

IN THE SUPERIOR COURT OF FULTON COUNTY SEP 01 2026
STATE OF GEORGIA

CHÉ ALEXANDER
Clerk of Superior Court

Fulton County, Georgia

ASP

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

JUDGE SCOTT MCAFEE

**AMENDED¹ STANDING CASE MANAGEMENT ORDER FOR
CRIMINAL CASES IN JUDGE SCOTT MCAFEE'S DIVISION**

For all criminal cases assigned to this division, the Court hereby orders that the following deadlines, policies, and procedures govern. Absent express permission from the Court, no exceptions, extensions, or waivers are allowed.

COMMUNICATING WITH THE COURT

1. General. While the Court encourages counsel to communicate with chambers, such communication shall be in writing and emailed to Litigation Manager Cheryl Vortice (cheryl.vortice@fultoncountyga.gov) with copies of such communication also provided to all counsel of record unless the matter is a proper ex parte filing.
2. Email. The Court, via the Litigation Manager, communicates with counsel via email whenever possible. At the entry of appearance of counsel, attorneys are required to provide an email address through the filing or by subsequently emailing the Litigation Manager. If you do not personally check your emails, you must arrange to have your emails forwarded to someone in your office who will be responsible for checking them and informing you of the messages/documents that have been sent. To avoid inappropriate ex parte communications, submit all questions, explanations, or discussions concerning your case by email, with a copy to opposing counsel. Appropriate ex parte communications are excepted from this rule. To prevent miscommunications and inappropriate ex parte communications, avoid telephoning chambers except in exceptional circumstances.

¹ This order supersedes the Standing Case Management Order for Criminal Cases in Judge Scott McAfee's Division, 24-EX-000575 (May 24, 2024), and the Standing Trial Management Order for Criminal Cases in Judge Scott McAfee's Division, 2023-EX-000228 (Feb. 16, 2023).

PLEA AND ARRAIGNMENT

1. Appearance and Waiver. Each new case assigned to this division will be set for a Plea and Arraignment hearing, which will generally occur no later than one month following the filing of the indictment or accusation. Unless expressly excused by the Court, no later than 48 hours prior to the hearing date, counsel may file a Waiver of Arraignment indicating that the defendant is entering a plea of Not Guilty and waiving formal arraignment. If properly waived, defendants are not required to appear at arraignment.
2. Bond Motions/Hearings: Motions for bond will not be heard at arraignment unless filed no later than 48 hours prior to the arraignment date. All bond motions must be filed with the Office of the Clerk of the Superior Court. Any bond motions filed prior to the docketing of the charging document (indictment/accusation) must be refiled or will be deemed withdrawn. Parties filing bond motions are required to deliver a courtesy copy to opposing counsel and to the Litigation Manager to ensure a hearing within 10 days. O.C.G.A. § 17-6-1(d). The State shall provide notice to victims or other interested parties as required by law.
3. Scheduling Order. Shortly after arraignment and entry of a not guilty plea (whether by waiver or announcement), the Court will enter a separate Case Specific Scheduling Order (“CSSO”) in each defendant’s case setting the specific deadlines for discovery and motions. Re-indicted cases are bound by the CSSO dates, notices, and published calendars for the originally indicted case absent good cause shown and further order of this Court.
4. Reciprocal Discovery: Any defendant opting into reciprocal discovery shall provide written notice to the prosecuting attorney at or prior to arraignment. O.C.G.A. § 17-16-2(a).

DISCOVERY

1. General. The parties shall promptly and completely comply with the requirements of O.C.G.A. § 17-16-4 by the specific Discovery Date deadline as set forth in the separate CSSO entered in each defendant’s case. Any supplemental discovery must be supplemented as soon as practicable, but in any event no later than five business days after receipt of any additional information, documents, reports, or other matters which are subject to disclosure pursuant to applicable criminal discovery statutes.

