

The Reporter's

Notebook



The Official Newsletter of Georgia's Magistrate Court Clerks

Executive Committee 2019-2021

President:
Carla Brown, Lee County

Vice President
Cynthia Kelley, Burke County

Secretary-Treasurer:
Cheryl McMillan, Charlton County

Executive District Members 2019-2021

District 1:
Renea Daniels, Brantley County

District 2:
Kelley Maslak, Lowndes County

District 3:
Jackie Norman, Lee County

District 4:
Patricia Carreker, Rockdale County

District 5:
Tina Robinson, Fulton County

District 6:
Jan Streetman, Upson County

District 7:
Monika Welchel, Bartow County

District 8:
Bethany Tanner, Washington County

District 9:
Danette Davis, Fannin County

District 10:
Barbara Gray, Hart County



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Greetings from the President

Greetings,



As I am writing this on November 12th. I cannot believe that November is half way through and Thanksgiving and Christmas will be here before we know it. It just seems like

yesterday that we were in training at Lake Lanier.

Not a lot to report other than the AOC was hacked and we lost our intranet that we communicated with each other. Robert is work diligently on finding us another way to have access to communicate with each other. I have asked that each district representative get in touch with the counties in their district to get your information so we can rebuild our database. Robert needs your name, email address, and whether or not you are the clerk of your court and if you are a judge. IF you haven't been contacted by your district representative please forward your offices information to him.

I have attached a copy of the new executive committee with their names, phone numbers, and emails.

We will be having training at the Savannah Riverfront Marriot, June 25th & 26th 2020. Please mark your calendars and plan on attending. The executive committee will be meeting in February to plan for this training. Please contact your district rep or me with some topics that you would like to be taught. Let me know if you have any suggestions on how to improve our training or even if you are willing to teach an hour class. We would love to have more clerks teach so that it is geared to what we do every day and not what our Judge should do.

Just a reminder to send in your clerks dues of \$15.00 per year. Our year is from July 1st to June 30th. The dues that are collected are being used to pay for some of our food at our training. We are trying to help keep the cost down so more clerks are afforded the opportunity to come to our awesome training.

Have a Happy Thanksgiving and a Merry Christmas,

Talk to you all soon,

Carla

Carla Brown
Lee County

From Your Advisor

Hello everyone,

I hope 2019 has been a good year to all. This year has really flown by so fast. We all have celebrated Thanksgiving and now it is only a few weeks till Christmas and looking forward to a new year in 2020.



Our Clerks training this past June in Lake Lanier was excellent and we had a really good turnout. We all enjoyed great fellowship and wonderful food, as well as wonderful accommodations. The training was very good with good speakers. The program was structured from all of the request from all of you from last year from your evaluations, of subjects and topics that were taught. I hope all of you enjoyed the training, as I did. Our Council's Executive Committee (Officers and District Representatives) will be meeting in February in Forsyth, with ICJE and Staff, to go over last year's evaluations and suggestions of new training topics for our upcoming training in Savannah, June 24th, 25th and 26th. Our ICJE Director Doug Ashworth and Susan Nunnally, will present our committee with your evaluations from last year, so a lot of the subjects come from you. ICJE does a great job in helping us gather the right instructors and the right subjects to be presented, as well as finds great places for us to have our training. As I stated, our training next June will be in Savannah at the Marriott on the Riverfront and hope

you will be very excited about going back to Savannah.

I am looking forward to working with our Council's Executive Committee, and ICJE on the training for next year. ICJE will be sending out the information and forms for registration sometime in January 2020. When you get the information, please fill out and send in your registration. I hope you will plan to come and join us and enjoy great fellowship with other clerks and gather a lot of knowledge and information.

I hope you can make plans to attend the training and remember we also have our business meeting, so you can let your voice be heard. Without our clerks our Magistrate Court would not function and without you our council would not work. Remember to contact your District Representatives if you have any questions and you can always contact me by phone or email.

I hope you all have a very Merry Christmas and Happy New Year.

