

**Rules**  
**of the**  
**Court of Appeals**  
**of the**  
**State of Georgia**

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January 6, 2005

**RULES  
COURT OF APPEALS OF GEORGIA**

These rules are not intended to reiterate all applicable laws. Where the word "counsel" has been used, this will include pro se parties. The latest version of these rules can be found at the Court web site: [www.gaappeals.us](http://www.gaappeals.us).

**The effective date of these rules shall be January 6, 2005 .**

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## I. GENERAL

### Rule 1.

(a) **Requirement for Written and Signed Documents.**

All filings, documents, motions, briefs, requests and communications relating to appeals shall be in writing, shall be filed with the Clerk's office, shall be signed by an attorney of record, an attorney granted courtesy appearance or pro se parties, and shall include the mailing address and telephone number of the attorney or pro se party signing the document, and shall show that copies have been furnished to opposing counsel. Documents with conformed signatures by law firm staff or an attorney's employee will not be accepted. All signed documents shall include the State Bar of Georgia membership number of all submitting attorneys.

(b) **Communications with the Court.**

There shall be no communications relating to pending cases to any judge or member of the judge's staff.

(c) **Documents.**

All documents filed with the Court shall be typed or printed on non-transparent, letter size (8 1/2" x 11") white paper and bound at the top with staples or fasteners (round head or Acco) and all matters contained therein, including quotations and footnotes, shall have no less than double spacing between the lines. Letter spacing and type or font size shall be no smaller than Courier 10 cpi, 12 point (or equivalent). Notwithstanding the ten (10) characters per inch requirement, the Court will accept in lieu thereof Times New Roman Regular 14pt (Western). Any documents which the Court deems inappropriate as to type size, type style and/or form may be returned to counsel after filing by the Court, and counsel may be ordered to redact and recast such documents. All documents filed with this Court shall have a non-glossy, white back of recyclable paper, heavier than regular stationery-type paper.

(d) **Counsel.**

All reference to counsel in these rules shall include pro se parties.

(e) **Facsimile Filing.**

The Court does not accept facsimile filings.

### Rule 2.

(a) **Clerk's Office Hours of Operation and Location.**

The Clerk's office shall be open Monday through Friday from 8:30 a.m. to 4:30 p.m. E.S.T./E.D.T. The address is: Clerk, Court of Appeals of Georgia, 334 State Judicial Building, 40 Mitchell Street, Atlanta, Georgia 30334. The telephone number is (404) 656-3450.

(b) **Filing Fees.**  
All filings requiring fees must be accompanied by a check or money order or a sufficient pauper's affidavit. The Clerk's office cannot be responsible for filings accompanied by cash.

(c) **Stamped "Filed" Copy.**  
If a return stamped "filed" copy of a filed document is needed, parties filing such documents must include an extra copy and a pre-addressed stamped envelope with sufficient postage to have the document returned.

**Rule 3. Expiration Date.**  
When an expiration date falls on Saturday, Sunday, or an official state or national holiday, the time is extended to the next business day.

**Rule 4. Filing.**

(a) **Drop Box.**  
The Clerk's office has provided a drop box for filing documents after business hours. Any items placed in the drop box after 4:30 p.m., Monday through Friday, will be docketed to the date the documents were placed in the drop box. The Judicial Building is open from 7:00 a.m. until generally 5:00 p.m. Since the building hours of operation are controlled by the Georgia Building Authority, check the court web site at [www.gaappeals.us](http://www.gaappeals.us) for current hours. Court personnel will remove the documents the morning of the following business day and clock documents to the present time and date and file the documents to the date they were placed in the drop box.

(b) **Motions for Reconsideration.**  
Motions for reconsideration are deemed filed only on the date they are physically received in the Clerk's office. See Rule 37.

(c) **Other Documents.**  
Any other document shall be deemed filed on the date:

- (1) It is physically delivered to the Clerk's office, with sufficient costs, if applicable, and clocked in by the Clerk's office staff;
- (2) It is deposited in the United States Postal Service registered or certified mail, the United States Postal Service postmark date on the envelope or container, and with sufficient costs, if applicable; or
- (3) It is delivered to the United States Postal Service or a commercial delivery company, with sufficient costs, if applicable, for overnight delivery.

**(d) Proof of Filing.**  
The United States Postal Service or commercial delivery company receipt must be submitted to the Clerk's office upon request. An office or private postage meter date is not sufficient.

**Rule 5. Costs.**  
Costs in all cases are \$80.00 unless a sufficient pauper's affidavit is filed with the Court or contained in the record. Costs shall be paid upon filing of applications or, in direct appeals, upon filing of appellant's brief. Costs are incurred and appellant and appellant's counsel are liable for costs when the case is docketed. The Clerk shall not file any matter unless the costs have been paid or a sufficient pauper's affidavit has been filed.

**Rule 6. Copies and Certificate of Service.**  
All documents filed with the Clerk shall include an original and two copies. All documents shall show copies have been furnished to opposing counsel. Service shall be shown by written acknowledgment, certificate of counsel or affidavit of server, to include the mailing address of all opposing counsel. Service shall be made before filing. Any document without a Certificate of Service will not be accepted for filing. (The Certificate of Service shall be attached to the document filed.)

**Rule 7. Contempt.**  
Breach of any rule of the Court of Appeals or failure to comply with an order of this Court subjects the offending party and/or attorney to contempt and may subject the appeal to dismissal or cause appellee's brief to be stricken. The Court may, upon a finding of conduct constituting contempt, impose a fine not to exceed \$1,000.00 against each contemner or revoke the license to practice in this Court, or both.

**Rule 8. Notice of Cause for Disqualification or Recusal.**  
Cause for disqualification or recusal of a judge of this Court shall be brought to the attention of the Clerk as soon as practicable. See Rule 44.

