

STATE COURT OF DEKALB COUNTY

**JUDGE ANA MARIA MARTINEZ**

**NON-JURY CALENDAR**

**January 11, 2023**

**9:30AM**

Division 6  
Judicial Tower  
3<sup>rd</sup> floor, Courtroom D

Nakeya Burton  
Civil Case Manager  
404.687.7135

[www.dekalbstatecourt.net](http://www.dekalbstatecourt.net)

**IN THE STATE COURT OF DEKALB COUNTY  
STATE OF GEORGIA**

---

**ORDER OF INSTRUCTIONS FOR DIVISION VI  
CIVIL NON-JURY CALENDAR**

---

The following cases are hereby placed upon the Court's Civil **Non-Jury Trial** Calendar scheduled for **January 11, 2023, at 9:30 a.m.**

All parties, counsel, and any witnesses shall be present virtually for the calendar and must **contact the Court via email to the Civil Case Manager, Nakeya Burton ([nlburton1@dekalbcountyga.gov](mailto:nlburton1@dekalbcountyga.gov)), by January 2, 2023**, for further instructions regarding proceeding with the Hearing using the Zoom application. **Please include ALL parties on any email correspondence with the Court.**

**Any evidentiary exhibits must be eFiled into the record by January 2, 2023.** Documentary evidence shall not be considered absent proper foundation for trial. The Court will not consider affidavits brought for trial, unless they comply with the provisions set forth in the 2013 Georgia Evidence Code.

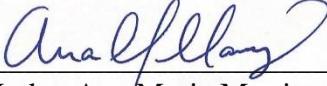
ALL MOTIONS AND/OR DEMANDS shall be made in writing as separate pleadings. They shall be filed with the CLERK OF THE COURT and a copy served on the opposing party on or before twenty (20) calendar days prior to the trial date listed.

An Order of the Court is required to remove a case from the trial calendar. A Motion for Continuance will be considered only if consented to by all parties and a Consent Order is submitted. **If a motion for continuance is submitted less than 72 hours before the hearing, parties must email a courtesy copy of the motion and order to Ms. Burton ([nlburton1@dekalbcountyga.gov](mailto:nlburton1@dekalbcountyga.gov)), or the motion will not be considered.** Failure of the Plaintiff to comply with the Court's direction and deadlines will result in the complaint being dismissed without prejudice. Failure of the Defendant to comply with the Court's direction and deadlines will result in any counterclaim/cross-claim/third party claim being dismissed without prejudice and the answer being stricken.

If the case is resolved in any manner, notify **Ms. Burton via email ([nlburton1@dekalbcountyga.gov](mailto:nlburton1@dekalbcountyga.gov))** and follow up with a pleading confirming dismissal or settlement at least 72 hours before the scheduled hearing.

**Calendar may be viewed at: [www.dekalbstatecourt.net](http://www.dekalbstatecourt.net).**

**SO ORDERED**, this 29<sup>th</sup> day of November, 2022.

  
\_\_\_\_\_  
Judge Ana Maria Martinez  
State Court of DeKalb County