I look forward to seeing all of you in Savannah.

Connie Holt

Chief Judge

Magistrate Court of Morgan County

Advisor to Council of Magistrate Court Clerks

Ocmulgee Circuit

Phone: 706-342-3088

Fax: 706-343-6364

Email: cholt@morgancountyga.gov

Membership Dues

Council of Magistrate Court Clerks, Inc.

1520 Third St, Suite B

Folkston, GA 31537

(912) 496-2617

FAX (912) 496-7045

Cheryl McMillan

EMAIL: cmcmillan@charltoncountyga.gov

Amount Remitted: _____

Date Received _____

Check # _____

Membership dues for 2020 are \$15.00 annually per clerk.

Dues are to be paid between July 1, 2019 to June 30, 2020

COUNTY: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ Fax: _____

Name of Clerks and Email:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Happenings

Hart County



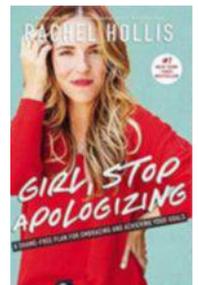
Hello,

Where has the time gone? Some of you are or will experience snow in the coming days and I'm not sure where our Fall weather has gone, only evidence of it, are the fallen leaves left behind.

With that said, we all are busy and planning lots of down time hopefully with family and friends.

The coming year for me personally will have some milestone events. Sometime around the end of January, my husband and I are expecting a new grandbaby!! Our son and his wife will be expecting their first baby girl to add to the three (2 girls & one boy) our daughter has already blessed us with. As you may can imagine our house will be covered is LOTS of pink 😊 Jan 28th I will be celebrating my work anniversary with the Magistrate Court of Hart County for 10 years. It feels like a blink and I have been fortunate to have my Chief Magistrate Judge Thomas J. Jordan for 7 of those years. Our office is also grateful for the Deputy Clerk we have had for the past two years this past October; Bethany Megan King 😊 she brings lots to the table and has a bright future as well.

If any of you have some free time and enjoy reading or as I prefer Audio listening to books. I have a fantastic one to recommend; *Girl Stop Apologizing* by Rachel Hollis, which was followed by another favorite of mine: *Girl Wash Your Face*. I can't explain how much these books inspire and how relatable I felt with this author, as I am not in her age bracket but her beliefs and sense of humor will pull you in for certain, so pick up her book or down load the audio it will be worth your down time for certain. ENJOY!!



Looking forward to seeing all of you in June and **Have a Blessed Merry Christmas and an Amazing New Year!!**

Kindest Regards,

Barbara

Happenings

Lee County

Hope all is well with all of our folks in District 3. Looks as though winter is on it's way. Thank goodness we did not have another "Michael" this year.

Judge Thurman recently had valve replacement surgery and is doing well. We hope to have him back in the office soon. "Midnight" Judge Thurman's horse has been running things at Namruth Farms will happy be as well. He keeps telling Judge Thurman that he needs to hurry back to work because he is tired of taking orders from him and that his three work bosses miss him.

Carla's son Gil, her eldest, is still in the medical field but now located in Gainesville, Georgia and has recently graduated with his RN degree. Her youngest son, Matt and his wife reside in Tampa and he is employed with the United States government.

Jackie Norman will be having a 10 year work anniversary in February. Jackie's son Cory and his wife Daniela have blessed her with her 7th grandchild, Audrey Celeste this past December. She so thankful that all three of her children and her seven grandchildren reside in Lee County.

Tabitha Branch, our newest clerk began her full-time employment in May of this year. She and her husband enjoy going to watch their son John, a junior play football.

We are looking forward to our upcoming clerks training to be held in Savannah on June 25th and 26th, 2020. If you have not registered or paid your clerk dues, I encourage you to do so. We always strive to plan an informative curriculum scheduled with lots to learn and to help brush up our clerk skills. This training is a great opportunity to learn from other clerks, wonderful fellowship with other county clerks and lots of learning opportunities from the instructors.



