

IN THE SUPERIOR COURT OF FULTON COUNTY  
STATE OF GEORGIA

FEB 19 2026

CHÉ ALEXANDER  
Clerk of Superior Court  
Fulton County, Georgia

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STANDING CASE MANAGEMENT  
ORDER FOR CIVIL CASES IN  
JUDGE BELINDA E. EDWARDS'  
DIVISION

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**2026 STANDING CASE MANAGEMENT ORDER FOR CIVIL CASES IN JUDGE  
EDWARDS' DIVISION**

The Court orders the following deadlines, policies, and procedures governing civil matters during the pre-trial phase of cases in Judge Edwards' Division.

**Contacting the Court**

Kier Prince, Staff Attorney is the primary contact for civil matters in this division. Communication with Ms. Kier Prince should be via email at [kier.prince@fultoncountyga.gov](mailto:kier.prince@fultoncountyga.gov). Ms. Kier Prince is extremely busy and will respond to all matters as time permits. Documents and pleadings submitted via U.S. mail should have the appropriate postage affixed and be addressed as follows:

Kier Prince Esq.  
185 Central Avenue S.W.  
Suite T-8905  
Atlanta, Georgia 30303

Electronic communication is encouraged. Documents and pleadings emailed for the Court's review should be submitted in a .PDF format. Documents submitted for the Court's signature should be submitted in a Microsoft Word format.

**E-Filing**

Electronic filing (e-filing) is mandatory for all civil cases filed in the Superior Court of Fulton County. All parties including *pro se* litigants should create an account with eFileGA to ensure consistent service of orders and other notices from the Court. Please visit <http://www.odysseeyefilega.com> for account registration, information, and training. Filing fees will apply for all e-filing transactions. The parties are still required to send courtesy copies to the Court. Additionally, the parties are now required to provide their exhibits in digital form as later detailed.

Please visit <http://www.fultoncourt.org/efile/> for more information and to see the Order Implementing Electronic Filing in Civil Cases.

### **General Information**

The Court is to be immediately notified via email by contacting the Court's staff attorney, Ms. Kier Prince of any problem or dispute (disagreements about discovery, scheduling difficulties, the unavailability of a witness, illness, the late addition of parties or claims, etc.) that could delay hearing deadlines or hearing dates set forth. Modification of any deadline or hearing date **requires approval of the Court – even if all parties consent to the change**. Requests that the Court extend a deadline or hearing date should be made as early as the need becomes apparent. The Court may be contacted via the Staff Attorney via email for these request.

### **Use of Artificial Intelligence in the Courtroom**

All parties should note whether artificial intelligence (AI) was used to prepare or draft a filing in this Court at the end of each filing. Any attorney or pro se litigant who uses AI in any capacity to prepare or draft any filing in this Courtroom SHALL be aware that if, on review, this Court finds the use of hallucination or fictitious citations to either statute or case law the Court will take appropriate action including but not limited to the striking of pleadings, sanctions, or disciplinary referrals. Mistake, lack of technical expertise, or time constraints will not be accepted as good faith excuses for the inclusion of hallucination or fictitious citations.

### **Case Management**

Failure to perfect service within thirty (30) days will result in a dismissal without prejudice. The Court will not reopen the matter if it cannot be shown that service occurred prior to dismissal.

Upon the filing of an answer in a case, the Court will file a Scheduling Order. If the Defendant fails to file a timely Answer, the Plaintiff should either file, in compliance with the Civil Practice Act and Uniform Superior Court Rules, a relevant motion pursuing the asserted claims within ninety (90) days of default.

Failure to prosecute any action within ninety (90) days will result in a dismissal without prejudice.

### **Discovery**

Discovery in this case shall end on the date established by the Court in the scheduling order. The Court is to be immediately notified via email by contacting the Court's Staff Attorney of any discovery motion that is filed so that it may make arrangements for its expeditious resolution. An extension of discovery will be granted only for good cause shown.

### **Amendments**

Any amendments to the pleadings to add additional counts or parties must be made at least **two (2) months** before the end of the discovery period established by the Court.

