

## OPERATING GUIDELINES FOR JUDGE BARWICK'S DIVISION DURING 2024 IT OUTAGE

Until further notice, please observe the following guidelines for matters assigned to Judge Jane C. Barwick.

### CHAMBERS COMMUNICATION:

Communication with chambers should be via email. Please send all emails as follows:

[Jane.barwick@fultoncountyga.gov](mailto:Jane.barwick@fultoncountyga.gov)

[Jessica.cummings@fultoncountyga.gov](mailto:Jessica.cummings@fultoncountyga.gov)

[Katherine.weitzel@fultoncountyga.gov](mailto:Katherine.weitzel@fultoncountyga.gov)

Please copy everyone, including the above addressees. **Please do not call chambers.** There will be a further statement whenever telephone service is restored.

### FILINGS AND COPIES TO CHAMBERS:

Please refer to all notifications regarding eFile-GA and PeachCourt. You are solely responsible for ensuring that you file all pleadings and documents properly, on time, and that you retain all information regarding your online activity. **The only impact these guidelines are intended to have is concerning your sending copies of all filings via email to chambers for our information.** We cannot efile for you. You do not have to send any type of proof of filing. Just email copies to [Jessica.cummings@fultoncountyga.gov](mailto:Jessica.cummings@fultoncountyga.gov) in civil cases and to [Katherine.weitzel@fultoncountyga.gov](mailto:Katherine.weitzel@fultoncountyga.gov) in criminal cases.

### HEARINGS AND SCHEDULED MATTERS:

1. We will continue to handle all hearings which have and which will be scheduled. These will be conducted as usual.
2. We will continue to handle all criminal and civil calendars that have been noticed, published and/or emailed. We will continue to add calendars and publish them, mail them and/or email them as usual.
3. Any and all pleadings requesting emergency relief must be sent via email. Please do not come to chambers.