



ATLANTA JUDICIAL CIRCUIT
SUPERIOR COURT OF FULTON COUNTY
Chambers of Judge Rachelle Carnesale

Guidelines for Communication with Court Staff

- Communication by email is preferred.
- Always copy the opposing counsel/party.
- Include the case number or indictment number in the subject line.
- Generally, communication with court staff should be limited to scheduling requests and providing copies of motions and proposed orders.
- Court staff cannot provide legal advice, which includes advice on procedures and deadlines. If you are seeking legal advice, please contact a duly licensed attorney.
- Inquiries about the appointment of counsel in criminal cases should be directed to the Office of the Public Defender at 404-612-5200.
- E-filing support is available at <https://www.odysseyefilega.com>. Questions about rejected submissions should be directed to the Fulton County Clerk of Superior Court.

For criminal cases, please contact Athina Aguirre at Athina.Aguirre@fultoncountyga.gov.

For civil cases, please contact Lara Schuster at Lara.Schuster@fultoncountyga.gov.

For My Journey Matters, please contact Maya Giddens at Maya.Giddens@fultoncountyga.gov.