

Board Meeting

B:11
See Revised
C.J. Memo
4:15 per
T Harris.

- 1) Budget FY 2010 - FY 2011
- * 2) Remands from Supreme Court - turn around
criminal
- 3) Tabled item of ^{Employee} Personnel Handbook -
- 4) New Judicial Building - Put on Hold
- 5) IOM corrections - mostly non content -
- 6) { Emergency manual - updated card w/ numbers
phone tree - -
- 7) P card - internal policy -
based on State requirements -
IOM
- 8) Certificates of Admission
- 9) West stripping data

**COURT OF APPEALS OF GEORGIA
ADMINISTRATIVE BANC MEETING**

Wednesday, October 21, 2009

10:30 A.M.

Court Banc Room • Suite 501 • 47 Trinity Avenue, S.W.
Atlanta, Georgia 30334

AGENDA

I. Call Meeting to Order - Ascertainment of Quorum:

At 10:30, you may wish to call the meeting to order acknowledging that Presiding Judge Johnson will not be at the meeting and that Judge Ellington and Judge Mikell may be a few minutes late since they had a specially set case for oral argument this morning.

II. Approval of September 16, 2009 Banc Meeting Minutes

In the absence of Judge Ellington and Judge Mikell, you may wish to go ahead and ask for approval of the Minutes. Since the Minutes were only released yesterday, you may ask the judges if they prefer to defer the approval of the Minutes to the next Banc Meeting. If the judges wish to go ahead and approve the Minutes we can do that.

III. Budgets - FY2010 - FY2011

You may wish to announce that Jan Kelley had a fall at her home and has suffered an injury to her hip or her pelvis. She has an appointment with her orthopedist today and hopefully we should know something about her condition this afternoon. However, she has been at home and immobilized since her fall on Sunday. Then call upon me for the Budget Report.

After I have presented the Budget Report and answered any questions which may have arisen, you may wish to ask me to step out of the room so that you all can go into Executive Session.

In the Executive Session you may tell the judges of your meetings with Chuck Martin, his and the Legislators concerns about John Ruggeri's lack of productivity and the fact that the initial contract with TriVir was let four years ago this month. Also, you may wish to tell the judges that you had to light a fire under John and TriVir in order to get some tangible results

by November 1 or else lose any chances for further funding of the e-filing and new docket project as well as risk losing funds for our regular IT requirements (if this is the case).

Also, you can tell the judges that there is concern among Chuck Martin and the Legislature about our Court employing two people who have violated the law, Jan Kelley and Carrie Anne Steele, when they worked for Executive Branch Agencies while being employed by the Judicial Branch. You can tell the judges (if this is the case) this has hurt our credibility with the Legislature and made it more difficult for you to deal with the budget crisis.

You can tell the judges that you are having to deal with budget issues daily, and in fact, have another closed session meeting with Chuck Martin tomorrow. In that regard, it is imperative that you be able to make decisions for the group on the budget without having to call a Special Banc Meeting. You may wish to say that if the judges have enough confidence in you to elect you as Chief Judge, surely they should have enough confidence in you to allow you to address the issues which need to be addressed to Chuck Martin and the Legislators in regard

to our budget. You may wish to add that the judges may wish to turn over some of this authority to, if not you alone, the Budget Committee which consists of you, Judge Barnes and Judge Ellington.

You may tell the judges that in your meeting with Chuck Martin tomorrow you would like to be able to say that the Court is reducing space, releasing parking spaces not in use and freezing raises. If the judges were to grant raises to some employees, while furloughing others, it tends to make the Court look somewhat foolish and certainly sends a bad PR message.

If the judges are unwilling to give you and/or the Budget Committee the power to make these necessary budget decisions, which sometimes have to be made quickly, you may wish to suggest that the Executive Council be empowered with the authority to make these necessary decisions, when a calling a Special Banc Meeting is not an option.

Before IOM Corrections call me back into the meeting and call upon Presiding Judge Smith for his submission of IOM corrections. If the judges have not had enough time to study these, it can be deferred into the next Banc Meeting.

IV. IOM Corrections

V. E-Filing Update

You can tell the judges that you have met with Britt Courtney, Head of TriVir in your office on October 6. At that meeting, it was agreed by TriVir and John Ruggeri that we would be e-filing briefs beginning November 1. During the month of November we will test the e-filing and go public no later than December 1, 2009.

You may wish to state that you have been disappointed in the progress of this project which has literally dragged on for four years. You may wish to tell the judges that John and IT

have continuously missed deadlines. You may also wish to say that if they are, in fact, going to be able to e-file by November 1 after your ultimatum on October 6, it makes one wonder why they could not have done it sooner.

At any rate, John does seem to be in high gear along with TriVir and he has met with your administrative assistants and your staff attorneys and you will keep them posted of further developments.

VI. Old Business

You will ask the judges to reconsider the step raises for those staffers that will be entitled to them this year. Also, you may wish to ask the judges to reconsider the release of some parking spaces. Currently, there are 14 parking spaces the Court is paying \$40.00 a month for. You will suggest releasing 9 of these which will still give us 5 spaces, one for the Court car and the Court van and three for visitors and vendors. You can then ask if there is a motion to freeze the raises and/or release 9 of the 14 parking spaces. You may tell the judges that three people

in the clerk's office have given up their parking spaces because they cannot afford the \$40.00 per month charge. Finally, you may wish to readdress the issue of attorneys paying their own Bar dues.

VII. New Business

You will need to ask the judges if there is a motion to give up the sixth floor space which will save us about \$25,000 this year and over \$50,000 next year.

You may wish to report to the judges that you will be attend the Chief Judges Conference next week, but that is because you are on the Board and will be attending on a scholarship.

VIII. Announcements

You may wish to ask if there are any announcements, you may wish to announce that most of you will be adjourning to the Commerce Club for the October Birthdays.

IX. Adjournment

Call for a Motion for Adjournment.

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AGENDA

- | | | |
|-------|---|---|
| I. | Call Meeting to Order - Ascertainment of Quorum | Chief Judge Miller |
| II. | Approval of September 16, 2009 Banc Meeting Minutes | Chief Judge Miller |
| III. | Budgets - FY2010 - FY2011 | Chief Judge Miller/Bill Martin |
| IV. | IOM Corrections | Presiding Judge Smith/Bill Martin |
| V. | E-Filing Update | Chief Judge Miller/Judge Phipps/ John Ruggeri |
| VI. | Old Business | Chief Judge Miller |
| VII. | New Business | Chief Judge Miller |
| VIII. | Announcements | Chief Judge Miller |
| IX. | Adjournment | Chief Judge Miller |

Board Meeting

1. MYM ✓
2. GBA ✓
3. EAJ absent
4. GAB ✓
5. JOS ✓
6. AEB ✓
7. JJE ✓
8. HED ✓
9. CAM ✓
10. AHA ✓
11. DHB ✓
12. SLD ✓

Announce Fee/Call to order 10:35 AM.

