

INTERNAL OPERATIONS MANUAL

APPENDICES

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APPENDIX 1

REQUEST FOR TRANSFER
OF
PROPERTY/EQUIPMENT

INVENTORY TRANSFER FORM 10/94 CA-1	COURT OF APPEALS OF GEORGIA	Original to Fiscal Office
REQUEST FOR TRANSFER OF PROPERTY/EQUIPMENT Office transferring inventory shall initiate transfer form		
PROPERTY TO BE TRANSFERRED FROM:	State Inventory Number	Description of Property
PROPERTY TO BE TRANSFERRED TO:		
COMMENTS:		
FISCAL OFFICE	REQUESTED:	DATE
	TRANSFERRED:	DATE
	APPROVED: CHIEF JUDGE	DATE
	POSTED FISCAL OFFICER	DATE

APPENDIX 2

APPROVAL REQUEST FORM

APPROVAL REQUEST FORM

DATE OF REQUEST:

STAFF ATTORNEY/EMPLOYEE:

PURPOSE:

DATES OF REQUESTED TRAVEL OR CLE:

LOCATION:

REGISTRATION FEE:

APPROXIMATE OTHER ASSOCIATED COSTS:

NUMBER OF CLE HOURS (If applicable):

NOTE: The Court of Appeals of Georgia only pays for the minimum 12 hours of CLE per year. Please document that requested CLE is within the limits set by the Court.

I hereby certify the above request (if for CLE) is within the yearly minimum of twelve hours per year paid by the Court of Appeals.

Staff/Attorney/Employee

Approval

APPENDIX 2

APPENDIX 3

CAMERAS IN THE COURTROOM

Court of Appeals of the State of Georgia

ATLANTA, SEPTEMBER 19, 2000

The Court of Appeals hereby passes the following order:

RE: ORDER REGARDING NEWS COVERAGE AND REGULATION OF
MOVEMENT AND PLACEMENT OF PERSONS AND AUDIO AND
VISUAL RECORDING AND TRANSMITTING EQUIPMENT IN THE
COURTROOM AND ANY RESERVED NEW MEDIA AREAS

Pursuant and subject to the provisions of the order of the Court of Appeals of Georgia, all Courtroom proceedings may be photographed, recorded and broadcast by news media personnel, subject to the following procedures, rules and limitations:

- (1) Any person wishing to photograph, record and broadcast any such Court proceeding shall submit to the Court a timely written request to do so on the attached form. Said submission to be made not later than one week before the scheduled oral argument date unless waived by the majority of the judges on the Division.
- (2) With regard to the conduct of the news media personnel and the use of photography, and broadcast equipment, it is hereby ordered:
 - (a) Not more than one "pooled" stationary electronic television camera, to be located as designed by the Court to the side or rear of the courtroom, and to be attended and operated by not more than one person, shall be permitted in the courtroom during Court proceedings;
 - (b) Not more than one still photographer, to be located as designated by the Court to the side or the rear of the courtroom and utilizing not more than two still (non-motorized) cameras, shall be permitted in the courtroom during Court proceedings;
 - (c) Not more than one audio system for aural broadcast purposes shall be permitted in any court proceedings; audio pickup for all media purposes shall be accomplished from existing audio systems

present in the Court facility; provided, however, if no technically suitable audio system exists in the court facility, microphones and related wiring essential for media purposes shall be permitted but said equipment shall be unobtrusive and shall be located in places designated in advance of any proceedings by the Court with any cost thereto being borne by the news media;

- (d) Any "pooling" arrangements among the media required by these limitations on equipment and personnel shall be the sole responsibility of the media without calling upon the Court to mediate any dispute as to the appropriate media representative or equipment authorized to cover a particular proceedings;
- (e) The placement of the television camera equipment, as well as the seating locations for all media personnel, shall be assigned and approved by the Court prior to the commencement of the Court proceedings; all such equipment shall be positioned in such assigned places prior to the commencement of such proceedings and shall not be moved or removed while such proceedings are in session;
- (f) Only existing light shall be used for photography and no artificial or supplemental lighting devices of any type (including flashbulbs) shall be employed for either still or motion photography;
- (g) Those media personnel who are permitted to photograph, record and broadcast the Court proceedings shall not move about the courtroom during the proceedings, and shall at all times during such proceedings remain in the areas assigned and approved by the Court;
- (h) No motor drives nor battery-operated film advances for still photography shall be used during Court proceedings.
- (i) Any electronic or radio transmitted communications between the camera operator and any media room, or any other place, shall be inaudible;
- (j) Any audio or video recording systems or equipment in the courtroom shall be actively attended at all times;
- (k) News media personnel employing electronic television camera equipment in the courtroom shall preserve for and shall provide the Court with a VCR videotape (with sound) of all Court proceedings

broadcast live, videotaped and broadcast as a part of regular news coverage, or recorded for the purpose of specific future broadcast. Said regulations shall apply to each news media organization requesting permission to employ any form of television equipment;

