

**IN THE SUPERIOR COURT OF FORSYTH COUNTY
STATE OF GEORGIA**

_____,)
Plaintiff)
)
v.) Civil Action
) File No. _____
)
_____,)
Defendant)

**REQUEST FOR CIVIL NON-JURY HEARING for Cases assigned to
Judge Philip C. Smith, Division 3**

Please complete this form and return to:

Forsyth County Superior Court Clerk, 101 East Courthouse Square, Suite 1007, Cumming, GA 30040, Attention: Civil Division

- All information requested **MUST** be provided or you will not be assigned a court date.
- Please include a self-addressed stamped envelope so a copy of the completed form with a court date assigned may be returned to you.
- You are responsible for notifying all other parties of the court date assigned. **You must complete and file with the Clerk's office a certificate of service representing that you have mailed a copy of the completed and filed request for hearing form to all other parties.**

Name of Attorney or Party requesting hearing: _____

Name(s) of opposing counsel: _____

Guardian Ad Litem (if applicable): _____

Purpose of hearing (Temporary Hearing, Final Hearing, Name of Motion(s) to be heard): _____

Does the case involve contested custody? YES NO
If yes, has the case been to mediation? YES NO

(If the case is a domestic case covered by I.O.P. – 2015-3, and mediation has not yet been completed, no hearing date will be assigned. Do not request a hearing date until after completion of mediation.)

****Will the hearing take longer than 1 ½ hours total for both parties to complete?** Yes No
Estimated time: _____ Plaintiff _____ Defendant

Note: Hearings for 1 ½ hours or less will be scheduled by the Clerk's Office on the appropriate day. If the hearing will take longer than 1 ½ hours, then your request will be forwarded to the Judge's Office to be set on a bench trial calendar. Your matter may be required to be continued to a bench trial calendar set by the Judge's Office if your hearing exceeds 1 ½ hours on a date scheduled by the Clerk's Office. Your hearing date and time will be indicated below.

RULE NISI

A hearing concerning the above referenced matter having been requested, the parties are hereby ordered to appear on the _____ day of _____, 20__ at _____ o'clock ____ m. in Courtroom 503 of the Forsyth County Courthouse. This is a _____ day calendar including the following dates: _____.
A calendar call will be conducted at 9:00 a.m. on the date assigned and priorities will be set at that time. Appearance is mandatory at calendar call to remain on the calendar.

This _____ day of _____, 20_____.

Date returned to requesting party: ____/____/____

Deputy Clerk or Calendar Clerk

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_____)	
Defendant)	

CERTIFICATE OF SERVICE

This is to certify that I have this day served the parties in the foregoing matter with a copy of the attached hearing request form by depositing said copy in the United States Mail in a properly addressed envelope with adequate postage thereon as follows:

Name and Address of Opposing Attorney/Party:

This _____ day of _____, 20__

Signature of Party Requesting Hearing

Name: _____

Address: _____

Phone: _____