2. Approve minutes

mot. GAB
2d. JOS amm →

JJE question -

→ none change form
→

3. Budget -- cg Miller - amm

- 1) Give Chief authority
- 2) Budget Com
- 3) J. Mikell & J. Phipps said use Exec Counsel

4) GAB - Vote was not to give raises, brought back to Board since they had voted to give raises -

CBM moves for reconsideration - of vote of raise -
 ↳ GBA second

DB - can we catch up people --? (J) Miller - yes -

GAB " temp Suppres - to reinstate at earliest time "

MFR - amen -

Motion to freeze raises -- GAB move to freeze
 2d →

Can we give extra service

Motion carries -

< SLD - DB > vote no -
 HEP

GAB - abstain -

Executive Session 11:30 AM

GDA → budget wise
offer up nothing until have to

→ use your judgment - your decision
Exec. Comm
Banc - -

Tell Legislature -
- Furlough → only -

Friday meeting -

Motion of 2d on Budget

IOM - circulate

E 2nd - update

JD Smith → # of meetings

→ John is calling is impacting their work -

→ SLD - feedback from AA's a lot of push back

NOT helpful for John to keep meeting

w/ AA's -

If your work here this is what you do -

New Bus.

CLE updates

ICLE 30%

AAC bar 50%

GSA - Reporters Office \$600,000 per year

West publish our opinions -

S. Ct treats it as their office

statute "we pay 1/2 cost" - maybe
we can't get out now

Think about Reporter's Office

2d

1 Sec for two 1 Sec for two judges -
think about sharing Secretary

→ Record vote by Name

COM - # only - not m

Passed →

No - BAB

Ala - C J Miller

after
NOON

Basic Meeting -
update space changes & Savings.

1) Budget Report Supp. FY 2010, FY 2011

2) Tabled Item on Handbook - (would not bring it up.)

3) New Judicial Bldg - "Put on Hold"

4) IOM corrections → PJ Smith JOM

~~5) Supreme Court Remands →~~

6) West Stripping Data - John Ruggieri →

7) E-Filing by Nov. 1 →

8) Need Chuck Martin's Letter →

9) Need Budget White Papers for Kindra

Memo on Remands from the
Supreme Court

memo on Meeting w/ Chuck Martin

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AGENDA

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|-------|---|--|
| I. | Call Meeting to Order - Ascertainment of Quorum | Chief Judge Miller |
| II. | Approval of Special Banc Meeting Minutes of August 18, 2009 and August 25, 2009 | Chief Judge Miller/
Judge Ellington |
| III. | Budgets - FY2010 - FY2011 | Chief Judge Miller/Jan Kelley |
| IV. | IT Report | Judge Phipps, John Ruggeri |
| V. | Report of Personnel Policy Committee | Judge Doyle |
| | A. Hiring Retired State Employees | |
| | B. Code of Conduct for Staff Attorneys | |
| | C. Staff Attorneys Moving from one Judge's Office to Another | |
| VI. | Utilization of Floating Administrative Assistants | Chief Judge Miller/Bill Martin |
| VII. | Utilization of Floating Central Staff Attorneys | Chief Judge Miller/Judge Phipps |
| VIII. | Judges' Furloughs | Chief Judge Miller/Jan Kelley |
| IX. | Old Business | Chief Judge Miller |
| X. | New Business | Chief Judge Miller |
| XI. | Announcements | Chief Judge Miller |
| XII. | Adjournment | Chief Judge Miller |

COURT OF APPEALS OF GEORGIA
ADMINISTRATIVE BANC MEETING
Wednesday, September 16, 2009

TALKING POINTS

- I. **Call Meeting to Order.** At 10:30 a.m. on Wednesday, September 16, 2009 call the meeting to order and announce a quorum is present.
- II. **Approval of Minutes.** Next call for approval of the August 18, 2009 and August 25, 2009 Banc Meeting Minutes. Ask if there is approval for both of these to save time.
- III. **Budgets FY2010/2011.** You may tell the judges that the Office of Planning and Budget and the House and Senate Budget Offices have requested that we submit budgets for FY2010 and FY2011 detailing how we will cut 4, 6 and 8 percent from our budgets. You may tell the Banc that as of this time, we have only submitted budget reductions for four percent for FY2010 and FY2011, and that these budget reductions only indicate furloughs.

None of the reduction of miscellaneous expenses in the Court's budget has been communicated to anyone outside the Court.

At some time in the future we will have to submit budget plans to reduce to 6 and 8 percent, but at the present, we are withholding that information. (Jan Kelley will be standing by, if needed.)

- IV. **IT Report.** Call upon Judge Phipps and John Ruggeri for a report from Technical Services. John will have a written report which will either be with the Banc materials or will have been previously distributed.

You may wish to call upon Judge Phipps for a report of Technical Services who will probably recognize John Ruggeri for a five minute report.

- V. **Report from the Personnel Policy Committee.** Please call upon Judge Doyle for her reports on:
a. Hiring Retired State Employees and; b. Code of Conduct for Staff Attorneys and c. Staff Attorneys moving from one judge's office to another. Her written report has previously been distributed to the judges.

- VI. **Utilization of Floating Administrative Assistants.** You can call upon me for a report to have better utilization of the resource which is floating AAs particularly since we only have fifty percent of those resources from last year.
- VII. **Utilization of Floating Central Staff Attorneys.** You may call upon Judge Phipps again in an effort to try to better utilize the resources that we have. Only fifty percent of the Central Staff attorneys are with the Court now.
- VIII. **Judges Furloughs.** You can have me or Holly hand out her information on furlough judges from the states that reported. Jan will be on hand to explain the judges individual reduction in pay if they do furlough. You can state that you would like to have a resolution of this issue recognizing that each judge is autonomous in terms of his or her pay and any reductions to be taken.
- IX. **Old Business.** You can state that you have been discussing with the State Bar President Bryan Cavin various possibilities for reducing or eliminating the cost to the staff attorneys to complete their mandatory CLE requirements. You may state that you are hopeful that the Bar will permit an in-house CLE conducted by the Supreme Court and Court of Appeals, if it includes law clerks from Fulton County and possibly other surrounding metro areas, to count as a regular CLE but be sponsored by the Court.
- X. **New Business.** If there is no new business or no announcements, you can adjourn the meeting.
- XI. **Announcements.**
- XII. **Adjournment.**

WAYS TO ADDRESS BUDGET SHORTFALL FY2010-11

- 1) Furloughs
- 2) Cut Salaries
- 3) Reduce Space Freeze Raises
- 4) Release Parking Spaces NOT IN USE
- 5) Attorneys pay Bar Dues
- 6) Cut IT Budget
- 7) Eliminate Co-location Site
- 8) Reduce Library / Office Publications
- 9) Further Reduction in Operating Expenses
- 10) Share IT Director w/ Supreme Court
- 11) Reduction in Force
 - A) ~~Retire Clerk~~
 - B) Eliminate Deputy Administrator
 - C) ~~One AA for two Judges~~