Lowndes County

We will be expecting a new addition to the Lowndes County Magistrate family. Chelsea Watson Deputy Clerk is expecting a baby boy on April 30, 2020. Also, Marianne Parker Deputy Clerk became a grandma again on October 30, 2019 to little Miss Harper Leigh weighing in at 6 lbs 6 oz. We are so excited for Marianne and Chelsea and her family.

Thanks, Kelley Maslak, Clerk
Lowndes County Magistrate Court

Happenings

Paulding County



Paulding County Magistrate Clerk Linda Taylor has retired after 40 years of service with Paulding County. Linda was honored at the Paulding County BOC meeting for her service and presented with a plaque by Chairman David Carmichael. Chief Magistrate Judge Martin Valbuena spoke at the meeting and said that Linda will be missed both professionally and personally.



Christy Motes, who formerly served as a Senior Deputy Clerk in the Paulding County Magistrate Court, was sworn in as The Clerk of Magistrate Court by Probate Judge Deborah Andersen earlier this month. Christy's career with Paulding County began back in 2000, and she has held positions within Superior Court, Probate Court, and Magistrate Court. Christy lives in Paulding County, with her husband and two children. Christy is extremely excited about this new role and is looking forward to serving the citizens of Paulding County for years to come.



Update on Magistrate Clerk Council Website

As you may be aware the Council's website and intranet were both taken offline as a result of the malware attacked suffered by the Administrative Office of the Courts. Your Executive Committee along with AOC staff are hard at work remaking the website and other tools. Information will be sent out to members as things develop.

Judicial Council of Georgia
Administrative Office of the Courts

Forms Generator Georgia Courts Registrar Georgia Magistrate Directory

Council of Magistrate Court Clerks

Home > Council of Magistrate Court Clerks

Welcome to the Council of Magistrate Court Clerks website

Our Clerks Council is made up of members from all 159 counties of the state which have a Magistrate Court. Our council has 10 district representatives who are elected to represent each judicial district in the state which makes up our executive council.

Magistrate Courts are sometimes referred to as the "Emergency Room" of the Courts of Georgia. Magistrate clerks are like nurses, that can assist in filings without giving legal advice. Our courts see a little of everything. Most criminal cases begin and are heard in our courts. Civil filings with a monetary amount of up to \$15,000 come before our court which may result with a simpler and sometimes quicker resolution of cases. It is not mandatory to have an attorney when cases are filed in magistrate courts. Pro Se litigants (self-representation) may present or defend their case whether it be civil or criminal.

This site is designed for use not only for judiciary but also for citizens not familiar with our proceedings. Please take a moment to browse our website and hopefully you will find a wealth of resources to help educate and assist you with any Magistrate Court issues.

Council Contact

Council of Magistrate Court Clerks
Judicial Council/Administrative Office of the Courts
244 Washington Street, SW - Suite 300
Atlanta, GA 30334
Main: (404) 463 - 1023
Email: robert.aycock@georgiacourts.gov

Council Profile

Magistrate Court is often called the people's court, because it helps regular citizens represent themselves, without an attorney in cases against other people. Using the Magistrate Court is quicker, more affordable, and more efficient in cases involving \$15,000 or less.

The first step of most legal processes begins with paperwork--argh! But we've got a free tool (*Forms Generator*) that can help you find the correct form and fill it out. At the end of the simple question-and-answer process (called an "interview"), you can print your forms to take to your Magistrate Court and file. If your county offers e-filing, you'll be able to use that option at the end of this process to file your forms electronically.

[Translate This](#)

Quick Links

- 
Behind The Bench
[login](#)
- 
Magistrate Forms Generator
[Visit Site](#)
- 
Magistrate Courts Directory
[Search Now](#)
- 
Magistrate Court Uniform Rules
[View](#)
- 
Landlord Tenant Handbook
[View](#)

Upcoming Caseload Reporting and Bench Card

As we close out the year we would like to take this opportunity to remind you of the all-important case count reporting period, where the Administrative Office of the Courts (AOC) asks the clerks of your respective court classes to submit caseload data for the previous year. In addition, this year your court is asked to include caseload data from the years 2016, 2017, 2018, and 2019. There is also a new bench card intended to highlight best practices when you approach your court's caseload reporting.

