, with the Plaintiff exercising the first strike, until a jury of 12 persons is impaneled to try the case." Before striking begins, the Court will inform the parties of the universe from which they are to strike (e.g., from No. 1 through No. 36).

9. Exhibits

Before jury selection begins, each party shall provide the Court with two copies of the party's exhibit list. The exhibit list should include for each exhibit both the exhibit number/letter and a brief description of what the exhibit purports to be. All exhibits and demonstrative evidence must be marked and exchanged prior to the start of trial. The parties must confer before trial concerning any issues of authenticity. Any disagreement about the admissibility of exhibits should be brought

to the Court's attention before trial begins. Counsel are under a continuing obligation to preview exhibits with opposing counsel before relevant witnesses are called to the stand.

It is not an appropriate use of the jurors' time to have the parties reviewing proposed exhibits while the witness waits on the stand and the jurors sit idly in the box.

10. Witnesses

Any party that intends to call witnesses (or present deposition testimony) must provide two copies of a witness list to the Court and one copy to each opposing party prior to jury selection. If a party calls a party-opponent for cross-examination during its case-in- chief, counsel for that party-opponent (and counsel for any other party) will be permitted to examine the party-opponent immediately following the cross-examination. *TGM Ashley Lakes, Inc. v. Jennings*, 264 Ga. App. 456,467 (2003).

11. Interpreters

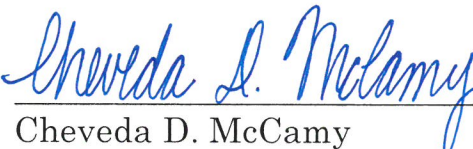
Pursuant to Uniform Superior Court Rule 7.3, any party needing an interpreter for a trial witness must notify Ms. Sims at least seven days before trial that an interpreter is needed (and the specific language skills required) so that the Court can arrange for proper services.

12. Jury charges/verdict form

Counsel must submit to the Court all proposed jury charges and proposed verdict forms no later than the morning of jury selection. **Submissions should be e-mailed to Mr. Ballard in Microsoft Word format, with a copy e-mailed to**

all other parties. Although the Court will consider all valid and relevant requested charges, pattern charges are preferred. When requesting pattern charges, counsel shall tailor any parentheticals and make any necessary adjustments so that the charge conforms to their case. This should be completed prior to submitted the proposed jury charges to the Court. Each requested charge must be numbered, must include the pattern number (if pattern), and must include the charge, as requested. At the charge conference, the Court will hear argument from the parties as to which charges should or should not be given and what language, if any, should be added to or omitted from a proposed charge. A copy of the final charge will go out with the jury during deliberations.

SO ORDERED, this 12th day of December, 2023.


Cheveda D. McCamy
Judge, Superior Courts
Alcovy Judicial Circuit