D) Eliminate one or both Floating AA's

~~E) Eliminate one or more CS Attorneys~~

**COURT OF APPEALS OF GEORGIA
ADMINISTRATIVE BANC MEETING**

Wednesday, May 20, 2009

TALKING POINTS

- I. Call Meeting to Order at 10:30 a.m. promptly.
- II. Call for approval of the April Banc Meeting Minutes.
- III. **IT Report.** Call on John Ruggeri for an IT report to bring the judges up to date on the e-filing initiative and the new docket project. After John's presentation, reiterate to the judges that Technical Services will be spread thin and ask that they only ask for Technical Services assistance when they really need it.
- IV. **Court Travel.** Ask the judges, if they haven't done so already, to please indicate to Jan Kelley any travel the judge will have either at the Bar Meeting or otherwise between now and June 30, 2009 so Jan can get a handle on what expenses she can pay out of this fiscal year and those expenses she will have to carry over to the next fiscal year.
- V. **Recovery Grants.** State that although the Court probably will not qualify for the Stimulus and Recovery Grants, we will be working along with the Supreme Court and the new Chief Justice on applying for Byrne Grants to move into the next stages of our e-filing project.
- VI. **Comprehensive Loss Control Program.** Call on Jan Kelley to address the judges on the Comprehensive Loss Control Program. She will explain our obligations and how it dovetails with the Personnel Policy Manual.
- VII. **Legislative Report.** In your packet please find a copy of House Bill 283 which will raise the filing fee in civil cases in the Supreme Court and Court of Appeals from \$80.00 to \$300.00. The filing fee will remain \$80.00 in criminal cases. Bill Martin and Tee Barnes are in discussions to identify what cases will be classified as criminal versus civil, such as, probation revocations and juvenile cases, and other classification of cases which may arise. Both Courts want to be uniform in the charges they make for different types of case. This problem arose when the Legislature amended the original bill to have a dichotomy of costs within the bill.

Also, in your Banc materials is a copy of House Bill 202 which we will discuss next when Presiding Judge Johnson gives his report of the Personnel Policy Committee.

VIII. **Report of Personnel Policy Committee.** Call upon Presiding Judge Johnson for a report of the Personnel Policy Committee.

IX. **Old Business.** I know of no Old Business.

X. **New Business.** The policy on "P" Cards (State Purchasing Cards). Call upon Jan Kelley to brief the Court on the requirements of P Cards for all state agencies.

I know of no other New Business.

XI. **Announcements.**

XII. **Adjournment.**

These policies shall not apply to any employees and their relatives by blood or marriage who were employed by the court on or before April 1, 1993. (Clerk's Office Policies)

D. EMPLOYMENT OF RETIRED STATE EMPLOYEE

The general policy of the Court is not to hire retired state employees, but the Court may occasionally hire a retired state employee on a temporary basis for a specifically stated period of time. A retired state employee shall not be able to be rehired and return to work during the first two consecutive calendar months of his or her retirement, shall work no more than 1040 hours in a calendar year, and shall not be entitled to leave or flexible benefits. A retired staff attorney or administrative assistant who formerly worked for the court may be hired at a pay rate no higher than Step 2. In no event may a retired state employee hired by the Court receive total compensation including salary and retirement benefits of more than the annual amount paid the highest paid full-time employee in a similar position with the Court.

[This policy applies to any individual hired or any employee who retires after the date of the adoption of this policy. This policy is pending approval by the Court.]

(Draft based on W. Martin's memorandum of April 8, 2009 and Committee Comments 4/16/2009 This section includes provision for two month lapse of employment in 2009, HB202 since it may be signed by the Governor. It provides that the Court has to certify to the retirement board that no agreement exists to allow the employee to return to service and if employee does return to service within two months of the retirement date, the application for retirement is nullified.

Also employee's retirement payment may be suspended if he has not reached retirement age, has been employed for two consecutive calendar months, and performed more than 1040 hours of service in a calendar year. Further, the employer will be liable to the retirement system for retirement benefits wrongfully paid, if the employer fails to notify the retirement board of employment of a retired plan member. The employee may be liable to the employer for the wrongfully paid benefit for failure to notify an employer of his or her retirement status. See Section 17 of the bill)

E. INELIBILITY FOR EMPLOYMENT - CONTROLLED SUBSTANCE CONVICTION

Pursuant to OCGA §45-23-5, anyone who has been convicted of a drug offense is ineligible for employment for the periods specified in that statute. (Included per the Committee's decision 4/16/2009)

?
F. HIRING OF STAFF ATTORNEY - OFFICE TO OFFICE

1. No staff attorney shall enter into a communication with another judge's

Bank Meeting 9-16-09

- ✓ 1 Cj Miller
- ✓ 2 Pg Andrews
- 3 Pg Johnson X
- ✓ 4 Pg Blackburn
- ✓ 5 Pg Smith
- ✓ 6 ~~Pg~~ Barnes on the way
- ✓ 7 J. Ellington
- ✓ 8 J. Phipps
- ✓ 9 J. Nickell
- ✓ 10 J. Adams
- ✓ 11 J. Barnes
- ✓ 12 J. Doyle
- ✓ Bill Martin
- ✓ Jan Kelly ~~of Mill~~
- ✓ John Ruyger
- ✓ Holly Sparrow

1.
 J. Kelly called the meeting to order at
10:30 A.M. Cj Miller announced
 a quorum.

2.
 Approval of Bank Minutes Aug 18 & 25 JSE
 18th Motion JSE unan
 2d SLD unan ✓

III. Budget Report - Jan Kelley
FY 2010 FY 2011

4% Reduction

NOT 6% and 8% yet

only furloughs - no expenses

comm to DPB & H/S Budget Offices

IV. IT Report John Ruggieri

SPHinos to John Ruggieri -

motion & corresponding court action / grant or deny
computer will generate orders - we can probably standardize
many many orders /

Need group of staff attys & Att's

① Sustained effort to create these -
several meetings

② AG's Off - appellate bar section - to register
attys -

③ West Law Stripping our data - We have blocked it -
scrapes

passed →

V

Personnel Policy Committee - - - Judge Doyle

number 2006

A. Hiring Retired State Employees (prospective) Holly & Bill

B. Code of Conduct for Staff attys HEP - none GBA - 2d unen

C. Staff attys moving from one office to another

JSE Table

DHB
AAA

JJE
MBM

abstain GAB

VI

Floating AA's ~~written~~

no action

work under clerk & judge in charge of clerk's office

VII

Floating Staff attys

no action

Table →

VIII

Judges' Furloughs -

4 states furloughing judges - those who did not were listed in the media
individual judges' decision - not a proper issue for the bench

