



# SUPREME COURT OF GEORGIA

**FILED**  
Administrative Minutes  
February 11, 2021  
Thérèse S. Barnes  
Clerk/Court Executive  
SUPREME COURT OF GEORGIA  
*Thérèse S. Barnes*

The Honorable Supreme Court met pursuant to adjournment.  
The following order was passed:

It is ordered that new Uniform Superior Court Rule 4.13 (relating to limited appearances), Rule 36.18 (relating to electronic signatures), and Rule 43.6 (relating to mandatory continuing education requirements for assisting superior court judges) be approved, and that Rule 3.3 (relating to exclusive control; transfer of case assignment to another judge) and Rule 24.11 (relating to separate income deduction orders) be amended, effective February 25, 2021, as follows:

## **Rule 3. ASSIGNMENT OF CASES AND ACTIONS**

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### **Rule 3.3. Exclusive Control; Transfer of Case Assignment to Another Judge**

(A) The judge to whom any action is assigned shall have exclusive control of such action, except as provided in these rules, and no person shall change any assignment except by written order of the judge affected and as provided in these rules. In this regard an assigned judge may transfer an assigned action to another judge with the latter's consent in which event the latter becomes the assigned judge.

(B) A judge shall not transfer an action to another judge when the transferring judge has knowledge of any fact that requires remittal of recusal or recusal of the transferring judge under Rule 25 of these rules.

**Rule 4. ATTORNEYS APPEARANCE, WITHDRAWAL AND DUTIES**

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**Rule 4.13. Limited Appearances**

No attorney shall enter into limited representation of a party in a superior court without first notifying the court and the opposing party of the limitations of such appearance by filing an entry of limited appearance. Such notice must comply with Rule 4.2 of these rules and must further state the limited purpose and duration of such appearance.

Absent notice of the limitation of representation with respect to purpose and duration, the attorney shall not be relieved as attorney of record until the grant of a motion to withdraw compliant with Rule 4.3 of these rules.

**Rule 24. DOMESTIC RELATIONS**

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**Rule 24.11. Separate Income Deduction Orders**

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(D) At the time an income deduction order is submitted to an employer, by the party designated in paragraph (B) of this rule, the federal Office of Management and Budget (OMB) currently-approved form entitled “Income Withholding for Support” shall also be completed and submitted to the employer, but that OMB-approved form shall not be signed by a superior court judge nor filed with a clerk of superior court.

**Rule 36. FILING AND PROCESSING**

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**Rule 36.18. Electronic Signatures**

(A) Judges are authorized but not required to electronically sign all orders and judgments.

(B) Judges shall seek to use the most secure method of signing available, which should be auditable in order to determine the identity of the signer or designee.

(C) When practicable, any document signed with a judge's electronic signature shall not be editable upon the application of the judge's electronic signature.

(D) When practicable, the judge's electronic signature shall be accompanied by a date, time stamp, and the case number.

**Rule 43. MANDATORY CONTINUING JUDICIAL EDUCATION (MCJE)**

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**Rule 43.6. Mandatory Continuing Education Requirements for Assisting Superior Court Judges**

A judge appointed as an assisting superior court judge from another class of court pursuant to OCGA § 15-1-9.1 and who sits as a superior court judge for more than 15 days during a calendar year, or handles a final hearing or bench or jury trial as a superior court judge, shall attend superior court specific judicial education programs or training (the "training") totaling a minimum of 12 hours per calendar year.

The training shall focus on the specific subject matters to be adjudicated by the assisting superior court judge. It shall be the responsibility of the chief superior court judge for each circuit issuing appointments under OCGA § 15-1-9.1 to (a) provide and/or approve the training to the assisting superior court judge, and (b) ensure that all assisting superior court judges in the circuit comply with this rule. This training requirement is in addition to any other mandatory continuing education requirement the judge may have from his or her respective court. Completion of this training requirement shall be reported to and verified by the Institute of Continuing Judicial Education.

**SUPREME COURT OF THE STATE OF GEORGIA**  
Clerk's Office, Atlanta

I certify that the above is a true extract from the minutes of the Supreme Court of Georgia.

Witness my signature and the seal of said court hereto affixed the day and year last above written.

 , Clerk