2. Extensions. Any request for an extension of the Discovery Date deadline shall be submitted by written motion to the Court by the Discovery Date deadline. Such motions must provide a detailed, fact-based explanation of the need for the extension including the amount of time needed to provide outstanding discovery, along with a proposed order for the Court's consideration. As with all motions, a courtesy copy of any motion for extension must be provided to Judge McAfee's Chambers via email to the Litigation Manager. Any outstanding forensic testing requested by either party must be brought to the Court's attention by way of a timely request for extension filed prior to the Discovery Deadline to prevent delays in the trial and other Court dates and deadlines.
3. Compelling Discovery. The parties are directed to comply with all discovery obligations. The parties are ordered not to file "form" motions seeking an order compelling the generalized disclosure of discoverable materials or the general exclusion of evidence. Any such non-specific "form" motions will not be considered by the Court. Should a party need to file a motion to compel discovery, the party shall itemize the articulable and case-specific instances in which the party believes the opposing party has failed to comply with discovery obligations. Such motion may be filed any time after the Discovery Date deadline has passed and no later than the Motions Due Date which is identified in the separate CSSO entered in each defendant's case. Complaints concerning untimely discovery will not be considered as a basis to delay trial unless the issue has been previously raised with the Court.
4. Experts. Any party seeking to rely on expert testimony at trial (or any evidentiary hearing) must provide written notice to the opposing party. This notice must include a meaningful summary of the expert's testimony as well as his or her qualifications to serve as an expert witness. The notice must be provided at least 14 days before the Final Plea/Trial Calendar Call and seven days before any evidentiary hearing requiring expert testimony. The purpose of this notice requirement, and all others in this Standing Order, is to provide the opposing party a fair opportunity to respond, prevent delay, and to produce hearings and trials better aimed at accurately determining the issues presented.

CASE MANAGEMENT/PRETRIAL CONFERENCE

1. General. A Case Management/Pretrial Conference will be scheduled in the CSSO to take place at the close of the specific Discovery and Motions deadlines. All discovery and reciprocal discovery shall be completed prior to the Case Management/Pretrial Conference. Cases ready for the Final Plea/Trial Calendar Call and without filed pretrial motions may be removed from this calendar at the request of the parties by contacting the Litigation Manager. Defendants that are represented are not required to appear at the Case Management/Pretrial Conference.
2. Order to Confer in Advance. The Court hereby orders the parties to confer before the Case Management/Pretrial Conference to determine whether any outstanding motions or issues can be narrowed or resolved by agreement.
3. Discussion. Parties should be prepared to discuss the production and review of discovery (including whether the State can inform the Court and defense counsel that all discovery has been produced), evidentiary and other legal issues expected to be raised pretrial, probability of disposition of the case without trial, whether either party anticipates introducing any expert testimony, any logistical concerns (such as out-of-state witnesses) relating to the scheduling of trial, and any other matters requiring the Court's attention.
4. Continuances. If the Case Management/Pretrial Conference is continued after proper motion by a party, the specific Discovery and Motions deadlines shall automatically reset as follows: All discovery shall be due by the State one week before, and all motions shall be filed two days before, the date of the rescheduled Case Management/Pretrial Conference.

MOTIONS

1. General. The due date for all motions is the specific Motions Due Date deadline as set forth in the separate CSSO entered in each defendant's case (unless reset due to a continued Case Management/Pretrial Conference). Motions filed after that date are untimely and will not be considered, absent a showing of just cause for the late filing. O.C.G.A. § 17-7-110; U.S.C.R. 31.1.