IX

Old Business - - CLE for Staff attys -

X

New Business - John Ross Memorial

action →
HEP
HEP24

C. Brinkell →

add
D. Political
activity →

OLD Business - CLE

Reclassify Inhouse^m CLE to get credit as a full time -

use videos for other six

waive CLE for public employees } won't have to pay } 30% any program

PJ Blackburn

NEW BUSINESS

* PJ Blackburn announced he will not seek reelection
appr^{you} at miss you.

memorial

* John Ross - Cobb Co. Atty - & Comp Atty -

→ Do it at Cobb Bar meeting --

Ann. ad

Judge
AEB →

New Admin Asst. Carley Cantin -
Thru the first of the year -

CBM adjourn

11:57 - M



Court of Appeals

Memorandum

To: All Court of Appeals Employees

From: Chief Judge M. Yvette Miller

Subject: Pay Raises

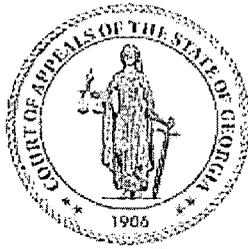
Date: October 13, 2009

Please be advised that due to the significant decline of State revenues and uncertain budget situation of State Government and the reduction of all expenses and the institution of furloughs throughout the Court, all pay raises this fiscal year are on hold until the matter can be reconsidered at the next Banc Meeting. Should these step pay raises go in effect you will receive them retroactively. Otherwise, there may be no raises on the Court until such time as the State's economic condition improves.

Thank you.

/ld

Sent 11:25 a.m.



Court of Appeals

Memorandum

To: Chief Judge M. Yvette Miller
From: William L. Martin, III
Subject: Draft Agenda and Memo Regarding Pay Raises
Date: October 14, 2009

Enclosed please find a draft Agenda for the Banc Meeting scheduled for Wednesday, October 21, 2009. Pursuant to my earlier memo, you may wish to change the meeting time to 10:45 a.m.

Under the Old Business section, I have included that you may wish to announce the new Judicial Building has been put on hold. This parenthetical remark will not be in the final version of the Agenda, but you may wish to mention that fact at that time.

Also enclosed, please find the proposed memorandum I have drafted for your initials to be sent to all Court employees regarding any pay raises.

Thank you.

/ld

Enclosures



Court of Appeals

Memorandum

To: Self

From: William L. Martin, III

Subject: Reminder for Banc Meeting

Date: October 14, 2009

Remind Chief Judge Miller under Old Business to discuss the pay raise issue if that has not been resolved; remind everyone to send in their signed acknowledgments for the Employee Handbook; under New Business that Chief Judge Miller will be attending the Chief Judges Conference where she hopes to glean information on how other appellate courts are dealing with the budget crisis and their particular States.

Budget Report. The State revenues have continued to decline this fiscal year. The revenue collections for FY2010 for July declined 9.7% from the revenue collections for July FY2009; for August the decline was 16.4% and for September the decline was 16%. This equals a decline of more than 14% per month for 2010 versus FY2009. If revenues continue to decline, and there is no indication that they will get much better anytime soon, I believe the Court will be looking at a 8, or even more likely, a 10% budget reduction. If that is the case, some really hard decisions will be required of the Court.

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| VIII. | Announcements | Chief Judge Miller |
| IX. | Adjournment | Chief Judge Miller |



Court of Appeals

Memorandum

To: Members of the Manual for Internal Operations
From: William L. Martin, III
Subject: Amendments to the Manual
Date: October 14, 2009

Bill
Your copy
HS

Presiding Judge Smith has asked that I [redacted] al for Internal Operations. Periodically, Holly and I review the Manual to determine if there are changes that are needed to conform the IOM to current policy and practice. Attached you will find a list of proposed changes to the IOM followed by the text of the changes.

Two of the amendments alter the Purchasing Policy and the Court Car Policy. The amendment to the Purchasing Policy will give the Court more flexibility in these difficult economic times. The amendment to the Court Car Policy contains the requirements from the Comprehensive Loss Control Program since it affects the judges as well as the employees of the Court. As you know, this policy has already been included in the Employees' Handbook.

These amendments will be placed on the agenda for the October 21, 2009 Banc meeting. If you have any suggestions or comments, please address them in an email or in a memorandum to Presiding Judge Smith with a copy to me.

Thank you.

cc: Presiding Judge Smith, Chair
Chief Judge Miller, ex officio member

Proposed Amendments to the Internal Operating Manual

1. Chapter I, B, 5. Changes amount of purchase which requires Executive Committee approval per current practice.
2. Chapter IV, page 10, A. Circulation of discretionary appeals
3. Chapter V, page 11, A. Circulation of interlocutory appeals
4. Chapter IX, page 16, E Notice of retirements, resignations and terminations
5. Chapter XIII, page 20, B. Changes amount of tuition or registration fees which requires
Executive Committee approval.
6. Chapter XV, page 22, B. Adds deputy administrator to Docketing Sheet section.
7. Chapter XV, page 23, H. Permits Minute Book to be maintained on compact disc.
8. Chapter XV, page 29-31. Splits Paragraph X into two sections X and Y and renumbers the remaining sections in the Chapter. Items 6 and 7 are put under a new heading, Referring Cases to the Whole Court. A new item 6 is added to X to refer to a decision on motion for reconsideration which would overrule a prior case.
9. Chapter XVI., page 34. Changes the language from “will” to “may” concerning the payment of certain expenses.
10. Chapter XXIII, page 42. Adds paragraphs H - K which contain the Comprehensive Loss Control Program requirements for the Court car.
11. Chapter XXXIII, page 53. Removes obsolete language in item 7 and adds item 9 which states the Court’s current process as to recusals on applications.

I. DUTIES

B. EXECUTIVE COUNCIL

1. Shall be composed of the Chief Judge and the four Presiding Judges and shall act on all matters referred to the Chief Judge and Council as provided by committee assignments. (Source: Minutes September 1999 Banc Meeting.)
2. If not otherwise provided, shall determine which administrative matters should be presented to the full court.
3. Advise and counsel the Chief Judge on matters relating to the court.
4. If a tie vote occurs on a matter under consideration by the Chief Judge and Council, the matter shall be referred to the full court.
5. Purchases of ~~\$500~~ \$1000 or more shall be submitted to the Executive Council for consideration and approval.

C. BUDGET COMMITTEE

The Chief Judge in consultation with the Fiscal Officer:

1. Prepares response to audit, if necessary, for consideration of the court and signature of the Chief Judge.
2. Conducts such internal or external audits as deemed necessary.
3. Periodically examines fiscal officer's journal, ledger, or similar records to see that postings are current; examines expenditures for supporting documents, and checks any fiscal record deemed necessary.
4. Makes all reports and recommendations directly to the full court.
5. The clerk/court administrator shall be responsible for preparation of drafting amendments on sections pertaining to the Budget Committee of the Internal Operations Manual.