- (1) News media personnel employing audio recording equipment in the courtroom shall preserve for and shall provide the Court with an audio cassette tape of all Court proceedings broadcast live, recorded and broadcast as a part of regular news coverage, or recorded for the purpose of specific future broadcast. Said regulations shall apply to each news media organization requesting permission to employ any form of audio recording equipment;
 - (m) The costs of the necessary electrical wiring or service, audio equipment or tie-in with the courtroom's system, and costs for setting up monitors and video recording devices shall be borne altogether by the electronic media on a basis to be determined by them;
 - (n) No media will be allowed to enter or leave the courtroom until the end of a session, a declared recess or until released by the Court.
- (3) The Court shall retain the exclusive authority to delimit, restrict, prohibit and terminate the photographing, recording and broadcasting of any and all courtroom proceedings. Such action may and will be taken by the Court at any time the Court determines;
 - (a) That the provisions of this Order have been or are being violated or circumvented; or
 - (b) That the activities of the news media are detracting from the dignity of the Court proceedings; or
 - (c) That the ends of justice are not being served or the rights of the parties are being abridged.
 - (4) If at any time, the Court decides that any of the provisions of this Order should be waived, modified or amended, the Court will waive, modify and amend provisions of the Order so long as such waivers, modifications and amendments do not conflict with Canon 3 of the Code of Judicial Conduct.
 - (5) Notwithstanding any of the foregoing, it is and will remain the sole responsibility of this Court to insure that all its proceedings are conducted with the due

dignity and decorum required of all judicial proceedings. At any time any activity or conduct occurs which adversely affects the administration of justice, the Court shall and does retain the inherent authority to exercise its discretion to restrict media coverage of such proceedings in any way necessary to preserve these ends.

NEWS MEDIA COORDINATOR

The Honorable William L. Martin, III, Clerk and Court Administrator, Court of Appeals of Georgia, is hereby designated as News Media Coordinator for the proceedings relating to this Order. The News Media Coordinator shall serve as the liaison between the Court and the media and shall be responsible for insuring compliance with the provisions of this Order relative to media coverage.

Due to the limitations of space and possible number of media organizations requesting coverage privileges, the News Media Coordinator is hereby authorized by the Court, as he deems appropriate, to limit access in the courtroom.

Court of Appeals of the State of Georgia

Clerk's Office, Atlanta **SEP 19 2000**

*I certify that the above is a true extract from
the minutes of the Court of Appeals of Georgia.*

*Witness my signature and the seal of said court
hereto affixed the day and year last above written.*

Clerk

W. L. Martin, III

IN THE COURT OF APPEALS, STATE OF GEORGIA

**Request to Install Audio and Visual Recording and Transmittal Equipment
For Electronic and Photographic News Coverage of Oral Argument**

Pursuant to the Order of the Court of Appeals of Georgia dated September 19, 2000 regarding news coverage and regulation of movement and placement of persons and audio and visual recording and transmitting equipment in the Courtroom, the undersigned hereby request permission to install equipment in the Court of Appeals Courtroom in order to record, photograph, broadcast, and/or televise all or portions of the proceedings in the following case.

Case Number: _____

v. _____

Consistent with the provisions of the rules and guidelines aforementioned, the undersigned desires to install the following described equipment:

The proceedings the undersigned desires to record, photograph, broadcast and/or televise will commence on _____ (date). Subject to direction from the Court or the News Media Coordinator, the undersigned wishes to install this equipment in the courtroom on _____ (date).

The personnel who will be responsible for the installation and operation of this equipment during its use are:

All media personnel must have and produce upon request of court officials credentials identifying them and the company for which they work.

It is understood by the undersigned that the parties will be notified of the request for media coverage even though the consent of the parties is not determinative of whether the request for media coverage will be approved.

The undersigned hereby certifies that the equipment to be installed and the location and operation of such equipment will be in conformity with the guidelines of the aforementioned order.

