

26-EX-000431

FILED IN OFFICE

IN THE SUPERIOR COURT OF FULTON COUNTY
STATE OF GEORGIA

APR 01 2026

CHÉ ALEXANDER
Clerk of Superior Court

Fulton County, Georgia

SMW

IN RE: PROCEDURE FOR ALL
CIVIL CASES ASSIGNED
TO JUDGE MCAFEE'S DIVISION

JUDGE SCOTT MCAFEE

**AMENDED¹ STANDING TRIAL MANAGEMENT ORDER FOR CIVIL
CASES IN JUDGE SCOTT MCAFEE'S DIVISION**

The following terms govern the parties and their preparation for and presentation of the trial of their civil matters in this Division.

CONSOLIDATED PRE-TRIAL ORDERS

No later than the dates set in the operative scheduling order, the parties shall submit, by email, a fully consolidated pre-trial order directly to the Court's Senior Staff Attorney Elizabeth Suh (elizabeth.suh@fultoncountyga.gov). The pre-trial order shall be presented in the form prescribed by Uniform Superior Court Rule 7.2. Plaintiff/Petitioner 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/Petitioner no later than two days prior to the due date. No party may submit their own individual portions of the pre-trial order to the Court without written certification detailing their good-faith efforts to present the Court with a fully consolidated order. Failure to timely submit a pre-trial order may be deemed an affirmative waiver of a trial by jury. Extensions for submitting proposed pre-trial orders will be granted only for good cause.

TRIAL DATES AND NOTICE

The Court will notify the parties and counsel of trial by e-filing at least twenty days before the call of the first case listed. Pro se parties will be notified by regular mail. Upon receipt of the calendar, the parties are ordered to contact Staff Attorney Elizabeth Suh with the status of the case, the estimated length of trial, and the possibilities for settlement.

¹This Order supersedes Amended Standing Trial Management Order for Civil Cases in Judge Scott McAfee's Division, 24-EX-001436 (Dec. 2, 2024).

CONFLICTS

Conflict letters must be submitted one week before the trial calendar begins and shall comply fully with Uniform Superior Court Rule 17.1.

TRIAL MANAGEMENT

1. Motions in Limine

Written motions in limine must be filed and emailed to Staff Attorney Elizabeth Suh, with all counsel copied, no later than seven days before the beginning of the trial calendar. If a party filing a motion in limine believes that the motion would have a material impact on trial preparation and admissible evidence and may require extended argument that delays trial, the party must alert the Court at the time of filing. Parties are encouraged to contact chambers and request a pre-trial conference in advance of trial to resolve motions in limine.

2. Voir Dire

The Court will generally conduct initial *voir dire* as to legal excuses, preliminary matters, and case-specific issues, and then allow the parties to conduct their own follow-up. Parties must submit to Staff Attorney Elizabeth Suh a courtesy copy, emailed to all opposing parties, with all proposed *voir dire* questions at least two days before the beginning of the trial calendar.

The Court imposes time limits on each party for individual questioning of jurors. Each side will be allotted identical time per panel of 14 jurors. The time remaining will be prominently displayed on digital clocks mounted behind the jury box. The Plaintiff's time will be displayed in red and the Defendant(s)' in blue. The Court's preliminary questions concerning legal excuses or hardships will not be counted against either party. The parties may alternate who begins questioning of each individual juror. The Court will pause the countdown clock once counsel announces, "nothing further" or the equivalent after questioning each juror. Upon conclusion of questioning of the entire panel, counsel may ask to use the remainder of their time to resume questioning of any individual juror. Either party may move for additional time for good cause based upon a particularized showing.

3. Time Limits

After notice and consultation with the parties, the Court may impose time limits on the presentation of evidence. The length of time allotted will be set after consideration of the unique circumstances of each case.

4. Objections to Questions or Testimony

When objecting during trial, parties must state only that they are objecting and specify the ground(s) for the objection. Further argument or discussion of an objection will not be heard unless requested by or permitted by the Court. The parties may request a sidebar discussion if there is a need to elaborate on the grounds for or response to an objection.

5. Exhibits

All exhibits must be pre-marked and numbered for introduction at trial. All exhibits and exhibit lists shall be scanned individually into PDF format and emailed to Staff Attorney Elizabeth Suh, with all counsel copied, no later than two days before trial. The parties must confer before trial concerning any issues of authenticity. Any disagreement about the admissibility of exhibits should be brought to the Court's attention before trial begins.

6. Depositions Used at Trial

If a party intends to rely on deposition testimony, that party must confer with all other parties prior to trial and attempt to agree on the testimony to be presented. If the parties cannot agree on what portions of the deposition testimony, if any, should be excluded, the objecting party must prepare a list of page and line numbers at issues and provide the list, along with the relevant text from the deposition, to Staff Attorney Elizabeth Suh no later than two days before the beginning of the trial calendar.

7. Jury Charges

In addition to filing jury charge requests with the Clerk, the parties shall also email a copy in Word format to Staff Attorney Elizabeth Suh prior to jury selection. Each party shall provide a list identifying the title and number of each proposed pattern charge requested by the party, using the current pattern charges published by the Council of Superior Court Judges. The parties need not recite the text of pattern charges. Parties may request non-pattern charges only where there is no pattern charge applicable to the specific issue. Parties

requesting non-pattern charges shall provide citation to applicable statutory or case authority.

8. Verdict Form

The parties must submit their proposed verdict forms via email in Word format to Staff Attorney Elizabeth Suh prior to jury selection.

9. Courtroom Technology

The Court encourages the parties to familiarize themselves with available courtroom technology for the presentation of their cases. (A list of courtroom equipment is available at <https://www.fultonsuperiorcourtga.gov/court-technology>). The Court will provide a Zoom video link for the parties to present and publish exhibits (such as documents, photographs, and videos) by using the Zoom screen sharing feature. Parties who wish to schedule a courtroom technology walk-through with Court Technology Services may complete a form available at <https://www.fultonsuperiorcourtga.gov/court-technology>. Parties must confirm with Chambers that the courtroom is available on the requested walk-through date.

10. Court Reporter

The parties must provide their own court reporter if they desire to have the trial taken down. The Court does not supply a court reporter for civil trials. Attorneys have an affirmative duty to notify their clients that failure to have the trial reported may have an adverse effect on any appeal.

11. Interpreter

Under Uniform Superior Court Rule 7.3, any party needing an interpreter for a trial witness must notify Staff Attorney Elizabeth Suh at least five days before trial that an interpreter is needed and the specific language skills required. At least five days before trial, the party requesting the interpreter must also complete the request form available at <https://interpreter.fultonsuperiorcourtga.gov/> and submit the form via email to SCA.Interpreters@fultoncountyga.gov.

12. Court Hours and Promptness

The Court makes every effort to begin proceedings at the appointed time and expects promptness from counsel, parties, and witnesses.

SO ORDERED this 1st day of April, 2026.



JUDGE SCOTT MCAFEE
SUPERIOR COURT OF FULTON COUNTY
ATLANTA JUDICIAL CIRCUIT