IV. PROCEDURE FOR HANDLING APPLICATIONS FOR DISCRETIONARY APPEAL

- A. Discretionary applications shall be granted on the vote of one judge; such applications will be circulated only if the judge to whom the application is assigned votes to deny it. If the assigned judge does not grant the application and it is circulated to the panel and either of those two judges is unavailable, the application will be circulated to another judge on the Court. The application is granted as soon as one judge determines the application.
- B. Granted applications which come back to the Court via filing of a Notice of Appeal shall be assigned randomly by the Court's automated docketing system as any other direct appeal.
- C. The division may consider motions for reconsideration of applications for discretionary appeals that are filed within ten days from the entry of the court's order denying or granting the application for discretionary appeal.
- D. The application shall be dismissed rather than denied when the court lacks jurisdiction. (Source: Minutes September 1999 Banc Meeting.)
- E. Appeals from cases involving petitions for adoption shall be in the direct appeal category, whether the adoption was granted or denied, and whether a termination of parental rights was involved or not.

V. PROCEDURE FOR HANDLING APPLICATIONS FOR INTERLOCUTORY APPEALS

- A. Interlocutory applications shall be granted on the vote of one judge; such applications will be circulated only if the judge to whom the application is assigned votes to deny it. If the assigned judge does not grant the application and it is circulated to the panel and either of those two judges is unavailable, the application will be circulated to another judge on the Court. The application is granted as soon as one judge determines the application.

- B. Granted applications which come back to the Court via filing of a Notice of Appeal shall be assigned randomly by the Court's automated docketing system as any other direct appeal.

- C. The division may review a motion for reconsideration which is filed within ten days from the entry of the court order granting or denying the application for interlocutory appeal.

- D. The application shall be dismissed rather than denied when the court lacks jurisdiction (e.g. the application is untimely). (Source: November 15, 2005 Banc Meeting)

- E. Regarding the timeliness of the filing of an interlocutory appeal application, the filing date of the Certificate of Immediate Review controls. (Source: November 15, 2005 Banc Meeting)

IX. PERSONNEL

- a. A judge's office that will be without an administrative assistant takes precedent over a judge's office who wants a floater to assist an administrative assistant.
- b. If two or more judges' offices seek the assistance of a floater and each judge's office will be without that office's administrative assistant, then the office which requests first will have priority over those offices requesting later. Requests received concurrently will be assigned based on seniority.
- c. If two or more judges' offices seek the assistance of a floater to assist the administrative assistant, then the office which requests first will have priority over those offices requesting later.
- d. If a judge's office has an emergency situation which will require the use of the judge's administrative assistant as well as a floater, that judge may request of the judge who has requested a floater and who is without an administrative assistant that the judge release the floater to the judge whose administrative assistant is present but has a dire emergency. (Source: Minutes, March 1994 Banc meeting).
- e. If any floating administrative assistant is not assigned to a particular judge's office on any day, the clerk/court administrator shall assign the floater in accordance with written requests received in the Clerk's office on that day. If any floating administrative assistant remains unassigned after all written requests have been filled, said administrative assistant shall be assigned by the clerk/court administrator to a task in the clerk's office. (Source: Minutes, May 1996 Banc meeting).

D. COURT FLOWER FUND

The court 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. The fund shall be administered through the flower fund guidelines. These guidelines are set out in Appendix 7. (Source: June 1995 Banc minutes). (Guidelines amended Source: May 1996, Banc minutes).

E. NOTICE OF RETIREMENTS, RESIGNATIONS AND TERMINATIONS

The Fiscal Officer shall notify the Technical Services staff of the retirement, resignation or termination of an employee so that the employee's password to access the Court's automation system can be immediately deactivated.

On the next business day after an employee retires, resigns or is terminated, the Fiscal Officer shall alert the whole Court by email that the employee's employment with the Court has ended.

XIII. TRAVEL/DUES POLICY

A. Judges will be reimbursed for travel expenses in accordance with state-wide travel regulations, except as § 45-7-20 may otherwise control. The court recognizes there is a need for continuing judicial education and the court has a requirement that each judge of the court receive 12 hours of mandatory continuing judicial education each year. To that end, judges should actively participate as members of professional organizations, lecturers, writers, and students and contribute, wherever possible, to the improvements of the legal profession and the administration of justice through independent and bar related conferences and associations.

1. At the beginning of a new fiscal year, each judge shall be allocated \$4,000 from the Court's annual travel budget for court related travel in or out of the state and for dues to professional organizations. The Chief Judge, in light of the that judge's additional administrative duties, shall be allocated \$6,000 from the annual travel budget. The remainder of the travel budget shall be reserved for the general travel fund. (Source: May 8, 2001 Memorandum)
2. Each judge may use his/her share of the court's travel budget for dues of professional organizations at the discretion of such judge. A judge shall complete the form in Appendix 11 to authorize payment of membership dues to professional organizations.
3. Any judge who wishes to utilize travel funds in excess of his/her share must request additional monies from the general travel fund. Such request must be made to the Executive Council and the Executive Council may approve or disapprove such request.
4. Any travel funds not utilized by an individual judge shall lapse into the general travel fund. Any judge may direct all or part of his/her share of the travel funds to the general travel fund.

All employees and court personnel, other than judges, shall be subject to the state-wide travel regulations. Any approved travel for non-judicial personnel of the court shall be reimbursed out of the general travel fund. Judges shall be subject to state travel regulations except they may claim actual expenses for meal and lodging reimbursements in accordance with O.C.G.A. § 45-7-20.

B. Tuition and scholarship registration. The fiscal officer shall as soon as practicable after the beginning of the new fiscal year, divide the portion of the court's budget which is set aside for tuition and scholarships into 12 equal shares, one share for each judge. (Source: September 1999 Banc Meeting.)

For any amount more than ~~\$500~~ \$1000, a request shall be submitted to the Executive Council and the Executive Council may approve or disapprove such request.

C. The fiscal officer shall carefully review all travel expense statements of judges and other court personnel to ascertain if such travel expense statements are in conformity with court travel policy and the state-wide travel regulations.

XV. CASE MANAGEMENT

A. COURT RECORDS

Except for persons assigned as backup and for lunch period, or as specifically authorized by the clerk/court administrator, all other court personnel, clerk's office included, must check out records from records clerk or acting records clerk. None but judges and their specific designees shall be permitted to take case records out of the building. At the discretion of each judge, briefs and draft opinions may be taken out by judges or their staff attorneys.

B. DOCKETING SHEET

A docketing sheet shall be sent to the administrative assistant from the clerk's office as each case is docketed. Cases shall be docketed within 24 hours after presentation to the clerk's office, unless otherwise directed by the chief judge, judge in charge of the clerk's office, clerk, deputy administrator or deputy clerk for a specific reason, such specific reason shall be documented in writing and placed in the file folder. (Source: September 1999 Banc Meeting.)

C. PANEL LIST

First list of monthly cases for the panel which comes from the clerk's office after the docket is closed for each month. (This is the spread sheet which goes to each judge's office from the clerk's office.)