This the _____ day of _____, 20_____

Name and Title

Name of Company or Firm

Address

City, State, Zip

Phone Number

Approved: _____

William L. Martin, III

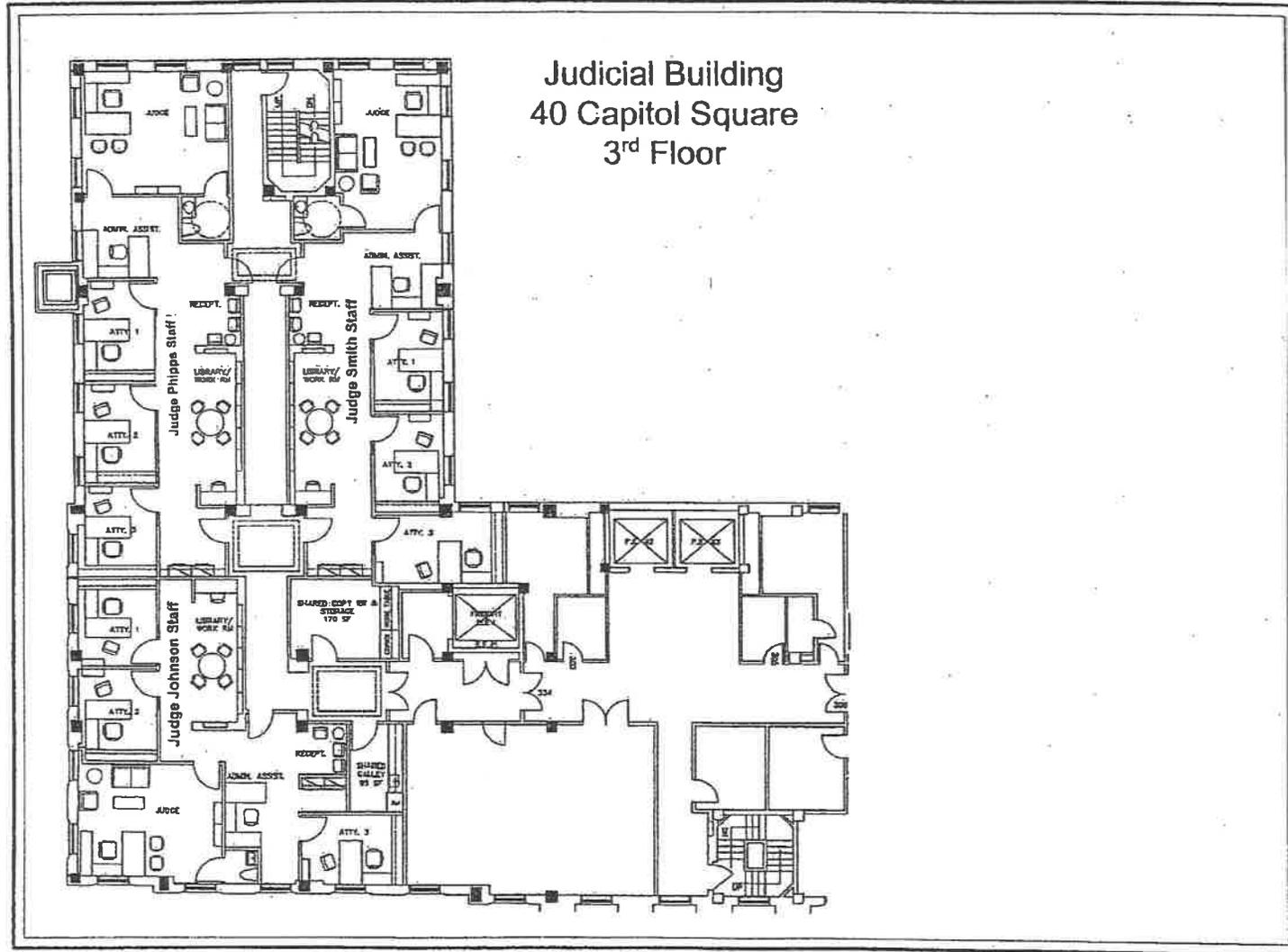
Clerk/Court Administrator (News Media Coordinator)