## II. ATTORNEYS

**Rule 9. Attorneys.**  
**(a) Application and Oath.**  
Any member of the State Bar of Georgia may be admitted to practice in this Court upon written application, and the certificate of at least two attorneys of this Court,

that such member is of good private and professional character. The oath, which is required to be taken in open Court or before a Judge in Chambers, and which shall be subscribed in a book to be kept by the Clerk and known as the "Roll Book," is as follows:

"I do solemnly swear (or affirm) that I will conduct myself as an attorney or counselor of this Court truly and honestly, justly and uprightly, and according to law; and that I will support the Constitution of the State of Georgia and the Constitution of the United States. So help me God."

**(b) Fee.**

The fee for admission is \$30.00, payable to the Clerk, who will issue a license under the seal of the Court as evidence of applicant's authority to practice.

**(c) Appearance by Courtesy.**

As a matter of professional courtesy, a visiting attorney from another state, or from a district or territory, if admitted to practice in the highest court of the state, district, or territory of such attorney's residence, by leave of court, may be heard as associate counsel or counsel in a single case, without being admitted as a regular practitioner in this Court. A resident attorney, who is not a member of the State Bar of Georgia, may petition this Court for courtesy appearance by showing that the attorney is certified in good-standing in the Bar of the highest court of another state.

**(d) Withdrawal or Substitution of Counsel.**

Any withdrawal or substitution of attorneys of record in the Court shall be communicated to the Court by written motion with a copy to substituted counsel, opposing counsel and the withdrawing or substituting attorney's client. A Motion to Withdraw as Counsel shall contain the address of the withdrawing counsel's client, or if the address is unknown, the motion shall contain a statement that the client's address is unknown and shall contain the client's last known address.

**(e) Change of Address or Telephone Number.**

If during the pendency of any appeal or application counsel for either party has a change of address or telephone number, counsel shall file a notification of change of address or telephone number with the Court, notifying the Court of counsel's correct address and telephone number, and the effective date of such change.

The notification of change of address or telephone number shall be filed as a separate document, an original and two copies, with service made to opposing counsel.

Upon receipt of the notification of change of address or telephone number, the Clerk will enter the change of address or telephone number on the Court's docket and all further notices generated from the Court will be to counsel's new address.

Failure of counsel to properly notify the Court of any change of address or telephone number, which may result in counsel not receiving notification of Court action, shall not be grounds to reinstate or reconsider any matter adverse to counsel or parties because of the failure of counsel to receive notification from the Court.

- (f) The Court of Appeals does not recognize, nor grant, Leaves of Court or Leaves of Absence.

**Rule 10. Personal Remarks.**

**Opposing Counsel or Judge.**

Personal remarks, whether oral or written, which are discourteous or disparaging to opposing counsel, to any judge or the Court, are strictly forbidden.

### III. DOCKETS; CALENDARS; HEARINGS

**Rule 11. Appeals, How Entered.**

(a) **Docketing.**

No appeal shall be docketed until the notice of appeal and a record, and transcript, if requested, are filed in the Clerk's office. Each notice of appeal will be docketed as a separate case.

(b) **Transfer of Cases.**

Whenever an appeal or application filed in this Court is within the jurisdiction of the Supreme Court, such appeal or application shall be transferred by order to that court.

(c) **Transferred Cases.**

Appeals or applications transferred to this Court from the Supreme Court shall be docketed as of the date they are received in this Court.

(d) **Premature Docketing.**

Any case docketed prior to the entire record coming to the Court, as requested by the parties, may be remanded to the trial court until such time as the record is so prepared and delivered to the Court.

**Rule 12. Closing of the Dockets.**

The docket for the January, April, and September terms shall close at noon on the 15th day of December, April and August, respectively. By order, a closed docket may be opened when expedient for the docketing of a case or cases so that a judgment may be rendered by the Court at the earliest practicable date.

**Rule 13. Notice of Docketing.**

Upon the docketing of every appeal and application for appeal, the Clerk shall mail notice of the docketing date and schedule for briefing to all counsel. The notice shall include a statement that failure to file the enumeration of errors and appellant's brief within the time required, except as extended upon motion for good cause shown, may subject the appeal to dismissal. The notice shall also state that: Failure to timely file responsive briefs may result in their non-consideration; a brief shall be filed by the appellee in all criminal appeals when the State is the appellee; and upon failure to file such brief, the State's representative may be subject to contempt. Failure of counsel to receive the docketing notice shall not relieve counsel of the responsibility to file briefs timely. See Rule 26.

**Rule 14. Notice of Call.**

**(a) Calendars to be Mailed.**

The Clerk shall mail the calendar to counsel in each appeal to be orally argued at least 14 days prior to the date set for oral argument at the addresses shown on the notice of appeal unless the Court is otherwise advised under Rule 9(e).

**(b) Non-Receipt of Calendar.**

Counsel not receiving a calendar at least 10 days prior to the tentative oral argument dates should contact the Clerk's office to inquire about oral argument dates.

**(c) Conflicts - State and Federal Court.**

**(1)** Counsel shall not be deemed to have a conflict unless such counsel:

- (i)** Is lead counsel in two or more of the actions affected; and
- (ii)** Certifies that the matters cannot be adequately handled by other counsel.

**(2)** When there is an apparent conflict:

- (i)** Appellate arguments prevail over trials, hearings and conferences.
- (ii)** The action first filed takes precedence.