D. MONTHLY CASE NUMBER SHEET

A list which a judge's administrative assistant makes up of the cases assigned to that judge as the summary sheets are received by his/her office from the clerk's office. It is completed when the docket closes for the month.

E. ORAL ARGUMENT - COURT CALENDAR

1. A timely request for oral argument shall be granted on the vote of one judge; such request shall be circulated to the panel only if the judge to whom the case is assigned votes to deny it. (Source: Minutes, June 1995 Banc meeting).
2. An out-of-time request for oral argument shall be granted or denied upon the vote of the judge to whom the case is assigned. An out-of-time request to argue shall not be circulated to the panel. (Source: Minutes, February 1996 Banc meeting).
3. The court shall publish a calendar of the cases set for oral argument to be mailed to the attorneys and/or pro se parties 14 days before oral argument. The court shall also publish a bench docket containing the case numbers, attorneys, the lower court judge and lower court county. (Source: September 1999 Banc Meeting.)

4. The clerk/court administrator shall cause each oral argument to be audio recorded. The clerk/court administrator shall maintain a file of the recordings of oral argument to be made available to the panel which heard the oral argument, to any judge absent from the original oral argument, or for review by a staff attorney of the original panel, or for review by a 7 or 12 judge court or a staff attorney of a 7 or 12 judge court.

The clerk/court administrator shall cause the record and file folder to be appropriately marked to indicate that the Court heard oral argument on the appeal. The audio recording of the oral argument shall be maintained until the remittitur issues on the particular appeal at which time the clerk/court administrator shall destroy or record other arguments over that recording.

The oral argument audio recording shall be for the use and benefit of the Court only, and shall not be made available to attorneys, parties or the public. (Source: January 2001 Banc Meeting.)

F. BENCH DOCKET

The clerk/court administrator shall maintain a list of cases which will be argued. The bench docket shall include the names of the attorneys and the identification of any pro se parties. The docket shall be maintained in the clerk's office and shall be brought into the courtroom during oral arguments.

G. DOCKETING SYSTEM

1. The clerk's office shall maintain a computerized docketing system which shall be approved by the court.
2. The system shall also be backed-up daily to a hard disc and weekly to a magnetic tape stored off site. The system shall also be backed up with a hard copy maintained in the clerk's office.
3. The court shall review the docketing system periodically, making changes where appropriate and after consultation with the court data processing personnel and the clerk/court administrator.
4. The clerk's office shall provide a view only terminal in the public area of the clerk's office for public access and viewing of the court's docket. (Source: Minutes, February 1996 Banc meeting).

H. COURT MINUTES AND INDEX

The Minute Book of the court shall be kept in the office of the clerk/court administrator. The minutes shall be generated by the data processing personnel on an annual basis or more often if required by the court. (Everything that goes into the system, that is, the computerized docket, is printed out and maintained in a hard copy in the clerk's office or a compact disc.)

I. CIRCULATION OF CASES

1. Each case will go to the other two judges on the division for review and initials in the order of his or her position on that division. If one writes a dissent, the case must be shown to the judge to whom the case is assigned, and shown again to the other judge if he/she has already voted, and then it must be marked "Whole Court" and circulated. The prevailing judge will disseminate the case,

U. COURTESY COPY

When an opinion cites a case which emanates from a court other than the Court of Appeals of Georgia or the Supreme Court of Georgia, or is an unpublished opinion of one of those two courts, the citing Judge should attach a copy of it to the circulating case.

V. REVISED OPINION

When an opinion is revised after circulation, the revised opinion should be marked "Second Circulation" or "Revised" or whatever is appropriate, advising the reader that he/she may have seen the case before but not the changes made in the opinion. All revisions in the text should be separately marked to alert the reader to the specific nature of each and every revision.

W. DATING COMMUNICATIONS

Votes, memos, other writings involving cases should always be dated by the author of the communication. The court-provided memorandum forms (8-1/2" x 11" paper or 5-1/2" x 8-1/2" pads) should be used.

X. OVERRULING PRIOR CASES

1. When an opinion seeks to overrule a prior decision, the author of the opinion overruling the prior decision should attach a memo so stating, showing the panel members of the case being overruled. If a Judge who participated in that opinion is still on the Court, the overruling opinion should be circulated first to the author of that opinion, and then to the other Judges on the panel of the case being overruled, if they are still on the Court, even before the opinion goes to the overruling author's panel members.
2. After the opinion has been circulated to the author of the opinion being overruled, and the other members of the panel, if the author of the overruling opinion holds to his/her decision to overrule a prior decision, the case shall be circulated, first to the overruling Judge's panel and then to all Judges on the Court.
3. If a Senior Judge is serving on the panel which is overruling a prior decision, and the Judge from whom the case was assigned to the Senior Judge is a Judge who sat on the panel of the case being overruled, then the case shall circulate to that Judge and the Judge junior most in time of service as a Judge of the Court of Appeals of Georgia on the panel next in succession to the panel overruling the prior decision, shall not participate in the decision, unless that Judge also sat on the panel of the case being overruled, in which case the junior most Judge on the Court, who is not on the panel overruling the prior case and who did not participate in the case being overruled, shall not participate in the decision.
4. In no event shall a case be voted on by more than 12 judges of the Court. (Source: September 1999 Banc Meeting.)
5. This procedure should be used whenever the opinion uses the words "overrule," "disapprove," "disavow," and/or "reject."

6. If the decision on a motion for reconsideration would result in the overruling of a prior case, then the motion for reconsideration should be circulated to all the judges of the Court in the manner as described above.

Y. REFERRING CASES TO THE WHOLE COURT

1. 6.—In all cases which involve one or more questions which, in an opinion of the majority of the judges of the division or of the two divisions plus a seventh judge to which a case is assigned, should be passed upon by all members of the Court, the questions may be presented to all members of the Court; if a majority of all the members of the Court decide that the question or questions involved should, in their judgment and discretion, be decided by all the members of the Court, the case shall be passed upon by all members of the Court, provided that a majority of the judges passing upon the case concur in the judgment.
2. 7. When the Court has elected to have a case passed upon by all twelve (12) members of the Court under OCGA §15-3-1(c)(2), the author of the majority opinion shall circulate the opinion along with the dissent and any memoranda of the majority and/or dissent to all members of the Court immediately. The case shall then circulate to the five (5) judges who do not initially vote on the case in order of seniority. (Source: November 2000 Banc Meeting.)

Z. Y. REBRIEFING

When Rule 24 of the Rules of this Court is not complied with, any member of the panel may initiate through the assigned judge, a request for a corrected brief which shall comply with the Rule. Failure of the appellant to comply may result in dismissal of the appeal and/or the finding of appellant's attorney in contempt of Court. Failure of the appellee to comply may result in the non-consideration of appellee's brief and the finding of the appellee's attorney in contempt of this Court. If a rule complying brief is not submitted as ordered by the Court, the case may be dismissed. (Source: November 15, 2005 Banc Meeting.)