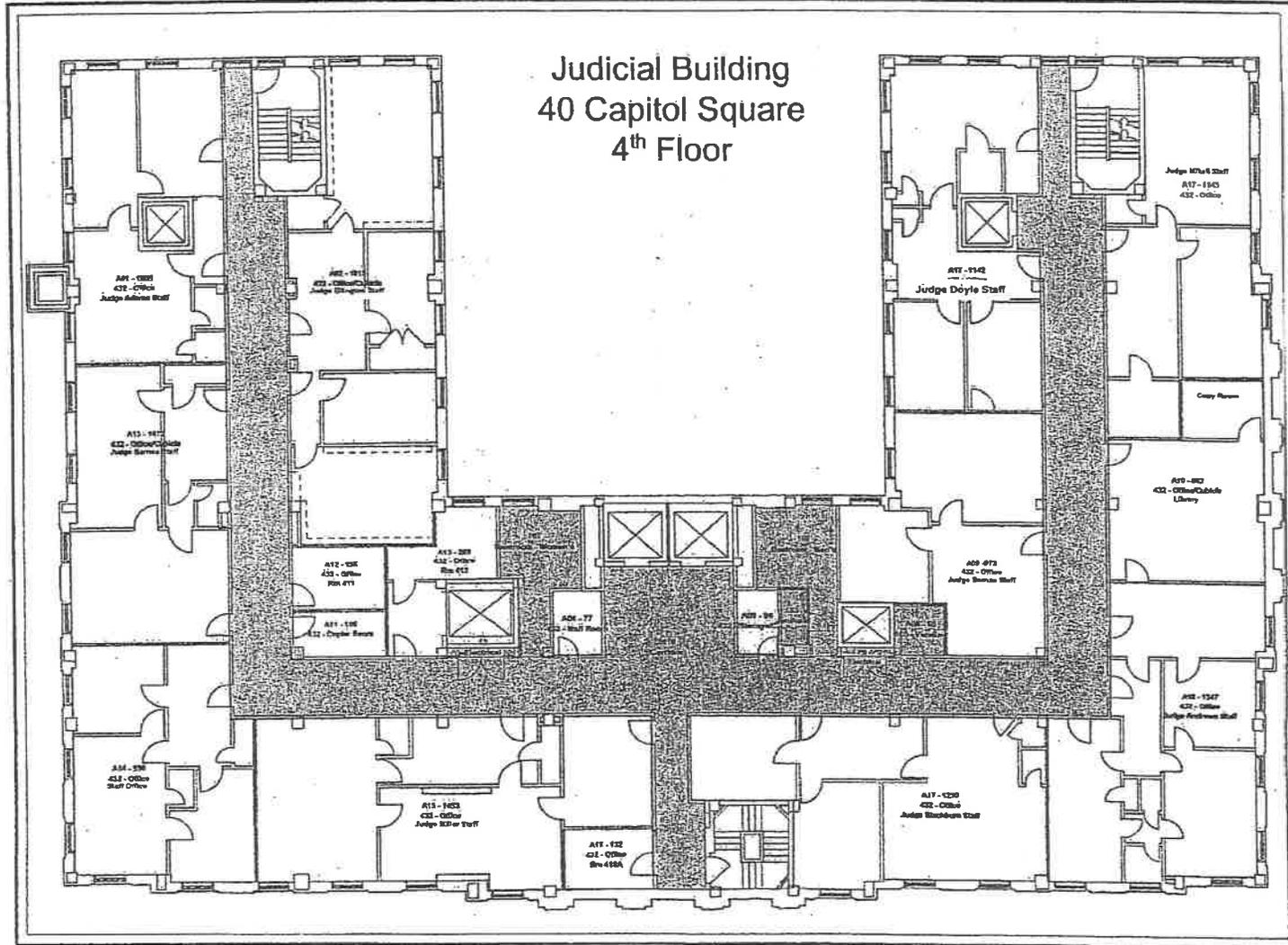
Court of Appeals of Georgia

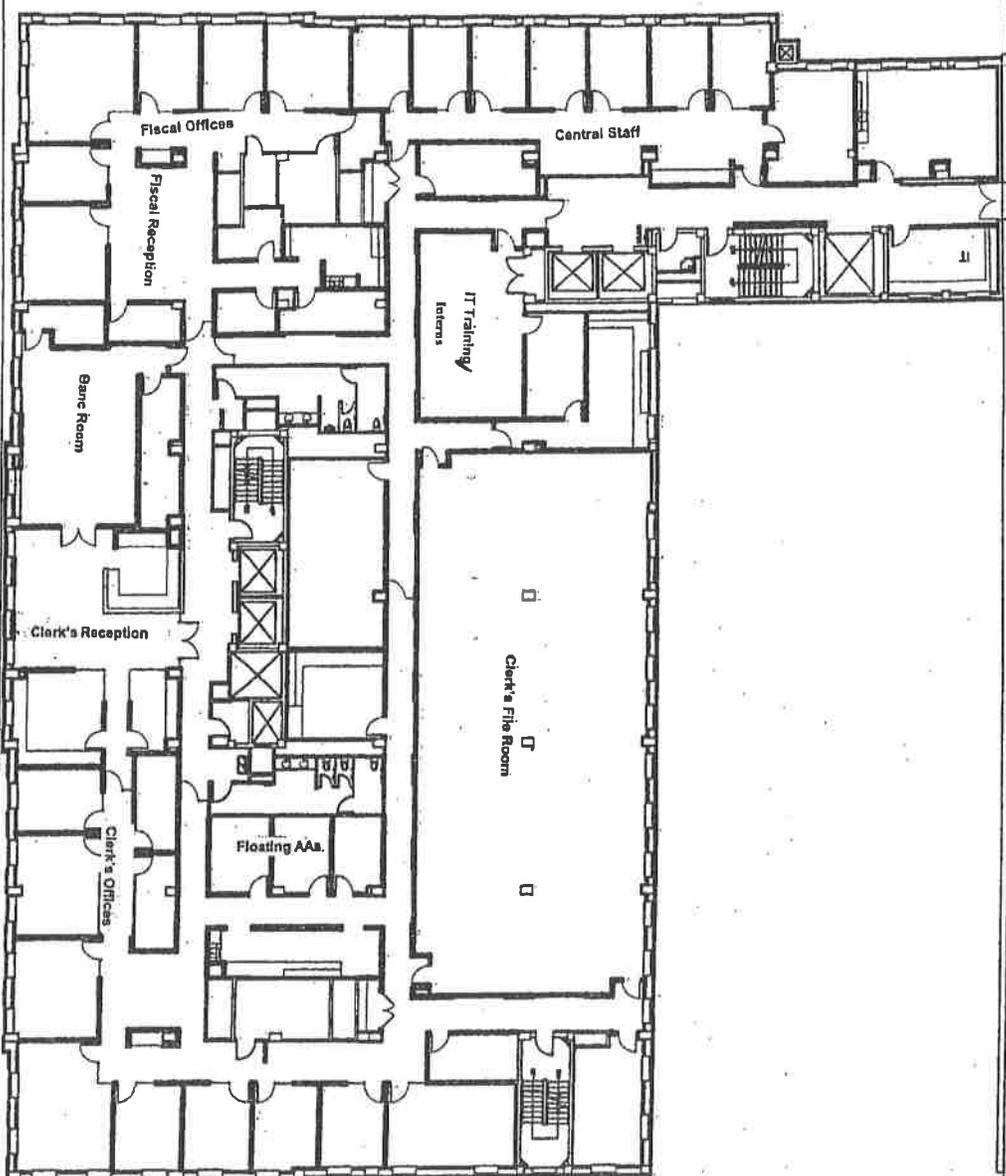
Form Rev. December 7, 2004

APPENDIX 4

FLOOR PLANS







FACILITY DATABASE
 GEORGIA HILLTOPPING AUTHORITY
 1 North DeKalb Drive, N.W., 30303, GA 30303

SPACE DATE: 2002

SPACE CLASS TOTALS

NET GROSS SQ FT	202

ASSIGNED SPACE
 ASSIGNED TO: []
 ASSIGNED BY: []
 ASSIGNED DATE: []



LOAD FILE NAME: 2/19/2002

PUBLIC HEALTH BUILDING # 202
 47 THENTY AVENUE
 5th FLOOR

APPENDIX 5

PUBLICATION POLICY

POLICY REGARDING PUBLICATION OF DECISIONS

Adopted November 7, 1994

1. Criteria for Publication

The following criteria shall be considered by panels in determining whether decisions will be designated for publication in the Georgia Appeals Reports:

- (a) whether it establishes a new rule of law, or alters or modifies an existing rule of law, or applies an established rule of law to a novel fact situation;
- (b) whether it creates or resolves a conflict of authority between panels within the court;
- (c) whether it is accompanied by a concurring opinion;
- (d) whether it reverses the decision below, unless:
 - (i) the reversal is caused by an intervening change in law or fact, or
 - (ii) the reversal is a remand without further comment to the trial court of a case reversed or remanded by the Supreme Court;
- (e) whether it is a Whole Court opinion, in which case it shall be published.

2. Designation for Publication.

There shall be a presumption in favor of publication. An opinion shall be published if a majority of the panel deciding the case designates the opinion for publication after consideration of the foregoing criteria. Provided, however, that the author of any opinion, whether a majority opinion, a concurring opinion, or a dissenting opinion, may designate that such opinion be published, and in the event of such designation, the Clerk shall cause such opinion to be published.

APPENDIX 5

APPENDIX 6