- (iii) Felony actions prevail over civil actions.
- (iv) Misdemeanors stand on equal footing with civil actions.
- (v) The courts are assigned the following priorities:
  - (aa) United States Supreme Court.
  - (bb) Supreme Court of the State of Georgia.
  - (cc) Federal Courts of Appeal and State Courts of Appeal.
  - (dd) United States District Courts and Superior Courts.
  - (ee) Federal Magistrate Courts and State Courts.
  - (ff) Probate, Juvenile and Magistrate Courts.

- (3) The Clerk shall resolve conflicts so as to accommodate all parties insofar as possible.
- (4) Using the above criteria, the only time a conflict exists is when the actions are in courts of equal priority, are of the same type and were filed on the same day. When such conflict exists, counsel shall give prompt written notice of the conflict to opposing counsel and to the clerk of each court.
- (5) When it is evident that counsel's presence is required in more than one court on the same day and no conflict actually exists under the above criteria, counsel shall nevertheless inform all courts concerned, giving the style of the case and the date of filing.

**Rule 15. No Prosecution, Frivolous Appeals and Penalties.**

- (a) On the call of the case for argument, if the appellant does not appear, and has not filed a brief, the Court may dismiss the appeal for want of prosecution. If the appellee or appellee's counsel shall appear, such appellee or counsel may move to reopen the record and insist upon an affirmance of the judgment below.
- (b) The panel of the Court ruling on a case, with or without motion, may by majority vote impose a penalty not to exceed \$1,000.00 against any party and/or party's counsel in any civil case in which there is a direct appeal, application for discretionary appeal, application for interlocutory appeal, or motion which is determined to be frivolous.

- (c) The imposition of such penalty shall constitute a money judgment in favor of appellee against appellant or appellant's counsel or in favor of appellant against appellee or appellee's counsel, as the Court directs. Upon filing of the remittitur in the trial court, the penalty may be collected as are other money judgments.

#### **IV. EXTENSION OF TIME FOR NOTICE OF APPEAL, ETC.**

**Rule 16. Extension of Time for Filing.**

- (a) Pursuant to the provisions of O.C.G.A. § 5-6-39, requests for extensions of time, which must be in writing, may be made only upon showing a bona fide effort has been made to obtain the extension from the trial court and the reason it could not be obtained. Any motion for extension of time to file a Notice of Appeal made in this Court shall be accompanied by an \$80.00 filing fee or sufficient pauper's affidavit.

- (b) Extensions of time to file briefs must be requested by motion and shall be subject to the Court's discretion. All extensions shall be by written order and no oral extension shall be recognized.

Failure to request an extension of time to file a brief prior to the date the brief is due may result in the non-consideration of the motion and/or the dismissal of the appeal.

- (c) No extension of time shall be granted for filing interlocutory or discretionary applications or filing responses thereto.

#### **V. RECORDS AND TRANSCRIPTS**

**Rule 17. Duty of Trial Court Clerks.**

The clerk of the trial court shall certify and transmit to the Clerk of this Court the original transcript and copies of all records as required within the time prescribed by statute. Trial court orders included in the record must contain the signature of the trial court judge. Conformed signatures will not be accepted. Transmittal shall be by the clerk or deputy personally or by first class United States mail, or express mail, or commercial courier or delivery service, charges prepaid. Transmittal by a party or attorney is prohibited.

**Rule 18. Preparation and Arrangement of Records and Transcripts.**

- (a) Records and transcripts, to include depositions, shall be printed on one side of white paper not less than letter size of good quality with ample spacing (at least double spaced) and margins so that they may be easily read. The margin at the top shall be of sufficient space so that the transcript may be read when folded over at the top. Type size shall not be smaller than Courier 10 cpi, 12 point (or equivalent). Notwithstanding the 10 characters per inch requirement, the Court will accept in lieu thereof Times New Roman Regular 14pt(Western).
- (b) Any records or transcripts delivered to this Court from the trial court, and sealed by the trial court, with an order of the trial court attached to the record, shall remain sealed until a motion is made to unseal the record and/or the record is unsealed by this Court. Counsel for any party may move this Court for an order to unseal or seal any record in the Court.

**Rule 19. Transmission of Transcript.**

The original transcript shall be a separate document and not attached to the record. It should show the style of the case and an index. Voluminous transcripts may be bound in separate parts. The court reporter and trial court clerk shall certify each part.

**Rule 20. Objections to Records or Transcripts; Waiver.**

Appellee shall be deemed to have waived any failure of the appellant to comply with the provisions of the Appellate Practice Act relating to the filing of the transcript of the evidence and proceedings or transmittal of the record to this Court, unless objection thereto was made and ruled upon in the trial court prior to transmittal and such order is appealed as provided by law.

**Rule 21. Physical Evidence - Original Evidence.**

Any party relying on physical evidence may include as a part of the transcript or record a photograph, a videotape or an audiotape of the evidence, together with an explanation or description if deemed necessary, in lieu of transmitting the original evidence. No original evidence or exhibits shall be transmitted to the Court unless the Court directs the clerk of the trial court to transmit such original evidence or exhibits, or upon the grant of a written motion of the party or parties desiring such original evidence or exhibits to be transmitted to the Court. The motion shall be specific as to what original evidence or exhibits shall be transmitted to the Court and the reason such original evidence or exhibits are necessary for the determination of the appeal. After the remittitur has been issued from the Court to the trial court, all original evidence or exhibits shall be returned to the clerk of the trial court. In no event, unless directed by this Court, shall physical evidence be transmitted to the Court which is bulky, cumbersome, or expensive to transport,

or which, by reason of its nature, is dangerous to handle, or which is contraband.

## VI. ENUMERATION OF ERRORS

### **Rule 22. Filing.**

#### **(a) Time of Filing.**

Pursuant to O.C.G.A. §5-6-40, the enumeration of errors, which shall be Part 2 of the appellant's brief, shall be filed within 20 days after the case is docketed. A separate enumeration of errors is not required.

