



Douglas County Juvenile Court

LEAVES OF ABSENCE

Effective Date: Immediately

To All Attorneys Practicing Before the Douglas County Juvenile Court

Additional Authority

Uniform Juvenile Court Rules 16.1; Uniform Superior Court Rules 16.1, 16.2

1. Policy Purpose

This policy is being put into place to ensure that all Leaves of Absence are filed in accordance with the Uniform Rules. It is also to ensure that the Court, opposing counsel, and all other relevant parties are timely notified of request Leaves of Absence. This policy will help to foster an environment where cases move forward in a timely matter and that children achieve permanency as soon as possible.

2. Policy Statement

Leaves of absences should be timely filed in accordance with requirements set forth in the prescribed uniform rules.

3. Leaves of Absence

All attorneys shall ensure that their leaves of absence are timely and properly filed in accordance with this policy and with the uniform superior court rules.

3.1 Leaves of Absence for Less than Thirty (30) Days

- All Attorneys must submit a written notice to the Court at least thirty (30) days prior to the proposed leave.
- The written notice must contain:
 - A list of the affected cases with their case numbers
 - The reason for the leave
 - The duration of the leave
- The notice must be sent to the Court and all opposing counsel
- The requested leave shall stand, UNLESS opposing counsel files a written objection within ten (10) days of the submission, or the Court denies the leave of absence
 - A copy of the written objection must be sent to the Court and all opposing counsel)
 - If an objection is filed and counsel requests it, then the Court will conduct a conference with all counsel to determine whether the Court will grant the requested leave

3.2 Leaves of Absence for More than Thirty (30) Days or if you already have a hearing scheduled on the date you need to request leave

- An attorney requesting a leave of more than thirty (30) days must file an application with the clerk and serve it upon opposing counsel at least 10 days prior to submitting it to the appropriate judge to allow time for opposing counsel to consent, in writing to the application
- The application must include:
 - A list of the affected cases with their case numbers
 - The reason for the leave
 - The duration of the leave

3.3 Emergency Leaves of Absence

- An emergency shall be defined as the sudden death of a family member, a family emergency (to include a medical emergency of an attorney's spouse or children), a medical emergency for the attorney (to include hospitalization or like circumstances). Each request shall be assessed on a case-by-case basis by the court.
- When an emergency arises, the attorney shall attempt to find coverage and notify the Court immediately.
- The Court would prefer a formal LOA be filed including the circumstances of the leave, but if it is a true emergency, an email with the circumstances surrounding the leave until a more formal document can be drafted will suffice.

- If coverage is obtained, the attorney shall send an email to the court with the circumstances of the request for the emergency leave, and the name of the attorney who will act in their stead.
- In the event that coverage cannot be obtained, the attorney shall send an email to the court with the circumstances of the request for an emergency LOA.

4. Forms

See Page 4

NOTICE OF LEAVE OF ABSENCE

To: All Judges, Clerk of Court, and Counsel of Record

From: Name of Attorney

RE: Notice of Leave of Absence

Date:

Comes now (attorney's name) and respectfully notifies all judges before whom s/he has cases pending, all affected clerks of court, and all opposing counsel, that s/he will be on leave pursuant to Georgia Uniform Court Rule 16.

1. The period of leave during which time Applicant will be away from the practice of law, is: _____ (dates of leave). The purpose of the leave is: _____.
2. All affected judges and opposing counsel shall have ten days from the date of this Notice to object to it. If no objections are filed, the leave shall be granted.

name of attorney

Bar no.

address of attorney

phone number of attorney

CERTIFICATE OF SERVICE

This is to certify that I have this date served a copy of the foregoing Notice of Leave of Absence upon all judges, clerks and opposing counsel listed on the attached Exhibit A, by depositing the same in the U.S. Mail with adequate postage affixed thereto.

This _____ day of _____, ____.

Name of attorney

EXHIBIT A
(Sample)

Name of Case

Name of Judge

Opposing Counsel

Case Number	Court/County	
Jones v. Jones 98-3333	Brown DeKalb/Superior	opp. atty. A (address)
Smith v. Exxon 97A-454545	Black Cobb/State	opp. atty. B (address)
Schwartz v. Craig & Co. E-6789	Grey Fulton/Superior	opp. atty. C (address)