2. Application. The motion filing requirements and deadlines apply to all motions and notices, including but not limited to: immunity motions under O.C.G.A. § 26-3-24, demurrers, pleas in bar or abatement, State's notice of O.C.G.A. §§ 24-4-404(b), 24-4-413, and 24-4-414 evidence, State's notice of intention to use child hearsay, defendant's notice of intent to raise issues of incompetency, insanity, or mental illness, defendant's notice of intent to raise alibi defense, and defendant's notice of intent to introduce evidence of specific acts of violence by victim against third parties. These deadlines do not apply to motions in limine involving discrete evidentiary issues, the significance of which is not readily apparent until focused trial preparation. However, untimely motions improperly cast as motions in limine which are not true in limine motions, such as motions to suppress, to dismiss, or to sever defendants, will not be permitted after the Motions Due Date deadline absent a showing of just cause.
3. Filing, Courtesy, and Service Copies. All motions must be filed with the Office of the Clerk of the Superior Court. Parties filing motions are required to deliver a courtesy copy to opposing counsel and to chambers via email to the Litigation Manager. The courtesy copies of motions must be received in Chambers the same day that the motions are filed in the Clerk's office.
4. Particularization Required. Only those motions sufficiently particularized as to provide legal notice to the opposing parties will be considered by the Court. Generalized and omnibus motions are not to be filed, and if filed will be denied as vague, dilatory, and in violation of this order. Motions must specify, with particularity, the item, statement, or event at issue and must be tailored to the facts of the case at hand. Each motion shall be limited to a single issue and filed separately. Thus, a general motion seeking to suppress all statements or all evidence is insufficient and will be denied. The motion must identify the specific statement or evidence that the movant is seeking to suppress and must provide a theory of suppression.
5. Briefing. As a general practice, non-evidentiary motions will be decided upon the written submissions of the parties; however, the Court may request oral argument sua sponte or allow it upon good cause shown. For motions which do not rely on the introduction of evidence through proffer or formal hearing, opposing parties may file a response within 30 days of the initial motion. No party may file additional briefing other than the motion and response without leave of court, which may be requested by email explaining why additional briefing is necessary.

If approved, movants may file a reply within 15 days of the response. These filing deadlines may be shortened or extended at the discretion of the Court. The lack of a response/reply, or a party's failure to inform the Court that it intends to file a response/reply within the time afforded, will not prevent the Court from scheduling a hearing or ruling on the merits. For motions reliant on the introduction of evidence, the parties may request post-hearing briefing.

6. Amicus Briefs/Non-Party Filings. An amicus curiae brief may be filed only by an attorney admitted to practice before this Court. Consent of the parties is not required. A motion for leave to file an amicus curiae brief may be presented to the Court by email to the Litigation Manager. The motion shall attach the proposed brief as Exhibit 1, shall state the identity and nature of the movant's interest, and shall include a proposed order granting the motion. Any unapproved filings submitted by a non-party shall not be docketed by the Clerk of Court and/or stricken from the record by this Court.
7. Published Motions Hearing Calendar. The Court will publish a calendar for the Motions Hearing Date identified in the separate CSSO entered in each defendant's case, which will be held prior to the time set for the Final Plea/Trial Calendar Call. If no motions which require a hearing are timely filed, the case will not appear on the Motions Hearing Calendar.
8. Motions and Orders in Re-indicted Cases. If a case is re-indicted, all timely filed motions and all orders from the previously indicted case are adopted and effective in the newly indicted case unless the prior motion or order was addressed by the new indictment (*e.g.*, a demurrer to the original indictment).

FINAL PLEA AND TRIAL CALENDAR CALL

1. General. A Final Plea and Trial Calendar Call will be held on a date(s) determined by the Court, which will typically be determined at the Case Management/Pretrial Conference. The State will not be allowed to place the case on the dead docket or proceed on a re-indictment after the Final Plea Calendar absent good cause shown and further order of this Court. Reductions in charges will be handled by the Court on a case-by-case basis. Attorneys and defendants must appear at the Final Plea and Trial Calendar Call unless the case has been previously resolved. The Final Plea and Trial Calendar Call date(s) shall not be reset absent good cause shown and express order of this Court. If a party has

announced “ready for trial” at a previous Trial Calendar Call, in-person appearance at any subsequent Trial Calendar Call may be waived upon approval by the Court.

2. Order to Confer in Advance. The Court hereby orders the parties to confer before the Final Plea Date to determine the State’s offer and whether the defendant will enter a plea of guilty or move forward to trial.
3. Entering Guilty Pleas. Negotiated or non-negotiated pleas may be entered at any time prior to the Final Plea Date. The parties are directed to contact the Litigation Manager to schedule a date for entry of a plea prior to the Final Plea Hearing. The Final Plea Date is the last opportunity to present a non-negotiated plea which can then be withdrawn at the option of the defendant at the time of sentence pronouncement. This right of withdrawal must be exercised on the record in open Court and expires when the Court adjourns for that day.
4. Accountability Court Sentence Recommendations. A defendant must have been interviewed and accepted by the Accountability Court program (Drug Court, Behavioral Health Treatment Court, or Veteran’s Court) prior to sentencing for the Court to consider the recommendation.
5. Continuance/Request for Status Conference. In the event a party intends to seek a continuance or has any other problem with going forward with trial on the assigned Final Plea and Trial Date due to incomplete production of discovery, incomplete witness information, client difficulties, a request for a psychological evaluation, or otherwise, that party must notify the court by written request for a continuance and/or a status conference in advance of the Final Plea/Trial Date. The written request must specifically identify the grounds for the continuance, conference, or other problems with going forward with trial.