#### **(b) Jurisdictional Statement.**

The enumeration of errors shall contain a statement of jurisdiction as to why this Court, and not the Supreme Court, has jurisdiction.

## VII. BRIEFS

### **Rule 23. Time of Filing; Contempt; Dismissal; Service.**

**(a)** Appellant's brief, which shall contain as Part 2 an enumeration of errors, shall be filed within 20 days after the appeal is docketed. Failure to file within that time, unless extended upon motion for good cause shown, may subject the appeal to dismissal, and may subject the offender to contempt. See Rule 7 and Rule 13.

Appellant's motion for extension of time to file brief and enumeration of errors must be filed prior to the date the documents are due or the Court may dismiss the appeal.

**(b)** Appellee's brief shall be filed within 40 days after the appeal is docketed or 20 days after the filing of appellant's brief, whichever is later. Failure to timely file may result in non-consideration of the brief and may subject counsel to contempt. See also Rule 13.

**(c)** Appellant may file a reply brief within 20 days from the date of filing of appellee's brief. Appellee has no right to respond to appellant's reply brief except as permitted under Rule 27.

### **Rule 24. Preparation.**

**(a)** Briefs shall be limited to an initial appellant's brief, a responding appellee's brief and a reply brief of the appellant. Other briefs will be accepted only if filed as an Amicus Curiae brief (Rule 26) or in accordance with Rule 27. Briefs will not be accepted unless filed by a pro se party, a member of the State Bar of Georgia admitted to the Court or an attorney granted a courtesy appearance in accordance with Rule 9 (c).

- (b) **Paper, Spacing.**  
All briefs shall be filed in conformity with Rule 1 (a) and (c) and Rule 6. Electronic briefs will not be accepted by the Court unless a motion requesting permission to file has been filed and granted by the Court. Such motion must indicate the medium, file format and any software required to view the brief. Permission to file in an electronic form does not relieve the party from filing the required number of paper copies.
- (c) **Margins.**  
Writing shall be on only one side of each sheet with a margin of not less than two inches at the top and a margin of at least one inch on the sides and bottom of each page.
- (d) **Citations.**  
All citations of cases shall be by name of the case as well as by volume, page and year of the Official Report. Cases not yet reported shall be cited by the Court of Appeals or Supreme Court case number and date of decision.
- (e) **Pages to be Numbered.**  
The pages of each brief shall be sequentially numbered with Arabic numerals.
- (f) **Limitation as to Length.**  
Briefs and responsive briefs shall be limited to 30 pages in civil cases and 50 pages in criminal cases including indexes, exhibits and appendices, except upon written application directed to the Clerk and approved by the Court. Appellant's reply brief shall be limited to 15 pages. See Rule 27 for additional briefs.
- (g) **Attachments and Exhibits.**  
Documents attached to an appellate brief, which have not been certified by the clerk of the trial court as a part of the appellate record and forwarded to this Court, will not be considered on appeal.
- (h) **Address of Defendant.**  
Counsel for defendant shall include the address of the defendant in a criminal case on the face of the brief and shall notify the Court of any change of address.

**Rule 25. Structure and Content.**

(a) **Appellant.**

The brief of appellant shall consist of three parts:

- (1) Part One shall contain a succinct and accurate statement of the proceedings below and the material facts relevant to the appeal and the citation of such parts of the record or transcript essential to a consideration of the errors complained of, and a statement of the method by which each enumeration of error was preserved for consideration. Record and transcript citations

must be to the volume or part of the record or transcript and the page numbers that appear on the appellate records or transcript as sent from the court below.

- (2) Part Two shall consist of the enumeration of errors.
- (3) Part Three shall contain the argument and citation of authorities. It shall also include a concise statement of the applicable standard of review with supporting authority for each issue presented in the brief.

**(b) Appellee.**

The brief of appellee shall be divided in the following manner:

- (1) Part One shall point out any material inaccuracy or incompleteness of appellant's statement of facts and any additional statement of facts deemed necessary, plus such additional parts of the record or transcript deemed material. Failure to do so shall constitute consent to a decision based on the appellant's statement of facts. Except as controverted, appellant's statement of facts may be accepted by this Court as true.
- (2) Part Two shall contain appellee's argument and the citation of authorities as to each enumeration of error. It shall also include the standard of review if different from that contended by the appellant.

**(c) General Provisions.**

- (1) Sequence of Argument.  
The sequence of arguments in the briefs shall follow the order of the enumeration of errors, and shall be numbered accordingly.
- (2) Unsupported Claim of Error Treated as Abandoned.  
Any enumeration of error which is not supported in the brief by citation of authority or argument may be deemed abandoned.
- (3) References to Record or Transcript.
  - (i) Each enumerated error shall be supported in the brief by specific reference to the record or transcript. In the absence of such reference, the Court will not search for or consider such enumeration.
  - (ii) A contention that certain matters are not supported by the record may be answered by reference to particular pages where they appear.

- (iii) Reference to the record should be indicated by specific volume or part of the record and by (R-Page Number of the Record). Reference to the transcript should be indicated by specific volume or part of the transcript and by (T-Page Number of the Transcript). Reference to a motion transcript should be indicated by (MT-Page Number of the Transcript and date of the hearing).
- (iv) No briefs or motions shall be filed under seal unless counsel has moved the Court for permission to file under seal and the Court has granted such motion.

**Rule 26. Amicus Curiae Briefs.**

Amicus Curiae briefs may be filed without leave of Court, disclosing the identity and interest of the person or group on whose behalf the brief is filed and limited to issues properly raised by the parties. Only members of the Bar of this Court or attorneys appearing by courtesy may file Amicus Curiae briefs.

