



**2015**

**Georgia Court of Appeals**

**R U L E S**

**Last Update: January 21, 2015**

# 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).

**This publication contains the rules  
and all amendments thereto made through January, 2015**

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## I. GENERAL

### Rule 1. Documents; Communications; General.

**(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 party, and shall include the mailing address and telephone number of the attorney or the pro se party signing the document, and shall show that copies have been furnished to opposing counsel. Documents with conformed or stamped signatures by judges, attorneys, law firm staff, or an attorney's employee shall not be accepted except as otherwise provided in the Court's electronic filing instructions. This does not apply to judges in those courts where the official practice is for the judge to electronically sign and/or stamp his/her signature. No signatures by express permission are permitted. All pleadings, including, but not limited to, briefs, motions, requests, applications, and notices shall be signed by counsel filing the document. All signed documents shall include the State Bar of Georgia membership number of all submitting attorneys. (Rule effective January 21, 2015.)

**(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) except as provided in Rule 46. All documents filed with the Court shall have no less than double spacing between the lines excluding block quotations and footnotes. Letter spacing and type or font size shall be no smaller than 10 characters per inch. Notwithstanding the 10 characters per inch requirement, the Court shall accept in lieu thereof Times New Roman Regular 14pt. Any documents that do not comply with the Court rules may be returned to counsel with notice of the defect of the pleading, and/or counsel may be ordered to redact and recast such documents. All paper 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. Hours; Filing Fees; Stamped Copies.**

**(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, Suite 501, 47 Trinity Avenue, S.W., Atlanta, Georgia 30334. The telephone number is (404) 656-3450.

**(b) Filing Fees.**

All filings requiring fees must be paid by credit card with any electronic filing and by check or money order if a paper filing is made. Costs shall not be required when, at the time such costs are due, one of the following criteria has been satisfied: (1) the pro se applicant or appellant is incarcerated at the time of filing;(2) the applicant, appellant, or counsel for the applicant or appellant files a sufficient affidavit of indigency; or (3) counsel for the applicant or appellant files a form showing counsel has been appointed to represent the applicant or appellant because of the applicant or appellant’s indigency. The Clerk is not responsible for any cash accompanying a filing. (Rule effective July 1, 2014.)

**(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 and Determination of Filing Date.**

Except as otherwise provided in this rule, a document will be deemed filed in the Court of Appeals on the date and time it was physically received in the office of the Clerk of the Court of Appeals with sufficient costs, if applicable, and stamped filed. The office of the Clerk generally is open 8:30 a.m. to 4:30 p.m. Monday through Friday, except for published holidays.

**(a) Drop Box.**

When the office of the Clerk is not open, documents may be deposited in the Court of Appeals drop box for filing. Documents placed in the drop box are removed each morning and clocked to the present time and date, but shall be deemed filed on the prior business day. The drop box is located inside the street level entrance to the 47 Trinity Avenue Building, which generally is open between 7:00 a.m. and 5:00 p.m., although the Georgia Building Authority may change the hours during which the building is open without prior notice. Note: This does not apply to Motions for Reconsideration that must actually be received by the Court before 4:30 p.m. on the final due date.

(b)

**Electronic Filing.**

Attorneys admitted to practice in the Court of Appeals of Georgia are required to file all documents electronically with the Court pursuant to Rule 46 and the Court's electronic filing instructions available at: <http://www.gaappeals.us/eFile2/instructions.pdf>. For example, the following must be filed electronically: all briefs, motions (to include Motions for Reconsideration and emergency motions), applications for interlocutory and discretionary appeals, notices of intent to petition for certiorari, and notice of filing a petition for writ of certiorari. The filing date and time of documents filed electronically is determined in accordance with the electronic filing instructions. Motions for Reconsideration are considered filed on the date and time actually received by the Court. (Rule effective January 21, 2015.)

