

IN THE SUPERIOR COURT OF CHEROKEE COUNTY  
BLUE RIDGE JUDICIAL CIRCUIT  
STATE OF GEORGIA

In the matter of:  
**Leaves of Absences**

Administration and Procedure  
U.S.C.R. 16

FILED IN OFFICE COURT  
CLERK OF SUPERIOR COURT  
CHEROKEE COUNTY, GA  
2009 NOV -9 PM 3:02  
PATTY BAKER, CLERK

**STANDING ORDER**

The following is a standing order in the Blue Ridge Judicial Circuit and a copy of this order shall be returned in response to all requested leaves of absence.

All leaves of absence delivered to the judge for signature prior to the tenth day after service on the opposing party (the fifth day if served personally) and all leaves of absence to the extent that such leave exceeds three months from the date of request are hereby denied and dismissed.

All leaves of absence unopposed in writing within the time specified in the Uniform Superior Court Rules are hereby granted, except: (1) in **CASES SPECIALLY SET** for trial/hearing by the trial judge (which must be addressed by motion for continuance); or (2) in cases where a client of counsel requiring leave is a **CRIMINAL DEFENDANT, IN JAIL**; for cases such as the aforementioned, the leave of absence must be with the consent of the incarcerated criminal defendant and include the signature of said defendant.

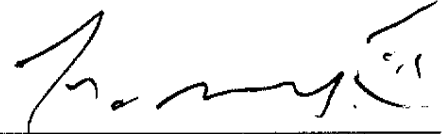
In addition to the requirements of Rule 16, in the event a leave of absence is opposed in writing within the appropriate time, the requesting party shall bring the matter before the assigned judge or judges within 10 days of notice of opposition by appearance or conference call. Upon failure to do so, the request shall be denied and dismissed.

Motions for leave of absence and orders granting or denying same shall not be filed with the case and shall not be considered "of record". They shall be retained by the Clerk of court in a chronological file only by date of request. They shall be retained for two calendar years and thereafter discarded. (For example: A motion for leave requested on Nov. 1, 1994, will be placed in the 1994 Leave File even if the leave extends into 1995. The 1994 Leave File will be discarded after January 1, 1997.)

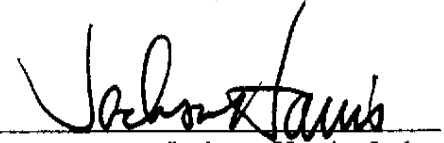
Any party wishing to have such documents made part of the record in any given case shall file a motion to that effect within the two years.

This Order supersedes that Order entered April 19, 2004 in Minute Book 181, Page 350 and that Order entered January 31, 1995 in Minute Book 145, Page 344.

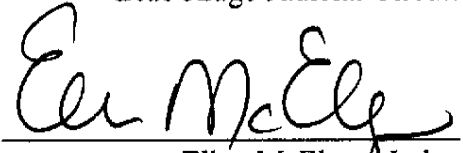
SO ORDERED this 30 day of Oct., 2009.



Frank C. Mills, III, Chief Judge  
Cherokee County Superior Court  
Blue Ridge Judicial Circuit



Jackson Harris, Judge  
Cherokee County Superior Court  
Blue Ridge Judicial Circuit



Ellen McElyea, Judge  
Cherokee County Superior Court  
Blue Ridge Judicial Circuit