**Rule 27. Supplemental Briefs.**

- (a) Briefs shall be limited to an appellant's brief, an appellee's brief, and an appellant's reply brief. Supplemental briefs may be filed only by leave of the Court. Counsel may file a motion for permission to file supplemental briefs. Contemporaneously with filing a motion, counsel may file, as a separate document, an original and two copies of the supplemental brief, not to exceed 15 pages.
- (b) Parties are not permitted to file letter briefs nor letter cites. Any communication with the Court regarding recent authority which comes to the attention of a party subsequent to the filing of such party's brief or after oral argument, but before decision, must be filed in compliance with (a) above as a supplemental brief, an original and two copies, with a Certificate of Service, and service must be made on opposing counsel. Any response shall be made promptly and in accordance with this rule.

## VIII. ARGUMENT

**Rule 28.**

**(a) Request and Time.**

- (1) Unless expressly ordered by the Court, oral argument is never mandatory and argument may be submitted by briefs only. A case will be placed on the calendar for oral argument only upon the granting of the request of either party.

A request for oral argument shall be filed within 20 days from the date the case is docketed in this Court. The request must be a separate document, an original and two copies, directed to the Clerk, certifying that opposing

counsel has been notified of the request and that opposing counsel desires, or does not desire, to argue orally. The request shall identify counsel who is scheduled to argue, and any change shall be communicated to the Clerk as soon as practicable.

An extension of time to file brief and enumeration of errors does not extend the time to request oral argument.

A request shall contain a brief statement demonstrating that the decisional process will be significantly aided by oral argument. The request should be self-contained and should convey the specific reason or reasons oral argument would be beneficial to the Court. Counsel should not assume the brief will be considered in ruling on the request for oral argument.

After either side has been granted oral argument, it may be waived by either side, but waiver by the requester does not remove the case from the oral argument calendar. Argument will not be allowed on behalf of any party whose brief has not been timely filed, unless permission is granted by the Court. Counsel requesting extension of time to file briefs waive oral argument if the extension is beyond the end of the term.

- (2) Argument is limited to 30 minutes for each case, 15 minutes on each side, unless by special leave an extension of time is granted. No additional time will be granted except on application made in writing at least 5 days before the date set for the call of the case. If additional time is granted, the case will be placed at the end of the calendar unless otherwise ordered by the Court. Appeals, cross appeals, companion cases, and related cases shall be considered to be one case for purpose of oral argument. In the discretion of the Court, a companion case may be treated as a separate case for oral argument if counsel so requests by written motion at least 5 days before the date set for oral argument. Where there are third parties or additional parties with divergent interests, additional time may be requested and granted as set out above.
- (3) Appeals in which oral argument has been granted pursuant to Rule 28 (a) will be assigned to the calendar in the order in which they appear on the docket, unless otherwise ordered. When a case has been reached in its order on the calendar, it will not be postponed except for good reason shown.
- (4) If either counsel decides to waive oral argument after it has been granted, waiving counsel must notify other counsel and the Court of that fact.

**(b) Number of Arguments.**

Ordinarily, when both sides of an appeal are argued, only two counsel on each side will be heard. When only one side of an appeal is argued, or when arguments are

to be made on behalf of more than two parties, no more than one counsel per party shall be heard. For exception, see paragraph 28(h).

**(c) Opening and Concluding; Rebuttal.**

Appellant has the right to open and conclude the arguments.

**(d) Courtroom Decorum.**

**(1)** Counsel appearing for oral argument shall check in with the Clerk in the courtroom at 9:30 a.m. on the date of oral argument specifying who will argue and for how long.

**(2)** Talking, reading newspapers or other material, and audibly studying briefs and arranging papers are prohibited in the courtroom. The lawyers' lounge has been provided for this purpose.

**(3)** All counsel appearing before the Court must be properly attired.

**(e) Presence of Counsel.**

Oral argument is waived if counsel is not actually inside the courtroom when the case is formally called in its order for argument.

**(f) Time of Argument.**

Counsel may request 5, 10 or 15 minutes for argument. If counsel do not agree on the length of oral argument, the longer time requested shall prevail and each counsel shall be given the same amount of time. Ordinarily, cases will be argued in the following order: first, 5 minute cases; second, 10 minute cases; and third, 15 minute cases.

**(g) Oral Argument Open to the Public.**

Unless ordered by the Court, oral argument is open to the public. Counsel may move the Court to exclude the public for a good cause shown. Such motion shall be filed not later than 24 hours prior to oral argument. News media are permitted to photograph or videotape oral argument pursuant to the Court's standing order regarding media in the courtroom.

**(h) Procedural Questions.**

The Presiding Judge shall decide all questions or issues arising at oral argument.

**Rule 29. Hearing by Quorum.**

**(a)** Whenever a Division of the Court is on the bench for the purpose of hearing oral argument, and a quorum (two judges) is present, the Division shall proceed with the call of the docket.