### **Dispositive Motions**

All dispositive motions shall be filed no later than the timeframe identified in the scheduling order established by the Court. Extensions for filing dispositive motions will only be granted for good cause shown. **The parties are DIRECTED to submit courtesy copies of any motion or pleading that requires the Court's attention, including any exhibits, directly to Chambers by emailing Staff Attorney, Kier Prince at [kier.prince@fultoncountyga.gov](mailto:kier.prince@fultoncountyga.gov).**

### **Digital Submission of Exhibits**

Pursuant to the new rules of the Judicial Council of Georgia, all transcripts, and accompanying exhibits, are required to be e-filed. Due to the size limits of eFileGa, all exhibits must be scanned individually and emailed to the court reporter. For oversized or non-paper exhibits, i.e., guns, poster boards, etc., you may submit a digital photograph of the object marked with an exhibit sticker. If no photograph is submitted, then a piece of paper describing the exhibit, i.e., gun, poster board, etc., will be inserted by the court reporter in its place as the exhibit attached to the transcript. Regarding DVDs / CDs, provide the court reporter with the original and one copy. They will need to be contained in a hard case (e.g., jewel case). Stephanie Richardson is the Court's assigned court reporter, and her email address is [Stephanie.richardson@fultoncountyga.gov](mailto:Stephanie.richardson@fultoncountyga.gov).

### **Motions Hearings**

A hearing on dispositive motions, if requested, will be held during the timeframe established by the Court as outlined in the scheduling order.

### **Consolidated Pre-Trial Orders**

A proposed, fully consolidated pre-trial order shall be submitted to the Judge's chambers via email to the staff attorney, Ms. Kier Prince no later than the deadline established by the Court in the scheduling order. (Please do not present pre-trial orders to the clerk for filing unless they have been signed by the Court). Plaintiff(s) shall be responsible for consolidating the pre-trial order. All other parties shall provide their portions of the consolidated pre-trial order to the plaintiff(s) no later than two business days prior to the due date. No party shall submit their own individual portion of a pre-trial order to the Court without written certification detailing their good faith efforts to present the Court with a fully consolidated order. Extensions for submitting proposed pre-trial orders will be granted only for good cause shown. The proposed pre-trial

order need not contain a listing of all evidence; however, the parties will be expected to provide this listing within ten (10) days after the Court has ruled on dispositive motion(s).

Pursuant to Uniform Superior Court Rule 7.3 Any proposed pre-trial order submitted by any party shall designate any witnesses whose testimony will need the services of an interpreter and the language, including sign language for the deaf, for which the interpreter is required. If known, the name, address, and telephone number of the interpreter or interpreting service intended to be used shall be listed. If this information is not known at the time the pre-trial order is signed, it shall be promptly provided to Court and opposing counsel once known. Where notice is not provided, the Court may, among other sanctions, refuse the use of any non-certified interpreter and then exclude the use of the witness's testimony if the witness cannot readily communicate in English.

### **Pre-Trial Conference**

A pre-trial conference will be held during the timeframe established by the Court as outlined in the scheduling order.

### **Proposed Orders**

Proposed Orders should be submitted via email to the staff attorney, Ms. Kier Prince in Microsoft Word format. All proposed orders on motions for summary judgement should include detailed findings of fact and conclusions of law.

### **Hearings**

Unless otherwise ordered by the Court, all motions in civil actions, including those for summary judgment, shall be decided by the court without oral hearing, except motions for new trial and motions for judgment notwithstanding the verdict. However, oral argument on a motion for summary judgment shall be permitted upon written request made in a separate pleading bearing the caption of the case and entitled "Request for Oral Hearing," and provided that such pleading is filed with the motion for summary judgment or filed not later than five (5) days after the time for response.

Copies of exhibits to be tendered at an evidentiary hearing should be submitted electronically to Ms. Kier Prince.

### **Sanctions**

Failure to comply with the Lawyer's Creed, Uniform Superior Court Rules, Civil Practice Act, and the Court's Orders may result in sanctions. Sanctions may include but not limited to the striking of pleadings, entry of default, and charging of cost against the offending party.

SO ORDERED this 18<sup>th</sup> day of February, 2026.



**HONORABLE BELINDA E. EDWARDS**  
FULTON COUNTY SUPERIOR COURT  
ATLANTA JUDICIAL CIRCUIT