APPEARANCE AT ALL CALENDARS AND HEARINGS

1. Attorneys. No attorney shall appear in that capacity before the Court until the attorney has filed an entry of appearance that fully complies with U.S.C.R. 4.2 or a notice of substitution of counsel that fully complies with U.S.C.R. 4.3(3). Attorneys are required to appear at all published calendars and properly noticed court appearances unless a proper Leave of Absence in accordance with U.S.C.R. 16.1 or 16.2, or a proper conflict letter in accordance with U.S.C.R. 17.1, is timely

filed and served upon chambers, or the attorney is otherwise expressly excused by the Court. Note that any Leave of Absence not filed or served pursuant to U.S.C.R. 16.1 or 16.2, or filed *prior to entry of appearance of counsel in the case at issue* and not *served upon chambers*, stands denied under U.S.C.R. 16.4. Note that unless U.S.C.R. 17.1 is followed in all its subsections, then the attorney shall not be deemed to have a conflict pursuant to U.S.C.R. 17.1(A).

2. Defendants. Unless expressly excused by the Court, defendants must appear at all calendar calls and properly noticed court dates for his or her case even if his or her attorney has a properly filed conflict letter, leave of absence, or other expressly excused absence. Failure to report shall result in forfeiture of any bond which may have been set and issuance of a bench warrant for the arrest of the defendant.
3. Virtual Appearance. All calendars issued by the Court will specify whether the proceeding is “In-Person Only,” “Virtual Only,” or “Virtual and/or In-Person.” Counsel and parties may appear in any manner specified by the published calendar. The Court may authorize counsel and/or the parties to appear in a manner different than specified on the calendar, but only upon specific request and authorization by the Court. Witnesses may appear virtually if agreed by the parties and authorized by the Court. U.S.C.R. 9.1-9.2. Video links provided for a hearing shall not be shared with anyone for any reason absent express permission from the Court.

TRIAL DATE AND PRE-TRIAL PROCEDURE

1. General. If a case is not resolved following the Final Plea/Trial Calendar Call, it will be placed on call as directed by the Court. The parties will be provided notice when to appear for the start of trial in open court and/or by email to counsel of record. Typically, the Court will call the cases appearing on the Trial Calendar in the listed order, but the Court reserves the right to call cases in any order. Any cases not reached will roll over to the next scheduled trial calendar call.
2. Pre-Trial Submissions. Once a case is called in for trial for a set date (as opposed to the call of the trial calendar), the parties are required to file with the Clerk of Court, serve on opposing counsel by email, and submit by email to the Litigation Manager by 4 p.m. two business days before the first day of trial the following (if the case is called to trial with less than one business day notice, these submissions are due by the time the parties are ordered to appear in Court or as otherwise directed by the Court):
 - a. A list of general voir dire questions.
 - b. A list of all potential witnesses. This witness list is for the Court's use during voir dire and need not list anything more than the witnesses' name and any applicable title or position. This list is separate from all pre-trial discovery requirements concerning witnesses, including the disclosure of all requisite identifying information and the content of expert opinions, if any.
 - c. All motions in limine. Each such motion shall be a separate document. Such motions should be limited to discrete evidentiary or procedural matters, such as the admissibility of a specific piece of evidence. It is not proper to attempt to raise, as a motion in limine, matters that should have been resolved during the pre-trial motions phase of proceedings, such as a motion to sever, etc. Such a motion cast as a motion in limine will be denied as untimely absent good cause shown.
 - d. Proposed jury charges. The parties must submit all proposed requests to charge, including the charges of the particular offense(s) alleged in the indictment. For pattern charges, each party is to submit only the pattern charge number and not the text of the charge itself. For non-pattern or

modified pattern charges, the parties are required to submit the full text and cite the case law, statute, or other authority supporting such requested charge.