GUIDELINES FOR JUDGMENT LINES

GUIDELINES FOR JUDGMENT LINES

I.

There are two aspects of a judgment line which should be considered in every case. The first is the actual disposition of the case. The body of the opinion should be studied carefully before formulating the judgment line. The following are the more frequently occurring disposition lines:

(a) Judgment(s) affirmed. Be careful to ascertain whether there are actually multiple judgments before using the plural. Also, don't automatically use the singular every time. Generally, a single order awarding relief in favor of one party or the other would call for the singular. The most frequent use of the plural will occur when the court affirms the grant of one side's motion for summary judgment and also affirms the denial of the cross-appeal. However, there are other variations and again the case must be looked at carefully.

(b) Judgment affirmed in part and reversed in part. In using this disposition line, it is important to remember that you are dealing only with the judgment of the trial court and not its rulings or analysis. In other words, if you are using the "right for any reason rule," it would simply be "judgment affirmed" although the body of the opinion would have rejected the trial court's analysis. A common correct use of this judgment line would be where the court affirms the grant of a motion for directed verdict on liability in favor of one party, but reverses the damage

award. Another common example would be where a compensatory damage award is affirmed, but a punitive damage award is reversed. A permissible variation in the last example would be "judgment affirmed in part and vacated in part." It is also important to bear in mind that the judgment line needs to be accurate, but not necessarily fully descriptive. One needs to read the body of the opinion with the judgment line. If you try to put too much explanation into the actual judgment line, it becomes unwieldy.

