



**COLUMBIA JUDICIAL CIRCUIT
COLUMBIA COUNTY SUPERIOR COURT**

640 RONALD REAGAN DRIVE
EVANS, GA 30809
706-312-7230

June 6, 2024

RE: Leave of Court

Effective June 10, 2024, notice of leave of court shall be filed in accordance with Uniform Superior Court Rule 16.1:

An attorney of record shall be entitled to a leave of absence for thirty days or less from court appearance in pending matters which are neither on a published calendar for court appearance, nor noticed for a hearing during the requested time, by submitting to the clerk of the court at least thirty (30) calendar days prior to the effective date for the proposed leave, a written notice containing:

- (a) A list of the actions to be protected, including the action numbers*
- (b) The reason for the leave of absence; and*
- (c) The duration of the requested leave of absence.*

A copy of the notice shall be sent, contemporaneously, to the judge before whom an action is pending and all opposing counsel. Unless opposing counsel files a written objection within ten (10) days with the clerk of the court, with a copy to the court and all counsel of record, or the court responds denying the leave of absence, such leave will stand granted without entry of an order. If objection is filed, the court, upon request of any counsel, will conduct a conference with all counsel to determine whether the court will, by order, grant the requested leave of absence.

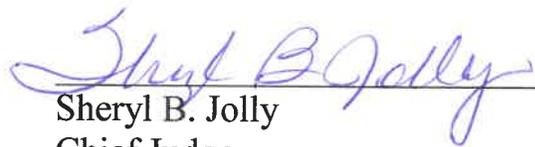
The clerk of the court shall retain leave of absence notices in a chronological file for two (2) calendar years; thereafter, the notices may be discarded.

These notices must be filed through PeachCourt AND notice sent to the Court via email. Notices for the Court must be emailed to leaveofcourtnotices@columbiacountyga.gov.

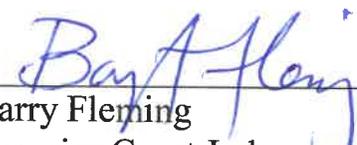
When filing your leave in PeachCourt, you can choose to have your notice filed in all cases in which you are the attorney of record. This will ensure that no case is missed in this process. Do NOT mail a physical copy of your leaves of absence to the Court.

All notices not filed in accordance with the USC Rule 16.1 will be denied, and you will be expected to appear in Court regardless of prior commitments.

Respectfully,



Sheryl B. Jolly
Chief Judge



Barry Fleming
Superior Court Judge



J. Grady Blanchard
Superior Court Judge