(c)

**Filing by Mail or Commercial Delivery.**

A document transmitted to the office of the Clerk by United States Postal Service priority, express, or first-class mail (including certified or registered mail) or by a commercial carrier for overnight delivery shall be deemed filed on the date shown by the official postmark affixed by the United States Postal Service (not a private or commercial postage meter) or the date shown on the commercial carrier's transmittal form on the envelope or package containing the document, if the envelope or package is properly addressed, postage prepaid, and the postmark or transmittal date is legible. Otherwise, the document will be deemed filed on the date the document was physically received in the office of the Clerk. Note: This rule does not apply to Motions for Reconsideration.

(d)

**Filings by Pro Se Prisoners.**

In the absence of an official United States Postal Service postmark showing a date on or before the filing deadline, a document submitted by a prisoner who is not represented by an attorney shall be deemed filed on the date the prisoner delivers the document to prison officials for forwarding to the Clerk of the Court of Appeals. Such delivery shall be shown by the date on the certificate of service or on an affidavit submitted by the prisoner with the document stating the date on which the prisoner gave the document to prison officials with sufficient prepaid postage for first-class mail and the name of the prison official to whom the document was delivered. Such certificate or affidavit will give rise to a presumption that the date of filing reflected in the affidavit is accurate, but the State may rebut the presumption with evidence that the document was given to prison officials after the filing deadline or with insufficient postage. If the institution has a system designed for legal mail, the prisoner must use it to rely upon the provisions of this paragraph. Note: This rule does not apply to Motions for Reconsideration.

(e)

**Motions for Reconsideration.**

Any other provision of these rules notwithstanding, a motion for reconsideration shall be deemed filed only on the date and time on which it is physically received in the office of the Clerk. See Rule 37. Motions for Reconsideration that are received via e-filing or in hard copy after close of business (4:30 p.m.) will be deemed received on the next business day.

**Rule 5.****Costs.**

Costs are \$80 in all criminal cases and \$300 in all civil cases. Costs shall not be required when, at the time such costs are due, one of the following criteria has been satisfied: (1) the pro se applicant or appellant is incarcerated at the time of filing; (2) the applicant, appellant, or counsel for the applicant or appellant files a sufficient affidavit of indigency; or (3) counsel for the applicant or appellant files a form showing counsel has been appointed to represent the applicant or appellant because of the applicant or appellant's indigency. The Clerk is not responsible for any cash accompanying a filing. Costs shall accrue upon the docketing of an application or direct appeal and shall be paid no later than the filing of the application or filing of the appellant's brief in direct appeals. Appellant and appellant's counsel are liable for costs when the case is docketed. Costs are not required to file an appellant's brief in a direct appeal which is filed pursuant to an order of this Court granting an interlocutory or discretionary application. The Clerk shall not receive a brief of the appellant or an application unless: (1) costs have been paid; (2) a sufficient affidavit of indigency has been filed by the applicant, appellant, or counsel for the applicant or appellant; (3) a form showing that counsel for the appellant or applicant was appointed to represent the appellant or applicant on appeal because of the defendant's indigency has been filed; or (4) the pro se applicant or appellant is incarcerated at the time of filing.

For purposes of this rule, appeals from probation revocation and juvenile delinquency cases shall be deemed criminal cases and the costs for filing an application or a direct appeal in such cases shall be \$80. (Rule amended July 24, 2014.)

**Rule 6.****Copies and Certificate of Service.**

Applications for Interlocutory Appeals and Applications for Discretionary Appeals shall include an original and one copy. All other documents filed with the Clerk shall include only an original. All documents shall show that copies have been furnished to opposing counsel. Service shall be shown by signed written acknowledgment, certificate of counsel or affidavit of server, to include the name and complete mailing address of all opposing counsel. Service shall be made contemporaneously with or before filing and must be accomplished by United States Postal Service delivery. Any document without a certificate of service or otherwise not in compliance with this rule shall not be accepted for filing. The certificate of service shall be signed by counsel and 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 \$2,500.00 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 may be administered by the Clerk, Deputy Clerk or Deputy Administrator. It may be taken in open court before a judge in chambers or in the Clerk's office. (Georgia attorneys requiring immediate admission to the Court may contact the Clerk's office to obtain special admission without their personal appearance for swearing in. The fee is \$200.00 in addition to the regular admission fee, payable to the Clerk of the Court of Appeals. The attorney must submit the written application with the certificate of at least two attorneys of this Court that such attorney is of good private and professional character. The form may be submitted in a .pdf format to the Clerk's office. The Clerk will arrange to telephonically administer the oath. Thereafter, the attorney will provisionally be admitted pending receipt of the fee.) The oath 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.*

After the oath has been administered, the applicant shall sign the roll of attorneys admitted to practice in the Court.

