

**IF YOU ARE HERE TO SEE PRESIDING JUDGE KELLY LEE ELLERBE
READ THE FOLLOWING CAREFULLY:**

**Due to the COVID-19 Global Pandemic, and the need to ensure health and safety,
we are largely working remotely and are proceeding as follows.**

We thank you for your cooperation and patience during this time:

IF YOU ARE HERE FOR A SEARCH WARRANT:

ALL oral testimony regarding warrants will be heard through *Zoom* and instructions regarding *Zoom* are found below

1. Please ensure that the warrant at issue is in fact a matter that is: (1) assigned to Judge Ellerbe, (2) for an unindicted case, or (3) the assigned judge has authorized Judge Ellerbe to hear the matter; **and**
2. Please ensure that the matter is uploaded to Odyssey for review **or** if the matter has *not* been uploaded to Odyssey, **please scan a copy of the warrant** to the Litigation Manager, Rhapsody Little at Rhapsody.Little@fultoncountyga.gov, **and copy Kristen Rogers** at Kristen.Rogers@fultoncountyga.gov for review. Within that email, please also include a phone number at which you can immediately be reached.
3. Once the warrant has been reviewed, you will be sent an invite via the email address at which you contacted the Court, including an invite to a *Zoom* meeting. Please ensure that you log on to the *Zoom* meeting with a device that is **both** audio and video capable as Judge Ellerbe will need to be able to see you while taking oral testimony.
4. The officer is advised to sign the warrant *prior* to emailing the warrant. Judge Ellerbe will swear the officer in over *Zoom*.

TO UTILIZE AND ACCESS ZOOM:

1. On your mobile device, go to zoom.us or download the “zoom” app in the app store.;
2. Put in your “Meeting ID” number, which will be provided to you by the court prior to the hearing.
3. Turn on Audio and Video.
4. Click “Join.”

**FOR ANY OTHER EMERGENCY MATTERS
ASSIGNED TO JUDGE ELLERBE:**

Please ensure that the documents to be reviewed are filed. Next, contact the Judicial Assistant, Kristen Rogers, at Kristen.Rogers@fultoncountyga.gov, **and copy the Staff Attorney**, Jennifer Ventry, at Jennifer.Ventry@fultoncountyga.gov, with a copy of your filing attached, and the request you have regarding your filing. A member of chambers staff will contact you via email shortly regarding how your matter will proceed.

To ensure efficiency, the last presiding matter will be taken at 4:45 p.m. daily.