This year's reporting period will begin on January 2, 2020 and closes on March 16, 2020.

Why is submitting caseload data important? This paragraph in the overview of the Georgia Court Guide to Statistical Reporting describes it succinctly:

The collected data is used to support state and county resource decisions and to assist in policy development. In addition, statewide caseload activity is reported to the National Center for State Courts and other national organizations that inform justice system stakeholders about Georgia's courts. The caseload data serves as a historical description of the courts. The published data is used by judicial branch agencies, state and local executive agencies, project and program managers and grant applicants to support ongoing process and operational improvements. Superior court data is also used in the assessment of judicial workload that can lead to Judicial Council recommendations to the Governor and General Assembly for additional judgeships.

To see how cases counted in your class of court, use the [Georgia Court Guide to Statistical Reporting](#) where it is broken down by class. If you have any questions, comments, or concerns contact our research department by email casecount@georgiacourts.gov.



Administrative Office of the Courts

BEST PRACTICES FOR CASELOAD REPORTING

— A Bench Card for Judges —

Caseload reporting is an important part of the administration of justice in Georgia. The Judicial Council asks all classes of courts to annually report their caseload to the Administrative Office of the Courts (see OCGA §15-5-24). These data are used to analyze the workload of Georgia's courts as well as to ensure compliance with numerous state and federal laws. The data are provided back to Georgia's courts for their use in policy and administrative decisions with the General Assembly, county commissions, and city councils.

KEY CONSIDERATIONS

GET INVOLVED WITH YOUR DATA

Judges, clerks, and court administrators should all be involved in the caseload reporting process. Outreach to the district attorney and probation offices may also be necessary. Courts should work collaboratively to identify all caseload reporting stakeholders and discuss concerns as they arise.

TALK TO YOUR CASE MANAGEMENT VENDOR

All case management systems (CMS) should be able to quickly and easily create the reports requested by the Judicial Council. If you do not believe yours can, talk to your clerk and vendor about working with the AOC. Maintain regular communication with your CMS vendor to ensure reports are updated to accurately reflect Judicial Council policy.

CONDUCT TRAINING

Both judge and clerk staff should be kept up to date on the case management system. Training manuals and updates should be available through the case management system vendor. AOC staff are available to assist with training.

REPORT YOUR CASELOAD DATA EARLY

The annual caseload collection period begins on the first business day in January and concludes on March 15. Certain superior and juvenile court data are legally required to be reported (see OCGA § 15-6-61, 15-7-50, 15-11-64(b), and 16-12-141.1(g)). Talk to your clerk about reporting data as early as possible. Early reporting allows the AOC to review the data to ensure accuracy. Submit your caseload data through the caseload reporting site caseload.georgiacourts.gov.

REVIEW DATA FOR ACCURACY

Ask your clerk to review caseload data with you. Even after submission, data can be corrected. Take advantage of the opportunity to ensure your court accurately reports its data according to Judicial Council standards. As your court reviews data for accuracy, keep the following in mind.

1. Review previous years' submissions and data from counties of similar size. If your data varies greatly from the previous year or a similarly sized county/circuit, there could be a problem.
2. The *Georgia Court Guide to Statistical Reporting* is the Judicial Council-approved standard for caseload reporting. It can always be found at caseload.georgiacourts.gov.
3. In superior and state court criminal caseload reporting, each defendant is counted as a case by the level of the most serious charge. **DO NOT REPORT CHARGES OR WARRANTS.**
4. Serious felonies are defined as the Seven Deadly Sins. Look at counties of similar size to help determine if your figures are accurate.
5. If your county has a state court, then the superior court should have relatively few misdemeanor cases.
6. Probation revocations are often overlooked. Every county should have some probation revocations. Every filed petition to revoke probation, every petition to adjudicate first offender, and every petition to adjudicate conditional discharge sentences count as a probation revocation filing.
7. Adoption and Support IV-D cases are often overlooked. Every county will have at least a small number of these cases every year.
8. If more than five percent of civil cases are listed as unknown, your court should consider reviewing these cases to determine their appropriate category. Unknown cases get very little workload credit.
9. Be careful to appropriately categorize tort cases. The type of tort will greatly impact the workload analysis.