AA. Z. FORMAT

1. Opinion shall be double-spaced when the opinion goes to the clerk's office for mailing out. (Effective: All cases docketed on or after September 15, 1991; all other pending cases, January 1, 1992.)
2. Margins shall be justified.
3. If a drafter uses "held," only the "H" will be capitalized.
4. "In the Court of Appeals of Georgia" shall not be centered or capitalized. The Judge's name and the case name shall be capitalized.
5. When opinions are released, they will not bear the judge's personal number or the words "affirmed or reversed" at the top of the first page, but the court's short number will appear. The judge's personal number and "affirmed or reversed" will appear only for circulating purposes.
6. "In the Court of Appeals of Georgia" will appear from the left margin rather than centered.

7. Opinions, orders and all other internally generated documents which become part of the record in a case shall be on letter size (8-1/2" x 11") paper. *(Effective: All cases docketed on or after September 15, 1991, all other pending cases, January 1, 1992).

AA Z.(a) WITHDRAWAL OF COUNSEL

The following order shall be entered in civil cases:

Court of Appeals of the State of Georgia

ATLANTA,

The Court of Appeals hereby passes the following order:

Upon consideration of the motion of appellant/appellee's attorney to withdraw as counsel, the Court has no objection, subject to counsel's compliance with all applicable provisions of the Code of Professional Responsibility. The Court neither approves nor disapproves counsel's withdrawal as attorney for appellant/appellee, but the records of this Court will reflect such withdrawal and, until further notice, all notices will be sent directly to appellant/appellee.

Court of Appeals of the State of Georgia

Clerk's Office, Atlanta

*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

BB. AA. WITHDRAWAL OF APPEAL

An order granting permission to withdraw an appeal will not be issued unless all motions are ruled on, are withdrawn or are moot.

XVI. PURCHASING POLICY

- A. The Court of Appeals shall purchase such books, pamphlets, or other publications and such other supplies and services as the judges thereof may deem necessary. (Source: OCGA § 15-3-12). See also: I, K. PURCHASING COMMITTEE.
- B. Georgia Legal History Foundation fees of \$30 per judge per year, and the American Bar Association and Judicial Administrative Division annual dues, shall be paid from court funds.
- C. Effective July 1, 1994, the Court ~~will~~ may pay basic State Bar dues for staff attorneys.
- D. The court ~~will~~ may send two staff attorneys per year to the annual CASA meeting and reimburse for expenses. The attending attorney's first year of ABA/CASA membership dues ~~will~~ may be paid by the Court with the understanding that the staff attorney will be expected to maintain membership at personal expense thereafter. (Source: Vote of the Court by Memorandum, February 13, 1998).
- E. The annual National Association for Court Management regular membership dues for the clerk/court administrator and deputy administrator ~~shall~~ may be paid from court funds. (Source: Minutes, August 1995 Banc meeting).
- F. The annual dues for each judge for the Judicial Section of the Atlanta Bar Association shall be paid from court funds. (Source: Minutes, August 1995 Banc meeting).
- G. When a new chief judge is sworn-in to the Court, the Court shall make a Whole Court photograph of all of the judges and each judge's office shall be entitled to a framed copy of the Whole Court photograph not to exceed 16"x20". A current Whole Court photograph shall be displayed in the public area of the Clerk's Office and in the Banc Room. In conjunction with each Whole Court photograph, made to reflect a new chief judge, the Court may pay for each judge of the Court ~~shall be entitled to have~~ six (6) portrait shots, not to exceed 5"x7", to be paid for by the Court, and to be used in conjunction with Court business, such as use in the Court History, the Georgia Appeals Report, publicity photos and the like. Each new judge coming on the Court will be entitled to six (6) portrait photos of the type and for the purposes above mentioned. A new Whole Court photograph will be made to reflect the composition of the Court when a new judge comes on the Court. (Source: February 2001 Banc Meeting.)

XXIII. POLICY FOR COURT CAR

- A. The Court of Appeals of Georgia shall provide a court car for the use of the chief judge and the Court. The court car shall be for the primary use of the Chief Judge. Other judges and court personnel may have use of the court car with the authorization of the Chief Judge or his/her designee.
- B. The Court Fiscal Officer shall purchase a court car consistent with state law and such court car shall be operated in accordance with state law.
- C. Any tax consequences occasioned by the use of the court car shall be the responsibility of the user.
- D. The Court shall provide liability insurance and such other insurance as may be required by state law and state regulations for the use and operation of state vehicles.
- E. The court car shall be titled in the Court of Appeals of Georgia or the State of Georgia, as may be required by state law or regulations. In no event shall the court car be titled in the name of any individual.
- F. The court car shall be maintained as required by state law and, when appropriate, shall be disposed of according to state law or regulations.
- G. The court car shall be a Ford Crown Victoria or such other car typically furnished to the Chief Justice or other agency heads. (**Source:** Minutes April 2001 Banc Meeting.)
- H. All persons in advance of driving a Court Vehicle or personal vehicle on Court business shall provide the Fiscal Office a copy of his or her Georgia driver's license and complete a Motor Vehicle Use Form. At any time the form on file has become outdated or inaccurate and/or his or her driver's license has been renewed since he or she last traveled on Court business, that person shall provide the updated form or renewed license to the Fiscal Office. No one is authorized to drive on the Court's business if her or she has not provided an accurate Motor Vehicle Use form and a copy of his or her current driver's license to the Fiscal Office in advance of the trip.
- I. All persons driving on Court business must view an approved Driver Safety video prior to driving for the first time on the Court's business and annually thereafter. A form acknowledging the safety video has been viewed must be filed with the Fiscal Office annually.
- J. All persons driving on Court business shall report any moving traffic citations or accidents while on the Court's business whether using a Court Vehicle or his or her personal vehicle. The report shall be made no later than the next business day by calling the Fiscal Office and calling 1-877-656-7475.
- K. All persons operating a vehicle on Court business must have a valid Georgia driver's license in his or her possession. No one may drive on Court business with an expired, suspended, or revoked driver's license. Anyone who has more than 10 points on his or her driving record, was convicted of one of the offenses listed below within the last 6 months, or has had an "at Fault" motor vehicle accident within the last 6 months and was convicted of one of the offenses listed below within the last 6 months does not meet the Court's safety standard.

Driving under the influence of alcohol, drugs, or other intoxicating substances (OCGA §40-6-391)

Leaving the Scene of an Accident (OCGA §40-6-270)

Any other charge if a conviction of that charge would result in more than 10 points accumulated on the employee's driving record.

Anyone who does not meet the Court's safety standard above cannot drive on Court business unless he or she successfully completes the following tasks: (1) review of an approved driver safety video and/or (2) successful completion of an approved defensive driving course.

XXXIII. PROTOCOL ON DISQUALIFICATION AND RECUSAL OF JUDGES

to the disqualified or recused judge as reciprocation so as to balance the docket wheel.