(b)

**Fee.**

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

(c)

**Appearance *Pro Hac Vice*/Courtesy Appearance.**

An attorney desiring to appear pro hac vice in a single case shall file an Application for Admission *Pro Hac Vice* before making an appearance in the case.

(A)

The application, which shall be served on all parties, shall contain the following information:

- (i) a current certificate of good standing from the highest court of the out-of-state lawyer's jurisdiction;

- (ii) the applicant's business address, email address, and telephone number;  
and
  - (iii) the name of the party or parties sought to be represented.
- (B) The application may be made by the attorney requesting pro hac vice appearance or a member of the Bar of this Court on behalf of the attorney requesting pro hac vice appearance.
- (C) Each time an Application for Admission Pro Hac Vice is submitted under this rule, the applicant shall send a check for \$200.00 payable to "IOLTA/Georgia Bar Foundation". The check must be mailed directly to "The Georgia Bar Foundation, 104 Marietta Street, Suite 610, Atlanta, GA 30303." The applicant must include a certification with their application stating, "I have submitted a check for \$200.00 to the Georgia Bar Foundation".
- (D) Persons seeking to represent an indigent party may qualify for a waiver of the fee, if at the time of filing the application, counsel files a statement that counsel is representing the client pro bono because of indigency.
- (E) The Court will provide electronic filing access to attorneys granted pro hac vice admission.

(Rule amendments effective September 4, 2014.)

**(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 shall 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 any judge, opposing counsel, or any court, are strictly forbidden.

### III. DOCKETS; CALENDARS

**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 dockets for the January, April, and September terms shall close at midnight 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 of docketing a direct appeal shall include a statement that failure to file the enumeration of errors and appellant's brief within the time required may result in the dismissal of the appeal. The notice shall also state that: Failure to timely file responsive briefs

may result in their non-consideration or subject counsel to contempt. Failure of counsel to receive the docketing notice shall not relieve counsel of the responsibility to file briefs timely. See Rule 23.

**Rule 14.**

**Calendar; Conflicts.**

**(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:
    - (a)** United States Supreme Court.
    - (b)** Supreme Court of the State of Georgia.
    - (c)** Federal Courts of Appeal and State Courts of Appeal.
    - (d)** United States District Courts and Superior Courts.
    - (e)** Federal Magistrate Courts and State Courts.
    - (f)** 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.
- (b) The panel of the Court ruling on a case, with or without motion, may by majority vote impose a penalty not to exceed \$2,500.00 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 made as a Rule 40 (b) motion and shall be accompanied by a filing fee or evidence that one or more of the fee waiver provisions of Rule 5 apply. (Rule effective July 1, 2014.)
- (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 to file an interlocutory application or a response thereto. An extension of time may be granted pursuant to Rule 31(g) to file a discretionary application, but no extension of time may be granted for filing a response to such application. (Rule amendment effective July 24, 2013.)

## 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 (be it printed or on compact disc) 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, stamped signatures, and signatures with permission shall not be permitted, except for those courts where the official practice is for the judge to electronically sign and/or stamp his/her signature. Transmittal shall be made by the clerk or deputy clerk personally or by first class United States mail, express mail, or commercial courier or delivery service, charges prepaid. Transmittal by a party or attorney is prohibited. (Rule effective January 21, 2015.)