Note: In 2021, the Judicial Council will begin to capture DUI and remanded habeas cases as a separate category in superior court, each with separate case weights. Also, in 2021, RICO cases will begin to be counted as serious felonies.

CONTACT AOC RESEARCH STAFF

AOC Research can be reached at research.georgiacourts.gov/meet-our-team/ or via email at casecount@georgiacourts.gov. Contact your court assigned research analyst for concerns regarding your court's data. AOC staff are here to help. Please let us know what we can do for you.

June 2019

Proposed Council Bylaws

Please find below a proposed revision of the Council Bylaws. If you have any questions, comments, or suggestions for edits please contact Robert Aycock at Robert.aycock@georgia-courts.gov. The Executive Committee will approve a final version at its February meeting.

BYLAWS OF THE COUNCIL OF MAGISTRATE COURT CLERKS

ARTICLE 1

Section I. **Name**

This Council shall be known as the Council of Magistrate Court Clerks.

Section II. **Purpose**

This Council is created for the purpose of improving the quality of judicial services provided by the Magistrate Courts of this state through the development of training standards, curricula, education products, and continuing education. Training will be provided to members at the annual conference of the Council of Magistrate Court Clerks.

Section III. **Goals**

The goals of this Council shall include, but not be limited to:

- A. The sponsoring of education and training activities designed to improve the quality of services performed by judicial and non-judicial employees of the Magistrate Courts of Georgia.
- B. The development of a forum for the publication of materials that will serve as an aid to the improvement of judicial services provided by the Magistrate Court of Georgia.
- C. The improvement of communications between the offices of the Magistrate Courts of Georgia.
- D. The development of a mechanism for input on legislative issues directly affecting the operation of the Magistrate Court.
- E. Providing liaison to other judicial and non-judicial organizations in Georgia.

ARTICLE II

Section I. **Membership**

Membership in this Council shall be open to all full-time and part-time employees performing secretarial and administrative duties within the Magistrate Courts of Georgia.

Section II. **Officers**

The officers of the Council shall consist of a President, Past-President (or a member at large appointed by the President), Vice-President, and Secretary/Treasurer.

Proposed Council Bylaws *continued*

The duties and responsibilities of the officers of this Council shall be as follows:

PRESIDENT – The President shall preside at all meetings of the Council and shall appoint committees and committee chairpersons required for the orderly operation of the Council. The President shall be the official representative of the Council and shall represent the Council in all matters requiring official Council representation. The President shall be the Ex-Officio Chairperson of the Executive Committee of the Council.

VICE-PRESIDENT – The Vice-President shall perform such duties as the President may delegate and as the Executive Committee may prescribe and assume all duties of the President in the absence, illness, or vacancy of the President.

SECRETARY/TREASURER- The Secretary/Treasurer shall be the official custodian of all records of the Council, including minutes of meetings and official resolutions. The Secretary/Treasurer shall maintain all receipts and financial records of the Council, pay all expenditures authorized by the Executive Committee, and provide reports when required by the President and/or Executive Committee. Signatories on the account shall be the Secretary/Treasurer and the President, but only one signature will be necessary on any check.

Section IV. **Executive Committee**

The Council shall be governed by an Executive Committee comprised of the President, Vice-President, Secretary/Treasurer, ten non-officer members elected from the general membership, and the immediate Past-President. The non-officer members of the Executive Committee shall be known as Elected Members.

Elected Members of the Executive Committee shall be from general membership and not concurrently serving in another elected position. Provided, however, that Elected Members shall be from judicial administrative districts not otherwise represented by officers elected for terms concurrent to Elected Members.

