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**ORDER OF BUSINESS
FOR THE MAGISTRATE COURT OF FULTON COUNTY
JANUARY – DECEMBER, 2018**

The Fulton County Magistrate Court is located in the Justice Center Complex and includes courtrooms in the Justice Center Tower (JCT) at 185 Central Avenue; the Charles Carnes Building (JCB) at 160 Pryor Street; the Fulton County Courthouse (FCC) at 136 Pryor Street, the Fulton County Jail, as well as the North Service Center (North Annex) at 7741 Roswell Road Suite 225, and South Service Center (South Annex) at 5600 Stonewall Tell Road, Suite 218.

Hearings will be assigned to the following Divisions:

- A. **Criminal Division** – The Criminal Division handles matters such as Warrant Applications, First Appearance hearings, Preliminary Hearings and Child Abandonment Warrant Applications.

Criminal Hearing Schedule:

HEARING TYPE	DAY OF THE WEEK	TIME OF HEARING	COURTROOM
First Appearance Hearings	Monday thru Saturday	9:00 a.m. 11:00 a.m.	Jail
Treatment Diversion Court (TDC)	Wednesday in January only	1:30 p.m.	2C
Warrant Applications	Monday Wednesday Friday (in January)	1:00 p.m. 1:00 p.m. 9:00 a.m.	1A 1A 1A
Child Abandonment Warrant Applications	Wednesday	9:00 a.m.	1B
Environmental	1 st and 3 rd Wednesday 3 rd Tuesday 4 th Monday	9:00 a.m. 9:00 a.m. 10:00 a.m.	1A South Service Center North Service Center
Copy of Charges	2 nd and 4 th Wednesday 4 th Wednesday 3 rd Monday	9:00 a.m. 1:00 p.m. 10:00 a.m. and 1:30 p.m.	1A South Service Center North Service Center

- B. **Civil Division** – The Civil Division handles matters such as Abandoned Motor Vehicles, Dispossessory (Landlord-Tenant) Actions, Small Claims, Garnishments, Weddings/Marriages, and Personal Property Foreclosure.

Civil Hearing Schedule:

HEARING TYPE	DAY OF THE WEEK	TIME OF HEARING	COURTROOM
Motions/Defaults	Wednesday Wednesday Thursday Friday	9:00 a.m. 1:00 a.m. 9:00 a.m. 9:00 a.m.	2C 2N 2N 1B, 2M

Dispossessory	Tuesday	9:00 a.m. 10:30 a.m. 1:00 p.m. 3:00 p.m.	1A, 1B 1A, 1B 1A, 1B 1A, 1B
	Thursday	9:00 a.m. 1:00 p.m. 3:00 p.m.	1A, 1B 1A, 1B 1A, 1B
Garnishment Claims	Tuesday (in January) Wednesdays (thereafter)	1:00 p.m.	2C
Garnishment Motions	Friday	9:30 a.m.	2N
Abandonment Motor Vehicles (as needed)	Monday	9:30 a.m.	1B
Small Claims	Monday	9:00 a.m.	2C
	Monday	1:00 p.m.	2C
	Wednesday-bi-weekly (in January)	9:00 a.m.	South Service Center
	Tuesday bi-weekly (thereafter)	9:00 a.m.	South Service
	Tuesday	9:00 a.m.	2C
	Thursday (in January)	1:00 p.m.	2N
Personal Property Foreclosure	Monday	9:00 a.m.	2C
		1:00 p.m.	2C
Peremptory/No-Service	Monday	9:00 a.m.	1B
	Monday	9:00 a.m.	2M
	Friday	1:00 p.m.	1A
	Friday	1:00 p.m.	1B

*Marriage/Wedding ceremonies are conducted Monday and Wednesday by **appointment only**.

ADMINISTRATIVE WEEK HEARING SCHEDULE

During Administrative Week, only First Appearance, Dispossessory, and Garnishment cases will be held.

Administrative Week Hearing Schedule:

HEARING TYPE	DAY OF THE WEEK	TIME OF HEARING	COURTROOM
First Appearance	Monday thru Saturday	9:00 a.m. 11:00 a.m.	Jail
Dispossessory	Tuesday, Thursday	9:00 a.m. 10:30 a.m. 1:00 p.m. 3:00 p.m.	1A, 1B
Garnishment	Friday	9:30 a.m.	2N

April 23-25, 2018

ADMINISTRATIVE WEEK

Refer to Administrative Week Calendar Schedule
(Institute of Continuing Judicial Education

Conference)

June 4-8, 2018

ADMINISTRATIVE WEEK

Refer to Administrative Week Calendar Schedule

October 1-3, 2018

ADMINISTRATIVE WEEK

Refer to Administrative Week Calendar Schedule (Institute of Continuing Judicial Education Conference)

November 19-21, 2018

ADMINISTRATIVE WEEK

Refer to Administrative Week Calendar Schedule

December 21, 2018 - January 4, 2019

ADMINISTRATIVE WEEKS

Also last day of Dispossessory hearings.

HOLIDAYS

All employees of the Magistrate Court of Fulton County, Georgia, except as shall be necessary for detention facilities and intake facilities, and except as shall be necessary to conduct the business of the Court, as shall be determined by the Chief Judge of this Court, are excused from work on the following dates in observance of holidays:

Monday, January 1, 2018.....	NEW YEAR'S DAY
Monday, January 15, 2018.....	M. L. KING JR. BIRTHDAY
Monday, February 19, 2018	PRESIDENT'S DAY
Monday, May 28, 2018.....	MEMORIAL DAY
Wednesday, July 4, 2018.....	INDEPENDENCE DAY
Monday, September 3, 2018.....	LABOR DAY
Monday, October 8, 2018.....	COLUMBUS DAY
Monday, November 12, 2017.....	VETERANS DAY
Thursday & Friday, November 22 & 23, 2017.....	THANKSGIVING
HOLIDAYS	
Monday & Tuesday, December 24 & 25, 2017.....	CHRISTMAS HOLIDAYS
Monday, December 31, 2018.....	NEW YEAR'S EVE

This Order of Business is subject to modification as may be announced.

A copy of the within and foregoing Order of Business shall be published in the Fulton County Daily Report.

SO ORDERED this 28 day of December, 2017.



 CHIEF MAGISTRATE JUDGE CASSANDRA KIRK