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

- (a) Records and transcripts, to include depositions, shall be printed on one side of letter-size, white paper 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 10 characters per inch. Notwithstanding the 10 characters per inch requirement, the Court shall accept in lieu thereof Times New Roman Regular 14pt. The record shall include an index. The pages of the record shall be numbered consecutively on the bottom of the page.
- (b) When the notice of appeal directs that transcripts of a trial or a hearing be included in the record, copies of all video or audio recordings that were introduced into evidence shall be transmitted to this Court along with the trial or hearing transcript. It shall be the responsibility of the party tendering the recordings at a trial or a hearing to ensure that a copy of the recording is included in the trial court record; however, it is the burden of the appealing party to ensure that a complete record is transmitted to this Court on appeal, including the transmission of video or audio recordings. If a transcript of a trial or a hearing is designated as part of the appellate record, the clerk of the trial court shall then include the copy of the recording in the appellate record transmitted to this Court. If a copy of a recording played at a trial or a hearing is not included with the transcript designated to be transmitted in the appellate record, this Court may take whatever action is necessary in order to ensure completion of the record, including, but not limited to, issuing a show-cause order requiring an explanation of its absence. The appellant's failure to complete the record may also result in this Court declining to consider enumerations of error related to the missing evidence. Copies of any video or audio recordings of evidence shall be submitted to this Court on DVD or on video or audio compact disc, and shall include any proprietary software necessary to play the recordings.
- (c) 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.

- (d) In lieu of a printed transcript, the trial court may certify and transmit the transcript on a compact disc, so long as the other requirements for transcripts have been satisfied. Any transcript submitted on a compact disc shall be in a searchable PDF format. (Rule effective January 21, 2015.)

**Rule 19. Transmission of Transcript.**

The original transcript shall be a separate document or compact disc and not attached to the record. It shall show the style of the case, contain an index, and the pages shall be numbered consecutively. Voluminous printed transcripts may be bound in separate parts. The court reporter and the trial court clerk shall certify each part. (Rule effective January 21, 2015.)

**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. Original Evidence.**

- (a) No original evidence or original exhibits shall be transmitted to the Court with the appellate record initially. A party may file a motion with this Court to issue an order directing the trial court clerk to transmit original evidence or original exhibits for inclusion in the appellate record. The motion shall specify the particular evidence or exhibits that the party seeks to transmit, describe its general size and weight, and explain why the original evidence or exhibits are necessary for the determination of the appeal. The Court may grant the motion or issue such order on its own if it determines that the original evidence or exhibits would assist the Court in deciding the appeal.
- (b) After the remittitur has been issued by this Court to the trial court, all original evidence or exhibits shall be returned to the trial court clerk. (Rule effective January 21, 2015.)

## **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.**

- (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 result in the dismissal of the appeal, 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 Rule 13. 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.
- (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 shall be accepted only if filed as an Amicus Curiae brief or a supplemental brief. See Rules 26 and 27. Briefs shall 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). Counsel are required to file an original and two copies of their brief for each docketed appeal, including companion cases and cross appeals.
- (b) **Paper; Spacing.**  
Briefs shall be filed in conformity with Rule 1 (a) and (c) and Rule 6.

- (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 at the bottom of the pages.
- (f) **Limitation as to Length.**  
Briefs and responsive briefs shall be limited to 30 pages in civil cases and 50 pages in criminal cases except upon written motion 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. With respect to all briefs and responsive briefs, tables of content, tables of citations, cover sheets and certificates of service shall not be counted toward the applicable page limit. (Rule effective January 21, 2015.)
- (g) **Attachments and Exhibits.**  
Do not attach any document or exhibit to an appellate brief. (Rule effective January 21, 2015.)
- (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 amended November 1, 2012.)

**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 shall be to the volume or part of the record or transcript and the page

numbers that appear on the appellate record or transcript as sent from the trial court.

- (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; References to Record and Transcripts.**

Any enumeration of error which is not supported in the brief by citation of authority or argument may be deemed abandoned.

- (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 shall be indicated by (MT-Page Number of the Transcript and date of the hearing).

**(3) Sealing Briefs or Motions.**

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. Amicus curiae briefs shall conform to Rule 24(b)-(g).