(c) Judgment affirmed with direction. This is used when the court affirms fully a part of a judgment, but directs the trial court to amend it in some way. A good example is where attorney's fees were improperly awarded. The court would affirm the judgment in favor of the winning party with direction that the attorney's fees award be vacated. Although you will see that some judges still will "affirm on condition," it is better to give direction and, thus, finality. This would also commonly be used when the court is affirming the judgment in favor of the appellee and adding a penalty or statutory damages.

(d) Judgment reversed and case remanded [with direction]. This will be used where the opinion directs specific future proceedings. Although, technically, a reversal of a judgment which will result in a new trial could carry this judgment line, this form is more usually used where the court finds the judgment erroneous and remands the case for the trial court to enter an

order not inconsistent with the opinion. There are several variations of this such as "judgment vacated and case remanded." Please note that the most common error appearing in the opinions of both courts is the following: Judgment reversed and remanded. The judgment is never "remanded," only the case.

(e) Judgment of conviction affirmed, sentence reversed (or vacated). Of course, some judges still use judgment affirmed in part and reversed in part for the conviction/sentence scenario. I think it is better to separate the two in the judgment line.

(f) Appeal dismissed. This is usually self-explanatory and most frequently occurs

- (1) when there was a direct appeal without interlocutory or discretionary procedures being followed,
- (2) the notice of appeal was untimely or
- (3) the case has become moot.

The above list is not all inclusive and there are many permissible variations. It is important to analyze the opinion in each case before crafting the judgment line.

II.

After the disposition part of the judgment line has been formulated, you need to indicate the votes of judges:

(a) Judges who fully concur will be shown first by seniority. As an example, if Presiding Judge Birdsong writes an opinion in which his panel concurs, it would be: Judgment affirmed. Johnson and Smith, JJ., concur.

(b) After full concurrences would be any judge who writes and concurs and also concurs specially. The reason this one is next is that the "full concurrence" gives precedential value to the opinion notwithstanding the special concurrence portion.

(c) Next would come judges who concur in judgment only. In this connection, in a multi-division opinion, judges should be encouraged to rob the opinion of precedential value only to the extent necessary. In other words, if there is only one division of an opinion in which a judge cannot join, it should be specified as follows: Andrews, J., concurs in Divisions 1, 2, 4 and 5 and in the judgment. It is better to state it positively rather than stating that the judge "concurs in the judgment only as to Division 3."

(d) Next will follow the judges who concur in part and dissent in part. This would be only with a written opinion and the

opinions must be carefully analyzed to be sure that the judge is really dissenting in part. A frequent misuse of this term occurs when a judge agrees with the bottom line, but disagrees with the reasoning. That is not a concur in part and dissent in part. If a judge agrees with the result and what is going to happen to the case by virtue of that result, he or she does not dissent in part. Rather, such an opinion is probably a special concurrence.

(e) The final thing on a judgment line would be judges who are disqualified or are not participating. It is important to show this in a panel case as well as a whole court case. For example, if Judge Johnson is disqualified on a case decided by his current panel, an opinion written by Presiding Judge Birdsong would carry the following judgment line: Judgment affirmed. Smith and Ruffin, JJ., concur; Johnson, J., disqualified [or not participating]. The distinction between disqualified and not participating is not a clear one. It is up to the judge to decide. If he is not clearly disqualified, but fails to participate because of appearance of impropriety, he should be shown not participating.

(f) If a judge not presently a member of the court participates in a decision, that capacity should be shown. In other words, if Senior Judge Banke participates in a case written by Presiding Judge Birdsong, the judgment line would be as follows: Judgment affirmed. Johnson, J., and Senior Appellate Court Judge Harold Banke concur, Smith, J., disqualified.

III.

It is important to realize that all of the above deals with the judgment line on the majority opinion. That judgment line does not give details as to who joins with whom or whether there is a separate dissent or concurrence. In other words, in a case where three judges write separate dissenting opinions, the judgment line will still simply list all three in order of seniority as "dissenting." The separate opinions, concurrences or dissents, show who joins with whom. In other words, if Chief Judge Beasley writes a dissent and Judges Andrews and Ruffin join her, she would state: " I am authorized to state that Judges Andrews and Ruffin join in this dissent." If a judge writes so as to concur in part and dissent in part, it is less awkward to state at the end: "I am authorized to state that Judges Andrews and Ruffin join in this opinion," rather than state that they join in "this Concurrence in part and dissent in part."

There are a lot of variations to all of the above. If any judge has a question about a judgment line, he should check with Judge _____ before the opinion is taken to the clerk's office. (Source: Minutes, November 1995 banc meeting).