- e. A proposed verdict form.

VOIR DIRE

Prior to the commencement of voir dire, the Court will discuss with the parties which of their proposed questions will be permitted.

1. General and Statutory Questions. The Court will propound all general questions to the entire panel. Prospective jurors will be seated in the gallery in numerical order; each prospective juror will have a card with his or her juror number on it. Prospective jurors will respond to the Court's questions by raising their cards. Counsel should track affirmative responses to general questions asked by the Court in order to proceed expeditiously with the individual voir dire.
2. Individual Questions. At the completion of general questioning, prospective jurors will be brought, fourteen at a time, into the jury box for follow-up questioning. Prior to any individual questioning, each of the fourteen panelists will respond with the general area of the county in which they reside and most recent occupation. Counsel will then be permitted to conduct the follow-up questioning, panelist by panelist. The Court will not permit the parties to ask repetitive questions or an unlimited number of questions during examination of potential jurors. Counsel will restrict their voir dire examination to such matters as are permissible by law and shall not engage in arguing their case or in placing inadmissible matters before the jury panel. If counsel repeat inquiries or explore improper areas of inquiry outside the scope of the general questions, the Court may resume the role of questioner. This process will be repeated, fourteen panelists at a time, until the Court determines that enough jurors have been qualified to permit peremptory striking to begin. For efficiency and effective use of notes, counsel may individually voir dire panelists from counsel table.
3. Time Limits. 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 State'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.

4. Juror Information Sheets. Jury Services provides the Court and attorneys juror information sheets for all panelists as a courtesy prior to voir dire. Counsel are directed not to copy the information sheets and are cautioned to avoid taking important notes on the information sheets as they will be collected and destroyed immediately following jury selection.
5. Motions to Strike for Cause. The Court will hear motions to strike potential jurors for cause immediately after concluding with the individual questions for each panel of fourteen, prior to excusing each such group, and prior to the peremptory strike process.
6. Jury Selection. Peremptory strikes will be conducted orally outside the presence of the panel. The parties shall consider each juror in sequential order starting with the State and then the Defendant(s). Once a jury of twelve has been selected, the same process will then be applied to the very next panel member with the parties using their alternate strikes until the alternate jurors are selected.

CONDUCT DURING TRIAL

Counsel shall conform his or her conduct in accordance with these requirements:

1. Timeliness. Counsel and parties will timely appear before the Court at each setting and following each recess.
2. Duty to Have Witnesses on Hand. The parties and attorneys are ordered to have enough witnesses on hand for each day's proceedings. If a party fails to have a witness to call to testify, in the discretion of the Court, that party's case will rest.

3. Duty to Instruct Witnesses. The parties and attorneys are hereby ordered to instruct all of their testifying witnesses as follows: (a) pause and not talk when an attorney objects during the witness' testimony, wait for the Court to rule on the objection, and respond to any pending question only if the objection is overruled by the Court, (b) avoid talking over the attorneys or judge, (c) refrain from referencing any evidence excluded by prior orders, and (d) avoid discussing their testimony with any other potential trial witness during trial.
4. One Attorney Rule. Only one attorney for each party may examine or cross-examine a witness. Only one attorney for each party may object to the testimony of a witness being questioned by an opposing party. The objection must be made by the attorney who has conducted or is to conduct the examination of the witness. Only one attorney for each party may argue a motion.
5. Avoid Addressing Attorneys. Attorneys are prohibited from addressing comments or questions to each other while on the record. All arguments, objections, and motions must be addressed to the Court.
6. Exhibits. Exhibits should be marked before trial. Any party that intends to introduce exhibits during trial shall provide two hard copies of an exhibit list to the Court (one to the judge and one to the court reporter) and one copy to each opposing party prior to jury selection. The exhibit list should include for each exhibit both the exhibit number and a brief description of what the exhibit purports to be. Counsel are under a continuing obligation to preview exhibits with opposing counsel before relevant witnesses are called to the stand. It is not an appropriate use of the jurors' time to have the parties reviewing proposed exhibits while the witness waits on the stand and the jurors sit idly in the box. Counsel shall obtain approval from the Court before publishing any evidence/exhibits to the jury.
7. Digital Submission of Exhibits. All exhibits must be scanned individually and emailed to the court reporter. For oversized or non-paper exhibits, such as 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 will be inserted by the court reporter in its place as the exhibit attached to the transcript.