**(b)** Oral arguments shall be tape recorded for the use and benefit of the Court.

## IX. APPLICATION FOR INTERLOCUTORY APPEALS

### **Rule 30. Interlocutory Applications.**

- (a) An application for leave to appeal an interlocutory order will be granted only when it appears from the documents submitted that:
- (1) The issue to be decided appears to be dispositive of the case; or
  - (2) The order appears erroneous and will probably cause a substantial error at trial or will adversely affect the rights of the appealing party until entry of final judgment in which case the appeal will be expedited; or
  - (3) The establishment of precedent is desirable.
- (b) Applications for interlocutory appeal shall contain a jurisdictional statement and have attached a stamped "filed" copy of the court's order to be appealed and a stamped "filed" copy of the certificate of immediate review. The trial court's order and certificate of immediate review must contain the signature of the trial court judge. Conformed signatures will not be accepted.
- (c) The clerk is prohibited from receiving the application without the \$80.00 filing fee or sufficient pauper's affidavit.
- (d) Applications for interlocutory appeal pursuant to OCGA § 5-6-34 (b) should have copies of all materials from the record tabbed and indexed and shall be securely bound at the top with staples or fasteners (round head or Acco ). If not tabbed, indexed and securely bound at the top, the petition is subject to dismissal or return for preparation according to the Court's rules. The materials must be sufficient to apprise the Court of the appellate issues, in context, and support the arguments advanced. Applications are limited to 30 pages in civil cases and 50 pages in criminal cases, exclusive of attached exhibits and parts of the record, and should follow the general format of briefs as to margins.
- (e) No application for interlocutory appeal shall be filed under seal unless counsel has moved the Court for permission to file under seal and the Court has granted such motion.
- (f) No extension of time shall be granted for filing of interlocutory applications or responses to interlocutory applications.
- (g) Responses are due within 10 days of docketing. No response is required, unless ordered by the Court.

- (h) If an interlocutory application is granted, appellant must file a notice of appeal in the trial court within 10 days of the date of the order granting the application.

## **X. APPLICATION FOR DISCRETIONARY APPEAL**

### **Rule 31. Discretionary Applications.**

- (a) An application for leave to appeal a final judgment in cases subject to appeal under O.C.G.A. § 5-6-35 will be granted only when:
  - (1) Reversible error appears to exist; or
  - (2) The establishment of a precedent is desirable.
- (b) Applications for discretionary appeal pursuant to O.C.G.A. § 5-6-35 should have copies of all material from the record tabbed and indexed and shall be securely bound at the top with staples or fasteners (round head or Acco). If not tabbed, indexed and securely bound at the top, the petition is subject to dismissal or return for preparation according to the Court's rules. The material must be sufficient to apprise the Court of the appellate issues, in context, and support the arguments advanced. Applications are limited to 30 pages in civil cases and 50 pages in criminal cases, exclusive of attached exhibits and parts of the record, and should follow the general format of briefs as to margins.
- (c) The clerk is prohibited from receiving the application without the \$80.00 filing fee or sufficient pauper's affidavit.
- (d) Discretionary appeals must contain a stamped "filed" copy of the trial court's order from which the appeal is sought. The stamped "filed" copy of the trial court's order must contain the signature of the trial court judge. Conformed signatures will not be accepted.
- (e) No application for discretionary appeal shall be filed under seal unless counsel has moved the Court for permission to file under seal and the Court has granted such motion.
- (f) No extensions of time will be granted in filing discretionary applications or responses to discretionary applications.
- (g) Responses are due within 10 days of docketing. No response is required, unless ordered by the Court.

- (h) If the discretionary application is granted, appellant must file a notice of appeal in the trial court within 10 days of the date of the order granting the application.

## XI. TIME OF FILING APPLICATIONS

**Rule 32. Time of Filing.**

- (a) An application for interlocutory appeal shall be filed in this Court within 10 days of the entry of the trial court's order granting the certificate for immediate review. Entry of the trial court's order shall be the date it is filed with the trial court clerk.
- (b) An application for discretionary appeal shall be filed in this Court generally within 30 days of the date of the entry of the trial court's order being appealed. Pursuant to O.C.G.A. §44-7-56, a discretionary application involving a dispossessory action must be filed within 7 days of the entry of the trial court's order. Entry of the trial court's order shall be the date it is filed with the trial court clerk.
- (c) Applications to appeal interlocutory or discretionary orders of which the Supreme Court has jurisdiction shall be transferred to that Court, if timely filed.

## XII. OPINIONS AND JUDGMENTS

**Rule 33. Showing of Concurrence or Dissent.**

Each judgment shall show on its face the votes, non-participation, or disqualification of each judge.

(a) **Judgment as Precedent.**

A judgment in which all judges of the Division fully concur is a binding precedent; if there is a special concurrence without a statement of agreement with all that is said in the opinion or a concurrence in the judgment only, the opinion is a physical precedent only. If the appeal is decided by a seven or twelve judge Court, a full concurrence by a majority of judges is a binding precedent, but if the judgment is made only by special concurrences without a statement of agreement with all that is said in the opinion or by concurrence in the judgment only, there being general concurrence by less than a majority of the Judges, it is a physical precedent only.

(b) **Unreported Opinion.**

An unreported opinion is neither a physical nor binding precedent but establishes the law of the case as provided by O.C.G.A. § 9-11-60 (h).

**Rule 34. Reporting of Opinions.**

Opinions are reported except as otherwise designated by the Court.

The official reports shall list the cases in which opinions were written but not officially reported and shall indicate the authors and participants in the opinions.

**Rule 35. Copies of Opinions.**

As soon as practicable after judgment, the Clerk shall furnish, without charge, a copy of the opinion to counsel for each party and to the trial judge. Additional copies cost \$1.00 per page, with a minimum cost of \$5.00 per opinion.

**Rule 36. Affirmance Without Opinion, When Rendered.**

Cases in which:

- (1) The evidence supports the judgment;
- (2) No reversible error of law appears and an opinion would have no precedential value;
- (3) The judgment of the court below adequately explains the decision; and/or
- (4) The issues are controlled adversely to the appellant for the reasons and authority given in the appellee's brief

may be affirmed without opinion. Rule 36 cases have no precedential value.

### **XIII. RECONSIDERATION**

**Rule 37. Motions for Reconsideration.**

**(a) Physical Preparation.**

Motions for reconsideration shall be prepared in accordance with Rule 23.

