

JUL 15 2026

A. K. Allen
CLERK SUPERIOR COURT

IN THE SUPERIOR COURT OF FORSYTH COUNTY
STATE OF GEORGIA

In Re:)
) ADMINISTRATIVE ORDER NO.
CERTAIN CIVIL LITIGATION)
) 26-4
In the Superior Court of Forsyth County.)
)

SUPPLEMENTAL ADMINISTRATIVE ORDER
REGARDING ELECTRONIC FILING IN CIVIL ACTIONS

Administrative Order 19-19 contains this judicial circuit's minimum electronic filing requirements in civil cases.

It has come to the attention of the Superior Court judges that there may be discrepancies between the party contact information contained within the Tyler Technologies' Odyssey Case Manager system, which contains the official case records of the Forsyth County Superior Court,¹ and the Electronic Filing System Providers ("EFSP(s)").² These discrepancies have resulted in unsuccessful electronic service of pleadings, motions, orders, and other general filings.

To ensure full and timely notice to all litigants and counsel, the Superior Court imposes the following requirements.

¹ The Court reminds counsel and the parties that the EFSPs do not maintain the official record of the Clerk of Superior Court of Forsyth County. Review of the Clerk's official record may occur via the public access terminals ("PATs") located within the Forsyth County Clerk of Court's office or via re:SearchGA which is accessible online at <https://researchga.tylerhost.net/CourtRecordsSearch/ui/Home> (last visited July 10, 2026). Additional information is available via the Clerk of Court's website at <https://www.forsythclerk.com/HowDoI/CaseSearch.aspx> (visited July 10, 2026). PATs are computer terminals provided for free electronic filing and/or viewing of documents. See Supreme Court Order (Dec. 14, 2018) (adopting Judicial Council's *Statewide Minimum Standards and Rules for Electronic Filing* (Dec. 7, 2018) at p. 1, § 1(e)).

² The EFSP "is the system authorized to transmit and retrieve court filings electronically." *Id.* at § 1(c).

I

MANDATORY FILING OF
ADMINISTRATIVE ORDER NO. 19-19 IN CIVIL ACTIONS

The Superior Court hereby directs the Clerk of Superior Court to file into all species of civil cases wherein electronic filing is required a copy of Administrative Order No. 19-19 entitled *Standing Order Governing Electronic Filing in Civil Cases*.

II

SUPPLEMENTATION TO THE REQUIREMENTS OF
ADMINISTRATIVE ORDER 19-19
CONCERNING ELECTRONIC FILING IN CIVIL ACTIONS

The Bell-Forsyth Judicial Circuit permits electronic filing via the Odyssey eFileGA³ and PeachCourt⁴ EFSPs. A user of either of the EFSPs must register with the EFSP and provide his/her email address for purposes of electronic service. These registered email addresses must be provided to the Clerk of Superior Court to ensure notice, due process, and efficiency.

Uniform Superior Court Rule 36.4 generally requires all pleadings and motions to include the preparer's registered EFSP email address. The undersigned recognize that the email address listed on the pleading and/or motion may not be the same as the preparer's registered EFSP email address.⁵ This difference in email addresses has resulted, in some instances, in the Clerk of Court's official party contact information being inaccurate. This inaccuracy has resulted in the lack of notice to counsel or pro se party.

³ See <http://www.odysseyefilega.com/> (visited July 10, 2026).

⁴ See <https://peachcourt.com/> (visited July 10, 2026).

⁵ The undersigned also recognize that counsel's email address listed on the State Bar's website may vary from what is listed on the pleading or motion as well as registered with the EFSPs.

In order to ensure that all counsel and pro se parties receive timely electronic service of documents filed with the Clerk of Court, the undersigned find it necessary to impose the following requirements:

(A) Open and Active Civil Cases

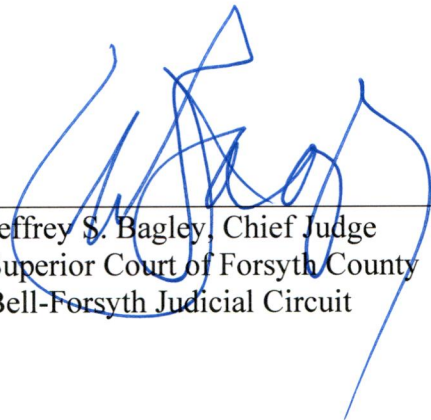
In species of civil cases where electronic filing is required, counsel and pro se parties are required to ensure that their last-filed pleading and/or motion contains their registered EFSP email address. If that document contains the current registered EFSP email address then counsel and/or the pro se party is not required to take any further action. In the event that the last-filed document does not contain counsel or the pro se party's registered EFSP email address, then they shall file a *Notice of EFSP Address* with the Clerk of Court no later than twenty (20) calendar days from the filing of this Order in the civil case. The *Notice of EFSP Address* shall clearly state the counsel or pro se party's registered EFSP email address.

(B) Newly Filed Civil Cases

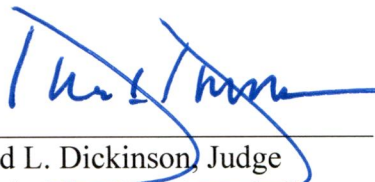
Counsel and any pro se party shall ensure that their signature line on the initial pleading or motion which commences the action contains the filer's registered EFSP email address. The Clerk of Court shall enter said email address within the party-designator tab contained within the electronic case file via the Odyssey Case Manager system. That email address shall be used for all electronic notice purposes unless and until a *Notice of EFSP Address* has been filed with the Clerk of Court. Where a *Notice of EFSP Address* is filed, the Clerk of Court shall update the party-designator tab with the new EFSP email address. In the event that an initial filing fails to contain the filer's registered EFSP email address, the Clerk of Court shall accept the filing and immediately provide notice of this Order to the filer. The filer shall thereafter immediately file a *Notice of EFSP Address*.

The instant *Supplemental Administrative Order Regarding Electronic Filing in Civil Actions* shall be filed in all active and newly filed civil actions.

It is so ORDERED this 10th day of July, 2026.



Jeffrey S. Bagley, Chief Judge
Superior Court of Forsyth County
Bell-Forsyth Judicial Circuit



David L. Dickinson, Judge
Superior Court of Forsyth County
Bell-Forsyth Judicial Circuit



Philip C. Smith, Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit

Original: Clerk of Court