8. Objections. Counsel shall state all objections to the Court, shall briefly state the legal grounds for any objection, and shall not engage in arguments before the jury. Generally, the legal grounds for objections can and shall be made in three words (*e.g.*, “objection-lack of foundation,” “objection-calls for speculation,” “objection-asked and answered”). The Court will not entertain extended argument on the objections within the hearing of the jury. “Speaking objections” will not be permitted. If counsel wishes to present argument with respect to an objection being made or opposed, counsel shall request a discussion outside the presence of the jury.
9. Stipulations. All stipulations must be made in writing, signed by the parties, and presented to the Court outside the presence of the jury. No counsel should offer to enter into a stipulation orally before the jury, unless prior permission is granted by the Court.
10. Approaching Witnesses. Counsel shall ask permission of the Court before approaching an opposing party’s witness with evidence. Counsel shall not remain standing over the witness, but rather shall deliver the document or other piece of evidence and retreat a few paces away. When appropriate, counsel may request that the witness step down from the witness stand for purposes of demonstrating, drawing, or otherwise illustrating a matter for the jury. Counsel may remain within the proximity of the witness during the demonstration, but should not in any way seek to intimidate or influence the witness.

SENTENCING HEARINGS

1. Timing. The Court anticipates proceeding with presentencing hearings and sentencing immediately after any conviction. However, on good cause shown by either party, the Court will entertain a continuance.

REQUEST FOR COURT SERVICES

1. Court Interpreter. Upon request, the Court will provide interpretation services for any non-English speaking or hearing impaired Defendant or witness. The request for an interpreter must be submitted in writing via email to the Litigation Manager no later than five business days prior to the hearing date.

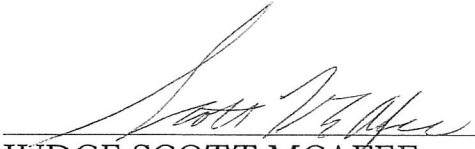
2. Court Production Order. At the request of counsel, the Court will order production of a Defendant and/or witness incarcerated in any Georgia prison, or jail system, or facility. For individuals located within the Georgia Department of Corrections system, the requested inmate information should coincide with the Georgia Department of Corrections information. Parties must submit their request in writing to the Litigation Manager, and the production request must be received no later than 30 business days before the scheduled court appearance.
3. Courtroom Evidence Presentation. Counsel shall familiarize themselves with the evidence presentation technology prior to its use during a proceeding. Counsel are encouraged to request access to and/or training on the equipment prior to a scheduled hearing by emailing the Litigation Manager.

MISCELLANEOUS

1. Withdrawal. If a defendant procures new counsel, it shall be the duty of the defendant's previous attorney to provide all discovery to the new attorney as soon as practicable. Defendants must exercise their right to counsel of their choosing with reasonable diligence. Substitution of counsel shortly before trial will not be adequate grounds for a continuance. *See also* U.S.C.R. 4.3(3) ("substitution shall not delay any proceeding").
2. Live-Streaming: To facilitate public access and open judicial proceedings, the Court may live-stream its proceedings and subsequently post recordings on its county-provided YouTube channel. Parties are directed to raise any concerns regarding this practice with the Court in advance of any hearing.²
3. Preparation of Orders. Counsel shall promptly prepare orders or judgments to be presented to the Court. Proposed orders shall be submitted by email to the Litigation Manager and opposing counsel simultaneously and within three business days of the pronouncement of that order or judgment, unless directed otherwise by the Court.

² available at <https://www.youtube.com/@judgescottmcafee/streams>.

SO ORDERED, September 1, 2026.



JUDGE SCOTT MCAFEE
FULTON COUNTY SUPERIOR COURT
ATLANTA JUDICIAL CIRCUIT