**(b) Time of Filing.**

Motions for reconsideration must be filed within 10 days from the rendition of the judgment or dismissal. Motions for reconsideration must be physically received in the Court for filing within 10 days of the order or judgment for which reconsideration is sought. The certified mail and commercial overnight delivery

rules do not apply to motions for reconsideration. See Rule 4. No extension of time shall be granted except for providential cause on written application made before the expiration of 10 days. No response to a motion for reconsideration is required, but any party wishing to respond must do so expeditiously.

(c) **Time May be Limited.**

The Court may by special order in any case direct that the remittitur be transmitted to the clerk of the trial court immediately after the rendition of the decision and judgment, or at any other time, without awaiting the expiration of 10 days, and may by special order limit the time within which a motion for reconsideration may be filed to any period less than 10 days.

(d) **Second Motion.**

No party shall file a second motion for reconsideration unless permitted by order of the Court. The filing of a motion for permission to file a second motion for reconsideration does not toll the 10 days for filing a notice of intent to apply for certiorari with the Supreme Court of Georgia.

(e) **Basis for Granting.**

A reconsideration will be granted on motion of the requesting party, only when it appears that the Court overlooked a material fact in the record, a statute or a decision which is controlling as authority and which would require a different judgment from that rendered, or has erroneously construed or misapplied a provision of law or a controlling authority.

(f) **Opinion May be Revised Without Grant of Motion.**

If, upon the consideration of a motion for reconsideration, the Court decides its judgment as rendered is correct but that some revision of the opinion is appropriate, it may revise the opinion accordingly, without granting reconsideration.

(g) **Voting on Motions, Effect.**

A motion for reconsideration shall be voted on by the judges who voted on the original opinion. If there is a dissent on the motion for reconsideration on a three judge case, the motion shall be voted on by seven judges, or should the Court deem it appropriate, 12 judges.

#### XIV. CERTIORARI

##### Rule 38.

(a) **Supreme Court of Georgia.**

(1) Notice of intention to petition for certiorari shall be filed with the Clerk of this Court within 10 days after the judgment or, if motion for

reconsideration is filed, within 10 days after the order ruling on reconsideration. Filing a motion for reconsideration is not a prerequisite for petition for certiorari.

(2) Petition for writ of certiorari to the Supreme Court of Georgia is governed by the rules of that Court. Notice of filing a petition for certiorari shall be filed in this Court simultaneously with the filing of the petition in the Supreme Court.

(b) **Supreme Court of the United States.**

(1) Notice of intention to petition for certiorari shall be filed with the Clerk of this Court within 20 days after denial of a writ of certiorari by the Supreme Court of Georgia.

(2) Notice of filing a petition shall be filed in this Court simultaneously with the filing of a petition in the Supreme Court of the United States.

## XV. REMITTITUR

**Rule 39. Transmittal.**

(a) Remittiturs shall be transmitted to the clerk of the trial court as soon as practicable after the expiration of 10 days from the date of the judgment unless otherwise ordered or unless a motion for reconsideration or notice of intention to apply to the Supreme Court of Georgia for writ of certiorari has been filed.

(b) Notice of intention to apply to the Supreme Court of the United States for writ of certiorari generally will not stay the remittitur.

## XVI. SUPERSEDEAS

**Rule 40. Supersedeas.**

(a) **Civil Cases.**

The notice of appeal filed as provided in O.C.G.A. §§ 5-6-37 and 5-6-38 shall serve as supersedeas upon payment of all costs in the trial court by the appellant. See O.C.G.A. § 5-6-46. Upon motion by the appellee, made in the trial court before or after the appeal is docketed in the appellate court, the trial court may require supersedeas bond to be given with such surety and in such amount as the trial court may require. The filing of an application for discretionary appeal shall act as a supersedeas to the extent that a notice of appeal acts as a supersedeas. See O.C.G.A. § 5-6-35 (h).

(b)

**Emergencies.**

In the exercise of its inherent power this Court may issue such orders or give such direction to the trial court as may be necessary to preserve jurisdiction of an appeal or to prevent the contested issue from becoming moot. This power will be exercised sparingly. Generally, no order will be made or direction given in an appeal until it has been docketed in this Court.

A Rule 40 (b) motion must:

- (i) Contain an explanation why an order of this Court is necessary and why the action requested is time sensitive;
- (ii) Contain a stamped "filed" copy of the order being appealed;
- (iii) Contain a copy of the notice of appeal, if such has been filed in the trial court;
- (iv) Show that service has been perfected upon the opposing party before filing the motion with the Court;
- (v) Be accompanied by an \$80.00 filing fee or a sufficient pauper's affidavit, unless the motion is filed in a pending case already docketed with the Court.

## XVII. MOTIONS

**Rule 41. Preparation and Filing.**

(a) **Filing in Triplicate.**

Motions shall be filed as an original and two copies as set out in Rule 6. Motions, not letters, should be filed whenever counsel wish the Court to take any action.

(b) **Form and Physical Preparation.**

All motions shall be filed as separate documents, and shall not be filed as compound motions or alternative motions. No motions shall be filed in the body of briefs, applications or responses. Motions shall be prepared in accordance with Rule 24. Failure to comply with this rule may result in non-consideration of such motions.

- (c) **Motions to Dismiss.**  
Notice of a motion to dismiss and of the grounds thereof shall be given in writing to counsel for the appellant by service made and shown as required in Rule 1 (a). If such notice cannot be given, the motion will be entertained and the Court in its discretion will give such direction as may seem proper. Whenever it appears the Court has no jurisdiction of a pending appeal, it will be dismissed or transferred to the Supreme Court, as the facts and/or law require.
  
- (d) **Response Time to Motions.**  
Responses to motions should be made as soon as possible since the Court generally acts on motions quickly. There is no 10 day rule for time to respond to motions.
  
