

OPERATING GUIDELINES FOR JUDGE BARWICK'S DIVISION

Until further notice, please observe the following guidelines for matters assigned to Judge Jane C. Barwick.

The number one priority is the safety and health of those assigned to this division.

PERSONAL PROTECTIVE EQUIPMENT:

All persons seeking to enter the Fulton County Courthouse will be subject to screening and will be required to have a mask. All persons appearing before Judge Barwick or in Judge Barwick's courtroom will be required to have a mask, to keep it on, and to only remove it or adjust it with permission from Judge Barwick, the Sheriff's Office or Judge Barwick's staff.

CHAMBERS COMMUNICATION:

Communication with chambers should first be via email. Please send all emails as follows:

Jane.barwick@fultoncountyga.gov

Jessica.cummings@fultoncountyga.gov

Katherine.weitzel@fultoncountyga.gov

Please copy everyone, including the above addressees. **Please do not call chambers.** We have very limited ability to answer the telephone and retrieve messages.

CRIMINAL CASES:

All hearings and court proceedings ordinarily held in the courtroom which are conducted via a videoconferencing platform may be accessible via YouTube livestreaming to accommodate public access. A link for public access is available at the Court's Virtual Hearings page: <https://www.fultoncourt.org/judges/virtualhearings.php>.

CIVIL CASES:

1. Hearings in civil cases will take place. Upon request and for good cause, hearings may take place via teleconferencing or via the Zoom videoconferencing platform. Hearings will also be scheduled for the courtroom with appropriate accommodations being made.
2. All civil hearings via videoconferencing will be accessible through YouTube livestreaming to accommodate public access. A link for public access is available at the Court's Virtual Hearings page: <https://www.fultoncourt.org/judges/virtualhearings.php>."

3. For all civil matters, if a court reporter is requested, the party requesting the court reporter shall notify the Staff Attorney at least 48 hours in advance of the scheduled proceeding.
4. All emergency matters will be handled via teleconference.
5. Any and all pleadings requesting emergency relief must be sent via email. Please do not come to chambers.
6. Once any pleading is received, or email requesting emergency assistance is received, a teleconference will be scheduled as soon as possible using a conference line number sent directly from chambers.
7. Please email any consent orders to chambers, and those will be signed and efiled as soon as possible.

CONCLUSION:

This division has always enjoyed the most professional conduct displayed by counsel. Please make every attempt to resolve matters by agreement during this Emergency Period, and this Court will respond as quickly as possible.