APPENDIX 6

APPENDIX 7

FLOWER FUND GUIDELINES

GUIDELINES

FLOWER FUND

COURT OF APPEALS OF GEORGIA

I. PURPOSE

The Court of Appeals of Georgia shall create a flower fund to provide funds for an appropriate expression of sympathy, joy, congratulations or recognition of achievement on certain occasions involving Court personnel.

II. CREATION

1. The Administrator/Clerk shall invoice and collect from each Judge on the Court an appropriate contribution of each year to establish a non-interest bearing checking account to effect the purposes of the flower fund.

2. The Court may assess such other contributions to the fund, by majority vote, as the Court may deem appropriate. In no event shall the annual contribution in any one calendar year exceed \$150 per each Judge.

3. Whenever the balance of the flower fund shall exceed \$750, the minimum yearly contribution shall be stayed until such time as the balance falls below \$750.

III. APPLICATION

1. The flower fund shall be used to provide flowers, or an appropriate expression of sympathy, joy, congratulations or recognition of achievement to Court personnel as follows:

- a. To any Judge's family in the event of the death of the Judges, the Judge's spouse, the Judge's child, the Judge's mother or father, or the Judge's mother-in-law or father-in-law.
- b. To any Judge, Judge's spouse or Judge's child living in the Judge's home, who is hospitalized for a period of more than 24 hours.
- c. To any Court personnel, other than a Judge, upon the death of such Court personnel, the death of such Court personnel's spouse, or the death of such Court personnel's child living in the home of such Court personnel.
- d. To any Court personnel, other than a Judge, who is hospitalized for a period of more than 48 hours.
- e. To any Judge who marries.

- f. To the family of any former Judge of this Court who dies or to any former Judge if such Judge's spouse predeceases the Judge.

2. The Court may, by a vote of at least seven Judges, provide for such other expressions of sympathy, joy, congratulations or recognition of achievement, as the Court may deem appropriate.

IV. ADMINISTRATION

1. The Administrator/Clerk shall be responsible for administrating the flower fund to include:

- a. Invoicing all Judges for the minimum annual contribution by April 30 of each year and insuring collection by June 1 of each year.
- b. Invoicing all Judges for all special contributions and insuring collection of any special contribution within 30 days of such invoicing.
- c. Balancing the flower fund account and reporting to the Banc when there has been any activity in the flower fund account, and in the event of no activity in the flower fund account, reporting to the Banc at least annually, beginning with the January 1996 Banc Meeting.
- d. Sending an appropriate expression from the Court on appropriate occasions pursuant to these guidelines.
- e. Doing such other things as may be reasonably required to effect the purposes of the flower fund.

2. The Administrator/Clerk and the Protocol Officer shall be signatories on the flower fund checking account.

3. In the absence of the Administrator/Clerk or at the direction of the Administrator/Clerk, the Protocol Officer shall be responsible for administrating the flower fund.

V. COST OF EXPRESSION - NUMBER OF EXPRESSIONS

1. The amount of funds expended on any one flower fund donation or expression shall not exceed \$100.

2. The Administrator/Clerk shall send, when appropriate under the guidelines, a gift, expression or donation, the cost of which shall be determined by the local economy where the flowers are purchased or the expression or donation is made.

3. Any gift, donation or expression made by the Court shall reflect taste and thoughtfulness, and shall not be so penurious as to embarrass the Court, but shall not exceed the \$100 limit.

4. Any gift, donation or expression sent in excess of \$100 shall be authorized by a vote of seven Judges on this Court.

5. No Judge on the Court, or other Court personnel, shall receive more than one expression per calendar year for hospitalization. (For example, flowers shall be sent to a Judge's spouse only once during the calendar year; flowers may be sent to each Judge's child during the year, but only one expression per child per year.)

6. Only one recognition of achievement per Court personnel may be sent per year.

VI. UNEXPENDED FLOWER FUNDS

1. The Court may, at any time, by majority vote, dissolve or discontinue the flower fund.

2. Upon such dissolution, the Administrator/Clerk or Deputy Administrator shall distribute the funds remaining in the flower fund to the Judges on the Court proportionately, based upon their contributions of unexpended funds remaining in the flower fund.

VII. AMENDMENT TO GUIDELINES

1. These guidelines shall be placed in the Court's Internal Operations Manual as an appendix to that manual so that all Judges will have convenient access to these guidelines.