5. A civil direct appeal shall be identified for reciprocation for the transfer of a civil appeal. A criminal direct appeal shall be identified for reciprocation for the transfer of a criminal appeal.
6. There shall be no reciprocation for cases transferred for voting purposes only.
7. The clerk shall prepare an order of transfer indicating the transfer due to disqualification and recusal and an order of transfer for any reciprocation. ~~All judges will be notified by memorandum of the transfers.~~
8. For each case transferred, the Clerk shall change the judge and color code on the record; and deliver the record, transcript, exhibits, motions, briefs etc. to the newly assigned judge. The Clerk's memorandum shall also notify the newly assigned judge whether oral argument has been scheduled or a request is pending and shall list all pending motions.
9. If a judge is disqualified or recuses himself or herself from the decision on an application, a new judge will be assigned the application in the same manner as a new judge when a judge recuses on a direct appeal. The Court will not issue an order announcing the changed assignment since the application docketing notice does not list the judges assigned to the application.

B. RECUSALS

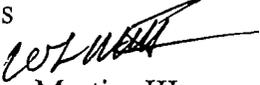
When a motion to recuse a judge from a particular case is filed, the following protocol shall be used.

1. Whenever a judge is presented with a motion to recuse or disqualify, accompanied by an affidavit, the judge shall immediately determine the timeliness of the motion and the legal sufficiency of the affidavit, and make a determination, assuming the facts in the affidavit are true, whether recusal is warranted.
2. If it is found that the motion is timely, the affidavit sufficient and the recusal would be authorized if some or all of the facts set forth in the affidavit are true, the judge shall report that fact to the Chief Judge, who shall assign another judge to pass on the motion to recuse.



Court of Appeals

Memorandum

To: All Judges
From: 
William L. Martin, III
Subject: Committee Assignments
Date: January 29, 2009

Judge Adams is unable to serve as Chair of the Legal History and Georgia Legal History Foundation Committee. Chief Judge Miller has appointed Presiding Judge Andrews to serve as Chair of this Committee. Judge Adams will remain on the committee, but not as Chair. I have attached an updated Committee List.

/ld

bcc: John Ruggeri
Jan Kelley
Holly Sparrow

Committee Appointments for the Court of Appeals

January 2009

Executive Council

Chief Judge M. Yvette Miller, Chair
Presiding Judge Gary B. Andrews
Presiding Judge Edward H. Johnson
Presiding Judge G. Alan Blackburn
Presiding Judge J.D. Smith

Successor Judge • Judicial Council Representative • Judge-In-Charge of Clerk's Office

Judge John J. Ellington

Budget Committee

Chief Judge M. Yvette Miller, Chair
Judge Anne Elizabeth Barnes
Judge John J. Ellington
William L. Martin, III, Ex Officio Member
Jan Kelley, Fiscal Director, Ex Officio Member

Court Information Technology

Judge Herbert E. Phipps, Chair
Judge Anne Elizabeth Barnes
Judge John J. Ellington
Chief Judge M. Yvette Miller, Ex Officio Member

Emergency Motions

This function rotates monthly by seniority.
Presiding Judge G. Alan Blackburn, Coordinator

Chief Justice's Commission on Professionalism

Judge John J. Ellington

Legal History and Georgia Legal History Foundation Committee

Presiding Judge Gary B. Andrews, Chair *
Judge Charles B. Mikell
Judge A. Harris Adams
Chief Judge M. Yvette Miller, Ex Officio Member

*The Chair is also designated as the Court's representative to the Georgia Legal History Foundation.

Legislation

Judge John J. Ellington, Chair
Presiding Judge Edward H. Johnson
Judge Anne Elizabeth Barnes
Chief Judge M. Yvette Miller, Ex Officio Member

Manual for Internal Operations

Presiding Judge J.D. Smith, Chair
Judge Herbert E. Phipps
Judge Debra Bernes
Chief Judge M. Yvette Miller, Ex Officio Member
William L. Martin, III, Ex Officio Member

Planning, Facilities Management, Security and Court Security Committee

Judge Sara L. Doyle, Chair
Presiding Judge G. Alan Blackburn
Presiding Judge J.D. Smith
Chief Judge M. Yvette Miller, Ex Officio Member
William L. Martin, III, Ex Officio Member

Portrait

Judge Charles B. Mikell, Chair
Presiding Judge Gary B. Andrews
Judge Anne Elizabeth Barnes
Chief Judge M. Yvette Miller, Ex Officio Member
William L. Martin, III, Ex Officio Member

Court Rules

Presiding Judge J.D. Smith, Chair
Judge Anne Elizabeth Barnes
Chief Judge M. Yvette Miller, Ex Officio Member
William L. Martin, III, Ex Officio Member

Central Staff and Floating Staff Attorney Committee

Judge Herbert E. Phipps, Chair
Presiding Judge J.D. Smith
Judge Debra Bernes
Chief Judge M. Yvette Miller, Ex Officio Member

Parliamentarian

Presiding Judge Gary B. Andrews

Strategic Planning/Court Futures Committee

Presiding Judge Edward H. Johnson, Chair

Judge John J. Ellington

Judge Herbert E. Phipps

Chief Judge M. Yvette Miller, Ex Officio Member

Jan Kelley, Fiscal Officer, Ex Officio Member

William L. Martin, III, Ex Officio Member

Institution of Continuing Judicial Education, Board of Trustees

Presiding Judge J.D. Smith

Continuing Judicial Education, Court of Appeals

Judge Debra Bernes, Chair

Presiding Judge Gary B. Andrews

Presiding Judge J.D. Smith

Chief Judge M. Yvette Miller, Ex Officio Member

Jan Kelley, Fiscal Officer, Ex Officio Member

Committee on Disqualifications and Recusals

Presiding Judge Edward H. Johnson, Chair

Presiding Judge J.D. Smith

Chief Judge M. Yvette Miller, Ex Officio Member

In-House Continuing Legal Education Committee (for staff attorneys)

Presiding Judge Edward H. Johnson, Chair

Chief Judge M. Yvette Miller, Ex Officio Member

Paul Robblee - Staff Attorney

John Earles - Staff Attorney

Personnel Procedures and Policies

Presiding Judge Edward H. Johnson, Chair
Judge John J. Ellington
Judge Debra Bernes
Judge Sara L. Doyle
Chief Judge M. Yvette Miller, Ex Officio Member
William L. Martin, Ex Officio Member
Jan Kelley, Fiscal Officer, Ex Officio Member

Orientation

Presiding Judge J.D. Smith, Chair
Presiding Judge G. Alan Blackburn
Judge Sara L. Doyle
Chief Judge M. Yvette Miller, Ex Officio Member
William L. Martin, Ex Officio Member

Collegiality

Judge Sara L. Doyle, Chair
Presiding Judge Edward H. Johnson
Judge Debra Bernes
Chief Judge M. Yvette Miller, Ex Officio Member

The Chief Judge is a member of and sits on all the committees.

Additional committees may be designated with members to be assigned on an ad hoc basis.