**Rule 27. Supplemental Briefs.**

- (a) Briefs of the parties 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. Counsel may not file a supplemental brief contemporaneously with the motion, but may include a copy of the supplemental brief with the motion for permission to file as an exhibit. Counsel shall file a supplemental brief with an original and two copies, not to exceed 15 pages only after permission to file is granted. A certificate of service must be attached to the supplemental brief and service must be made to opposing counsel.
- (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 Rule 27 (a) above as a supplemental brief. Any response shall be made promptly and in accordance with this rule.

**VIII. ARGUMENT**

**Rule 28. Oral Argument.**

**(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 shall be placed on the calendar for oral argument only upon the granting of the request of either party. Oral argument is not permitted for applications or motions.
- (2) A request for oral argument shall be filed within 20 days from the date the case is docketed in this Court. An extension of time to file brief and enumeration of errors does not extend the time to request oral argument.
- (3) 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.

- (4) A request shall contain a brief statement describing specifically how 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 or the record shall be considered in ruling on the request for oral argument.

**(b) Waiver.**

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. If either counsel decides to waive oral argument after it has been granted, waiving counsel must notify opposing counsel and the Court of that fact.

Argument shall 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.

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

**(c) Time of Oral Argument.**

Postponements of oral argument are not favored, and no postponement shall be granted under any circumstances that would allow oral argument to take place during a term of the Court subsequent to the term for which the case was docketed.

**(d) Length.**

Argument is limited to 30 minutes for each case, 15 minutes on each side, unless by special leave an enlargement of time is granted. On the day of the 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 shall be argued in the following order: first, 5 minute cases; second, 10 minute cases; and third, 15 minute cases.

No additional time shall be granted for argument except on motion made in writing at least 5 days before the date set for the call of the case. If additional time is granted, the case shall 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 and the motion is granted by the Court. Where there are third parties or additional parties with divergent interests, additional time may be requested and granted as set out above.

**(e) Number of Counsel Arguing.**

Ordinarily, when both sides of an appeal are argued, only two counsel on each side shall 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(j).

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

Appellant has the right to open and conclude the arguments.

**(g) 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 shall 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.

**(h) Recording.**

Oral argument shall be recorded only for the use and benefit of the Court.

**(i) Oral Argument 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 may be granted permission to photograph or videotape oral argument in accordance with the Court's standing order regarding media in the courtroom.

**(j) Procedural Questions.**

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

**Rule 29. Hearing by Quorum.**

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.

## 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 trial 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. Neither conformed signatures nor stamped signatures shall be permitted except for those courts where the official practice is for the judge to electronically sign and/or stamp his/her signature. The Court shall return any application not containing a stamped “filed” copy of the trial court order or judgment from which the appeal is based or any application not containing a stamped “filed” copy of the certificate of immediate review.
- (c) The Clerk is prohibited from receiving the application without the filing fee or evidence that one or more of the fee waiver provisions of Rule 5 apply. See O.C.G.A. §5-6-4. The filing fee shall be in the amount set out in Rule 5.  
Rule effective July 1, 2014.
- (d) The applicant shall include a copy of any petition or motion which led directly to the order or judgment being appealed and a copy of any responses to the petition or motion with the application.
- (e) Applications for interlocutory appeals pursuant to OCGA § 5-6-34 (b) shall have copies of all submitted 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 application 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. Failure to submit sufficient material to apprise the Court of the issues and support the argument shall result in denial of the application. Applications and responses to 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 shall follow the general format of briefs as to margins. Tables of content, tables

of citations, cover sheets and certificates of service shall not be counted toward the applicable page limit for interlocutory appeal applications and responses.

Rule Amendment effective November 1, 2012.