Section VI. **Advisor**

A Magistrate Court Judge shall be appointed to serve as an advisor to the executive committee. The Magistrate Court Judge Advisor shall serve at the pleasure of the President.

ARTICLE III

Section I. **Standing Committees**

The standing committees of the Council of Magistrate Court Clerks shall consist of the Executive Committee and Nominations Committee. The Vice-President shall serve as the Ex-Officio Chairperson of the Nominating Committee. Membership on all standing committees except for the Executive Committee shall be determined by the President.

Proposed Council Bylaws *continued*

1 II. Creation of New Standing Committee

New standing committees may be created through a majority vote of the Executive Committee.

1 III. Special Committees

Special Committees may be created and appointed by the President and/or the Executive Committee as may be required to conduct Council business.

ARTICLE IV

1 I. Nomination/Election of Officers and Elected Members

The President of the Council shall appoint a nominating committee who shall collect nominations one general membership sixty days prior to the annual training conference.

The election of Officers and Elected Members shall occur at the annual training conference. The nominating committee shall distribute notice of the time and place of the conference to all members at thirty days prior to the annual conference via the clerk's intranet.

Officers and Elected Members shall be elected by a majority vote of members in attendance at the annual training conference.

1 II. Terms of Office

The terms of office for Officers and Elected Members shall commence immediately upon the conclusion of the annual training conference. Officers and Elected Members shall serve for two years or until re-elected.

ARTICLE V

1 I. Meetings

The Executive Committee shall meet at least twice annually. One such meeting shall be held in conjunction with the annual training conference. Meetings shall be called by the President or by a majority of the Executive Committee with electronic or written notice to the other members. A quorum of the Executive Committee shall be eight members, which may include the President.

The Council may hold other meetings at such times and places as the Executive Committee shall determine to be necessary.

Proposed Council Bylaws *continued*

ARTICLE VI

Section 1. **Dues**

Membership dues shall cover a period of one-year, beginning July 1st of the current year and ending June 30th of the following year. The amount of the dues shall be set by a majority vote of the Executive Committee.

The Secretary/Treasurer shall send notices of renewal to the membership immediately following the beginning of the fiscal year. In addition to dues, special assessments may be imposed if so approved by a majority vote of the Executive Committee.

ARTICLE VII

Section I. **Amendments to By-Laws**

By-Laws for this Council may be amended by a majority vote of the Executive Committee present at any meeting or by electronic voting on any matter. Notice of the intent to amend the By-Laws shall be distributed by the Secretary/Treasurer to the Executive Committee at least thirty days prior to the meeting at which such amendment will be considered.