- (e) **Reconsideration.**  
See Rule 37.
  
- (f) **Motion to Withdraw Appeal.**
  - (1) Whenever appellant decides not to pursue an appeal, such party shall promptly file a motion for permission to withdraw the appeal.
  
  - (2) In a criminal case, unless the state is the appellant, the motion shall include an affidavit from defendant agreeing to the withdrawal of the appeal. Should the defendant refuse to provide such affidavit, that fact shall be made known to the Court and the grounds for the withdrawal of the appeal shall be stated in the motion.

## XVIII. OFFICE PAPERS

- Rule 42. Access and Retention of Office Papers.**
- (a) Papers shall not be taken from the Clerk's office without leave of the Court. When leave is granted, the party receiving the paper shall receipt the Clerk therefore. The Clerk may deliver records to the Clerk of the Supreme Court.
  
  - (b) One year after the remittitur has gone out, the party paying for the record and transcript may claim them. Otherwise all records and transcripts will be recycled, unless the parties notify the Clerk, in writing, that the record should be maintained, and the reason therefore.
  
  - (c) If the parties anticipate that the case will return to the Court or be appealed to the United States Supreme Court, the parties must notify the Clerk, in writing, to hold the record.

## XIX. PARTIES

**Rule 43. Parties, How Made.**

**(a) Suggestion of Death of Party.**

The death of a party in a pending appeal may be suggested by counsel for either side at any time.

**(b) Legal Representative May Volunteer.**

The legal representative of the deceased party may voluntarily become a party to the appeal at any time.

**(c) Temporary Administrator.**

A temporary administrator is regarded as a competent party.

**(d) Substituted Party.**

Whenever a party is substituted, counsel for the substituting party shall notify the Clerk and opposing counsel of such substitution.

## XX. DISQUALIFICATIONS

**Rule 44. Disqualifications and Recusals.**

**(a)** Any motion to recuse or disqualify a judge in a particular case shall be filed in writing, and shall contain such evidence and affidavits which shall fully assert the facts upon which the motion is founded. Such motion shall be filed within 20 days of the date of docketing, unless good cause is shown for failure to meet such time requirements.

**(b)** The affidavit shall clearly state the facts and reasons for the belief that bias or prejudice exists, being definite and specific as to time, place, persons and circumstances which demonstrate either bias in favor of any adverse party or prejudice against the moving party or systematic pattern of prejudicial conduct. Allegations consisting of conclusions and opinions are not legally sufficient to support the motion or warrant further proceedings.

**(c)** The determination of the recusal motion shall be made upon the written record and no hearing or oral argument shall be permitted.

## XXI. EXPEDITED APPEALS UNDER THE PARENTAL NOTIFICATION ACT

**Rule 45.**

- (a) This rule is adopted under the authority of the Georgia Constitution, Article 6, § 1, ¶ 4 (1983); O.C.G.A. §§ 15-1-5 and 15-11-114 (e) to provide for the expedited consideration of appeals under the "Parental Notification Act." (O.C.G.A. § 15-11-110 et seq.)
- (b) Any minor to whom a juvenile court has denied a waiver of notice under O.C.G.A. § 15-11-114 (d) may obtain an expedited appeal to this Court. For the purpose of this rule, in computing time, Saturdays, Sundays and holidays shall be included. Rule 3 shall govern in the event an expiration date falls on such a date.
- (c) A minor seeking an expedited appeal shall file a notice of appeal and a certified copy of the order denying waiver of notice with the Clerk of this Court. A copy of the notice of appeal must also be filed with the juvenile court. The name, address and telephone number of the Guardian Ad Litem and any Counsel of Record must be included with the notice of appeal. Upon receipt of the notice of appeal, this Court will issue an order to the juvenile court directing that the record and transcript of the hearing be transmitted to and received by this Court within 5 days from the date of filing of the notice of appeal with this Court. An enumeration of errors shall be filed within the time period for the filing of the record. If a brief is desired, it shall also be filed within the time period for the filing of the record. No filing fee is required.
- (d) The record of the juvenile court shall be certified by the clerk of the juvenile court and transmitted to this Court under seal.
- (e) The Clerk shall assign the appeal to a panel of this Court, who shall take the matter under consideration and shall issue its decision within 5 days of receipt of the record.
- (f) In order to expedite further appellate review, a motion for reconsideration shall not be required. However, if the decision of this Court affirms the judgment of the juvenile court, the minor may file a motion for reconsideration and the same will be governed by Rule 37, except that such a motion shall be filed within 5 days from the date of the decision of this Court and may be filed out of term. Any motion for reconsideration will be decided by the Court within 5 days of filing thereof.
- (g) If the decision of this Court reverses the judgment of the juvenile court, the remittitur will be forwarded to the clerk of the juvenile court immediately after the rendition of the decision. If the decision of this Court affirms the judgment of the juvenile court, the remittitur shall be transmitted to the clerk of the juvenile court as soon as practicable after the expiration of 5 days from the date of the judgment unless otherwise ordered or unless a motion for reconsideration or notice of intention to apply to the Supreme Court for writ of certiorari has been filed.

- (h) Upon good cause shown, the Court will enter such orders as will further expedite the processing of these cases.
- (i) In order to invoke the foregoing special procedures, the notice of appeal must be filed within 5 days of receipt by the minor of the juvenile court's order.
- (j) All pleadings, briefs, orders, transcripts, exhibits and any other written or recorded material that are part of the record shall be considered and treated by the Court as confidential. Upon conclusion of the appellate proceedings, the record will be sealed, and the contents of the record shall not be disclosed, except upon order of this Court or the Supreme Court of Georgia.