- (f) 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.
- (g) No extension of time shall be granted for filing of interlocutory applications or responses to interlocutory applications.
- (h) Responses are due within 10 days of docketing. No response is required, unless ordered by the Court.
- (i) 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.
- (j) No pleadings will be accepted on an application for interlocutory appeal which are filed more than 30 days after the date of the order granting, denying or dismissing the application or the order granting, denying or dismissing the motion for reconsideration filed on 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 shall be granted only when:
  - (1) Reversible error appears to exist; or
  - (2) The establishment of a precedent is desirable.
- (b) The applicant shall include a copy of any petition or motion which led directly to the order or judgment being appealed and a copy of any responses to the petition or motion with the application.
- (c) Applications for discretionary appeal pursuant to O.C.G.A. § 5-6-35 shall have copies of all submitted 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 application 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. Failure to submit sufficient material to apprise the Court of the issues and support the argument shall result in denial of the application. Applications and responses to 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. Tables of content, tables of citations, cover sheets and certificates of service shall not be counted toward the applicable page limit for discretionary appeal applications and responses.

- (d) The Clerk is prohibited from receiving the application without the filing fee or evidence that one or more of the fee waiver provisions of Rule 5 apply. See O.C.G.A. § 5-6-4. The filing fee shall be in the amount set out in Rule 5. (Rule effective July 1, 2014.)
- (e) Discretionary applications must contain a stamped “filed” copy of the trial court's order or judgment from which the appeal is sought. The stamped “filed” copy of the trial court's order or judgment must contain the signature of the trial court judge. Neither conformed signatures nor stamped signatures are permitted except for those courts where the official practice is for the judge to electronically sign and/or stamp his/her signature. The Court shall return any application not containing a stamped “filed” copy of the trial court order or judgment from which the appeal is based.
- (f) 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.
- (g) No extensions of time shall be granted in filing a discretionary application unless the motion for extension is filed on or before the due date of the discretionary application. No extension of time shall be granted to file a response to a discretionary application.
- (h) Responses are due within 10 days of docketing. No response is required, unless ordered by the Court.
- (i) 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.
- (j) No pleadings will be accepted on an application for discretionary appeal which are filed more than 30 days after the date of the order granting, denying, or dismissing the application or the order granting, denying or dismissing the motion for reconsideration filed on the application.

## XI. TIME FOR FILING APPLICATIONS

### **Rule 32. Time for 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.

## XII. OPINIONS AND JUDGMENTS

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

The judgment line on an opinion shall show on its face, the vote or non-participation of each judge.

#### **(a) Judgment as Precedent.**

If an appeal is decided by a Division, a judgment in which all three judges fully concur is a binding precedent; provided, however, an opinion is physical precedent only with respect to any Division of the opinion for which there is a concurrence in the judgment only or a special concurrence without a statement of agreement with all that is said. If the appeal is decided by a seven or twelve-judge Court, a full concurrence by a majority of judges is a binding precedent; provided, however, an opinion is physical precedent only with respect to any Division of the opinion for which there are concurrences in the judgment only or special concurrences without a statement of agreement with all that is said in the Division, resulting in a general concurrence by less than a majority of the judges with respect to the Division. The opinion of a case which is physical precedent shall be marked as such.

#### **(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 \$1.50 page.

**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 24.

**(b) Time of Filing.**

Motions for reconsideration shall be filed within 10 days from the rendition of the judgment or dismissal. To be timely, motions for reconsideration must be physically received in the Court for filing via e-filing or paper copy by 4:30 p.m. within 10 days of the order or judgment for which reconsideration is sought. See Rule 4 (b). No extension of time shall be granted except for providential cause on written motion 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 shall 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.

**(h) No Oral Argument.**

Oral argument is not permitted on a motion for reconsideration.

#### **XIV. CERTIORARI**

**Rule 38. Petition for Writ of Certiorari.**

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

(1) Notice of intention to petition for a writ of 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 filing a petition for writ of 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 writ of 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 writ of certiorari to the Supreme Court of the United States shall be filed with the Clerk of this Court within 20 days after denial of a petition for writ of certiorari by the Supreme Court of Georgia.
- (2) Notice of filing a petition for a writ of certiorari 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. §§ 5-6-34(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 shall be exercised sparingly. Generally, no order shall be made or direction given in an appeal until it has been docketed in this Court.