Council Contact List

<p><i>Council of Magistrate Court Clerks Inc.</i></p> <p><i>Executive Committee & District Representative TERM 2019-21</i></p>	<p>President: Carla Brown, Lee County PO Box 522 Leesburg, GA 31763 Work: 229-759-6016 Email: cabrown@lee.ga.us</p>
<p>Vice President: Cynthia Kelley, Burke County PO Box 401 Waynesboro, GA 30830 Work: 706-554-4281 Email: c.kelley@burkecounty-ga.gov</p>	<p>Secretary-Treasurer: Cheryl McMillan, Charlton County 1520 Third St, Suite B Folkston, GA 31537 Work: 912-496-2617 Email: cmcmillan@charltoncountyga.gov</p>
<p>District 1: Renea Daniels, Brantley County PO Box 1150 Nahunta, Ga 31553 Work: 912-462-6730 Email: danielsreneard@gmail.com</p>	<p>District 2: Kelley Maslak, Lowndes County PO Box 1349 Valdosta, GA 31603 Work: 229-671-2623 Email: kmaslak@lowndescounty.com</p>
<p>District 3: Jackie Norman, Lee County PO Box 522 Leesburg, GA 31763 Work: 229-759-6016 Email: jnorman@lee.ga.us</p>	<p>District 4: Patricia Carreker, Rockdale County PO Box 289 Conyers, GA 30012 Work: 770-278-7792 Email: Patricia.Carreker@rockdalecountyga.gov</p>
<p>District 5: Cathelene "Tina" Robinson Clerk: Fulton Co 136 Pryor Street S W, Room 106 Atlanta, GA 30303 Work: 404-613-5313 Email: Tina.robinson@fultoncountyga.gov</p>	<p>District 6: Jan Streetman, Upson County PO Box 890 Thomaston, GA 30286 Work: 706-647-6891 Email: jstreetman@upsoncountyga.org</p>
<p>District 7: Monika Welchel, Bartow County 112 Cherokee Avenue Suite 101 Cartersville, GA 30120 Work: 770-387-5070 Email: welchelm@bartowga.org</p>	<p>District 8: Bethany Tanner, Washington County PO Box 1053 Sandersville, GA 31082 Work: 478-552-3591 Email: btanner@washingtoncountyga.gov</p>
<p>District 9: Danette Davis, Fannin County 400 W. Main St., Suite 202 Blue Ridge, GA 30513 Work: 706-632-5558 Email: ddavis@fannincountyga.org</p>	<p>District 10: Barbara Gray, Hart County PO Box 698 Hartwell, GA 30643 Work: 706-376-6817 Email: bgrayhart@yahoo.com</p>

Council Contact List *continued*

Nominating Committee:	
Shelly Herndon, Pierce County 3550 Hwy 84 Ste 2 Blackshear, GA 31516 Work: 912-449-2027 shelly.herndon@piercecountyga.gov	Alecia Miller, Mitchell County 22 North Court Street Camilla, GA 31730 Work: 229-336-2077 Email: amiller@mitchellcountyga.net
Advisor:	Judge Connie Holt, Morgan County PO Box 589 Madison, GA 30650 Work: (706) 342-3088 Email: Cholt@morgancountyga.gov

THE ADMINISTRATIVE OFFICE OF THE COURTS
SUITE 300
244 WASHINGTON STREET, S.W.
ATLANTA, GEORGIA 30334-5900
404-656-5171
FAX: 404-651-6449

NOTIFICATION OF CHANGE IN MAGISTRATE COURT PERSONNEL

NAME _____

POSITION (CHECK ALL THAT APPLY): CHIEF MAIGSTRATE MAGISTRATE
SENIOR MAGISTRATE CHIEF CLERK DEPUTY CLERK CONSTABLE

COUNTY _____

COURT ADDRESS _____

CITY _____ ZIP CODE _____

PHONE (____) _____ FAX (____) _____

EMAIL _____ CAN WE DISPLAY PUBLICALLY? _____

START DATE ___/___/___ ELECTED* APPOINTED* FULL PART TIME

ELECTION CYCLE*: PRESIDENT GOVERNOR* PARTISAN* NON-PARTISAN*

TERM FROM ___/___/___ TO ___/___/___

ATTORNEY: YES NO

ARE YOU REPLACING ANYONE: YES NO IF SO WHO _____?

DO YOU SERVE AS A JUDGE IN ANOTHER CLASS OF COURT: YES NO

ADDITIONAL JURISDITCTIONS SERVED _____

ADDITIONAL COUNCILS SERVED _____

*If this information does not apply to you, please answer with the information that applies to your chief magistrate.

In accordance with the Uniform Rules for Magistrates Courts: Rule 13. Notice of selection of magistrates, constables and clerks of magistrate court. Whenever a magistrate, constable, or clerk (but not deputy clerks) of the magistrate court shall take the oath required for office in O.C.G.A. ' 15-10-3, the chief magistrate shall forward to the Administrative Office of the Courts the name and title of the person taking the oath; the name of the person being succeeded; the term of office, if appropriate; the date assuming duties; and the address and telephone number the official wishes to use for business correspondence.

Fax or mail this form to the Administrative Office of the Courts at the contact information above.

Submitted by:

NAME _____

ADDRESS _____

PHONE # _____