

IN THE MAGISTRATE COURT OF ROCKDALE COUNTY
STATE OF GEORGIA
STANDING ORDER NO. 2023-001

Filed in the Office
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 of the
Magistrate Court of
Rockdale County

IN RE: FILINGS IN ALL TYPES OF CASES AND ACTIONS

The Court finds it proper and necessary to issue the following Order:

COPY

**TO ALL PARTIES AND MEMBERS OF THE BAR PRACTICING
IN THE MAGISTRATE COURT OF ROCKDALE COUNTY**

The following applies to ALL types of cases and actions filed in the Magistrate Court of Rockdale County:

I. Unauthorized Filing Method for All Pleadings Including Answers

Effective August 1, 2023, in all cases and actions, IT IS ORDERED that filing via email SHALL NOT constitute a valid, legally recognized method of filing answers or other pleadings by any party or their counsel. The Clerk will not accept, file, docket or print any answers or other original pleadings received via email delivery. Any attempts to file an answer or other original pleading via email shall have no legal effect and no action will be taken with respect to such attempt.

For the next 120 calendar days, this Order shall be provided to the parties at the inception of the case or action whenever possible. In all cases or actions requesting service upon the Defendant(s) or Respondent(s), the Clerk shall cause a copy of this Order to be served together with the Summons.

II. Acceptable Filing Methods for All Pleadings Including Answers

Effective August 1, 2023, in all cases and actions, IT IS ORDERED that all filings, including but not limited to petitions, statements of claim, affidavits, answers, notices, motions, requests, briefs and other pleadings and documentation shall be filed and submitted to this Court using one of the following authorized methods of filing:

1. **Filing In Person (Counter Service)** at the Magistrate Court Clerk's Office located at 874 North Main Street N.W., Conyers, Georgia 30012, during normal business of Monday through Friday, from 8:30 a.m. to 4:30 p.m. excluding county holidays; or
2. **Filing By Mail via U.S. first-class mail, certified mail or overnight mail** addressed to the Rockdale County Magistrate Court Clerk's Office, P.O. Box 289, Conyers, Georgia 30012. Please consider whether the mail will be delivered timely before any deadlines expire prior to using this method. Adverse legal consequences will occur if your filing is lost, misdirected or delayed in the mail and not received and filed in the Magistrate Court Clerk's Office prior to the expiration of any legal deadlines that apply. It is solely the responsibility of the filer to ensure your filing is physically received and filed timely; or

3. **Filing Electronically (E-Filing)** solely via the *Odyssey* internet application and software. Please visit <http://www.odysseyefilega.com> for account registration, information, training and filing instructions. It is solely the responsibility of the filer to ensure your filing meets all the requirements including proper case name and number, signatures, verifications, applicable filing fees, etc. to avoid filing rejection by the Clerk.

III. Email Communications

The Clerk shall welcome email communications relating to case status and other appropriate inquiries and notifications that are not deemed filings and pleadings. Please include your accurate case number, full name and best contact phone numbers in all email communications. The Clerk may reject any email communication that is construed as an original filing or pleading.

SO ORDERED this 24th day of July, 2023.



CHIEF MAGISTRATE JUDGE PHINIA ATEN
MAGISTRATE COURT OF ROCKDALE COUNTY
ROCKDALE JUDICIAL CIRCUIT