A Rule 40 (b) motion shall:

- (1) Contain an explanation why an order of this Court is necessary and why the action requested is time sensitive;
- (2) Contain a stamped “filed” copy of the order being appealed;
- (3) Contain a stamped “filed” copy of the notice of appeal, if such has been filed in the trial court;
- (4) Show that service has been perfected upon the opposing party before filing the motion with the Court; and
- (5) Be accompanied by the filing fee or evidence that one or more of the fee waiver provisions of Rule 5 apply, unless the motion is filed in a pending case already docketed with the Court. The filing fee shall be in the amount set out in Rule 5. (Rule amended July 24, 2014.)

## **XVII. MOTIONS AND RESPONSES**

### **Rule 41. Preparation and Filing.**

#### **(a) Filing.**

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

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

All motions and responses to motions shall be filed as separate documents, and shall not be filed as joint, compound or alternative motions. No motions or responses to motions shall be filed in the body of briefs, applications, or responses to applications. Motions and responses shall be prepared in accordance with Rule 24. Parties may cite to the record, but shall not attach to the motion or response to a motion exhibits that are included in the trial court record. Failure to comply with this rule may result in non-consideration of such motions or responses.

#### **(c) Motion to Supplement the Record.**

In a motion to supplement the record, counsel shall describe the material to be supplemented; but shall not attach the supplemental materials to the motion filed with the Court unless directed to do so by the Court. If the motion is granted, the Clerk of Court will obtain the supplemental record from the trial court clerk.

#### **(d) Motion 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 6. If

such notice cannot be given, the motion shall be entertained and the Court in its discretion shall give such direction as may seem proper. Whenever it appears that the Court has no jurisdiction of a pending appeal, it shall be dismissed or transferred to the Supreme Court, as the facts and/or law require.

**(e) Response Time to Motions.**

Responses to motions shall 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.

**(f) Reconsideration.**

See Rule 37.

**(g) 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 the 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 Court. When leave is granted, the party receiving the paper shall receipt the Clerk therefor. The Clerk may deliver records to the Clerk of the Supreme Court.

(b) One year after the remittitur has issued, the party paying for the record and transcript may claim them. Otherwise, all records, record appendices and transcripts shall be recycled, unless the parties notify the Clerk, in writing, that the record should be maintained, and the reason therefor.

(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 AND RECUSALS**

**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 a 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.

(d) A motion to disqualify or recuse shall be decided by the remaining two judges on the Division and the presiding judge of the next Division. A judge may, however, voluntarily disqualify himself or herself prior to the matter being decided by the

other judges. The criteria for disqualification are set forth in statutory law, case law and the Code of Judicial Conduct.

- (e) If the three judges designated to determine a motion to disqualify or recuse a judge do not agree on the decision, the matter shall be decided by a majority of the other judges on the Court not named in the motion to disqualify or recuse.
- (f) Any motion for disqualification or recusal of multiple judges in which the above process will be unsuitable will be dealt with by the Court as required in a particular situation.

## **XXI. EXPEDITED APPEALS UNDER THE PARENTAL NOTIFICATION ACT**

### **Rule 45. Parental Notification Act.**

- (a) This rule is adopted under the authority of the Georgia Constitution, Article VI, § I, Para. IV (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. § 15-11-100 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 shall also be filed with the juvenile court. The name, address and telephone number of the Guardian Ad Litem and any Counsel of Record shall be included with the notice of appeal. Upon receipt of the notice of appeal, this Court shall 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 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 Division of this Court, which 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 shall 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 shall 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 shall 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 shall enter such orders as shall 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 shall be sealed, and the contents of the record shall not be disclosed, except upon order of this Court or the Supreme Court of Georgia.

## **XXII. ELECTRONIC FILING OF DOCUMENTS**

### **Rule 46. Electronic Filing of Documents..**

Counsel are required to use the Court's electronic filing system and to follow the policies and procedures governing electronic filing as set forth in the Court's electronic-filing instructions at <http://www.gaappeals.us/eFile2/instructions.pdf>. The Clerk of Court may grant a request for exemption from mandatory electronic filing for good cause shown. An adverse decision by the Clerk of Court may be appealed by motion to the Court via a paper filing. (Rule effective January 1, 2015.)