2. These guidelines may be amended at any time by majority vote of the Judges on this Court.

APPENDIX 8

RECORDS RETENTION SCHEDULE

RECORDS RETENTION SCHEDULE
COURT OF APPEALS OF GEORGIA
Adopted November 21, 1995

The Georgia Court of Appeals was created by constitutional amendment which became effective upon ratification by the electorate at the General Election of October 3, 1906. On January 2, 1907, the three elected judges of the Court of Appeals convened at the State Capitol at the Court's first en banc meeting. The Court of Appeals of Georgia was created to relieve the onerous caseload burden of the Supreme Court of Georgia. The Court of Appeals hears appeals, reviews decisions, and corrects errors of law in the State's trial courts. The Court of Appeals has general appellate and certiorari jurisdiction in all cases not specifically reserved to the Georgia Supreme Court by the State Constitution. [1983 Georgia Constitution, Art. VI, Sec. V, Para. III]

Since the Georgia Court of Appeals is a court to which decisions of the trial courts are appealed, the original trial court rulings, transcripts, evidence, exhibits and other records relating to specific cases are filed in the respective trial courts. The records and corresponding transcripts of cases docketed before the Court of Appeals are duplicate copies of trial court case records submitted to the Court by the clerks of trial courts. Trial court clerks must maintain the original case files according to provisions of State law and established records retention schedules. The only original case documents created or received by the Court of Appeals are the Court's opinions, which are published in bound volumes, the Court's internal orders, and

briefs and motions filed by the attorneys for the parties in individual appellate cases, specifying their arguments and contentions.

Emergency motions are also filed with the Court on occasion, but the original records and transcripts upon which a claim for relief may be based are located in the trial courts.

To develop a comprehensive records retention schedule that will provide for the ongoing management and orderly disposition of the records of the Court of Appeals, it is necessary to identify and analyze the records the Court creates and maintains. This information is submitted on the following pages.

Felony, Misdemeanor, and Civil Case Appeal Record Files - 1991

- [Ongoing]:

Description:

Felony, Misdemeanor, and Civil Case Appeal Record Files are the largest records series maintained by the Court of Appeals. At least 90 percent of the documents that make up the case files are duplicate copies of documents in the trial courts' original case files, retained by the trial courts.

Case files contain:

- 1) Attorneys' enumerations of errors, motions, and other pleadings related to the appeal, filed directly with the Court of Appeals;
- 2) Attorneys' briefs;
- 3) Copies of documents certified and transmitted by clerks of trial courts, including all pleadings, motions, orders, and other documents filed in trial court case files which have been designated as part of the record on appeal;
- 4) Original transcripts by of trial court proceedings; (The Clerk of the trial court, by statutes maintains a copy of the transcript and the original record in the trial court Clerk's Office);
- 5) Internal orders and/or opinions of the Court of Appeals.

APPENDIX 9

TOWING PROCEDURES

WARNING!

YOU HAVE PARKED IN AN ASSIGNED PARKING SPACE WHICH HAS BEEN ASSIGNED TO THE COURT OF APPEALS. YOUR VEHICLE WILL BE TOWED IF IT IS PARKED HERE IN THE FUTURE. IF THESE IS ANY QUESTION CONCERNING THIS MATTER, PLEASE CONTACT THE UNDERSIGNED.

ALL UNAUTHORIZED PARKING IS SUBJECT TO REMOVAL BY THE GEORGIA BUILDING AUTHORITY.

Please contact: _____

THANK YOU. THE COURT OF APPEALS OF GEORGIA

Towing Procedures

How to proceed if an unauthorized car is parked in your space:

1. Confirm that this is your correct space.
2. Record the following information: license tag number & county; model and make of car; color and number of parking decal.
3. Check with your office to make sure that no one has been told to park in your space.
4. Report violation to the Fiscal Office and provide the above information.
5. Fiscal office should assign you to a visitor spot while they confirm the information provided. Fiscal office will document all actions.
6. Fiscal office will contact GBA to insure they have not authorized someone to park in your space and, with information gathered, contact violator if possible.
7. Leave a COA preprinted warning notice on the unauthorized vehicle.
8. If the vehicle is parked in violation the next day, you should return to the temporary space you were assigned and notify the fiscal office. The Fiscal Office will take appropriate action. If the violator still cannot be contacted, Fiscal Office may proceed with towing, making a verbal request of GBA to tow the vehicle and provide GBA with a copy of the documentation. Fiscal office will set up a file for the incident and include a log of actions through confirmation that space has been cleared. This file shall be maintained for one year.
9. Any judge of this Court or the Clerk thereof, shall be authorized to act at variance with these procedures under emergency circumstances, where they deem it advisable.

APPENDIX 10

COURT - RELATED DUES

STATE OF GEORGIA

FULTON COUNTY

CERTIFICATE

IN RE: COURT-RELATED DUES

I HEREBY CERTIFY that I am a member of the following organization (or that I am joining said organization) _____, and I hereby authorize payment of membership dues in the amount of \$ _____, on my behalf and that said expenditure is court-related.

This ____ day of _____, 200__.

Judge, Court of Appeals of Georgia