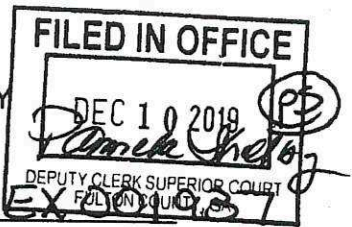


IN THE MAGISTRATE COURT OF FULTON COUNTY  
STATE OF GEORGIA



IN RE: DIGITAL RECORDING POLICY

File No. 2019EX001937

**STANDING ORDER AND INTERNAL PROCEDURE: 2019-203  
DIGITAL RECORDING**

In order to promote public trust and transparency in the judicial system, the Magistrate Court of Fulton County will endeavor to digitally record all court proceedings.

The Magistrate Court Clerk shall activate the recording system for each calendar; annotate the recording as the judge calls each case for a hearing; continually monitor the recording system; and alert the presiding judge as well as Magistrate Court Administration if the system malfunctions or stops recording.

Before starting each hearing, the judge shall announce the style of each case by party name and case number. The judge will allow the clerk to annotate the record as the announcement is made and before the hearing commences. When the hearing is concluded, the judge will announce its conclusion, and the Clerk will stop the recording to complete the record for that particular case. The recording should be stopped for "off the record" discussions only at the explicit instruction of the judge.

If the recording system malfunctions, the clerk shall send an email notification to [magistrate.jarequests@fultoncountyga.gov](mailto:magistrate.jarequests@fultoncountyga.gov) indicating the time of the malfunction and the time the system is restored.

Digital recordings are available for public inspection subject to the Uniform Rules of the Magistrate Courts of Georgia and applicable state and federal law. Individuals requesting a recording must complete the Digital Recording Request Form and submit it to Magistrate Court Administration at [magistrate.jarequests@fultoncountyga.gov](mailto:magistrate.jarequests@fultoncountyga.gov).

The Chief Magistrate shall determine the cost to process a digital recording request and said fee shall be stated on the Digital Recording Request Form. The form shall be made available at the Office of the Clerk of Magistrate Court and online at [www.magistratefulton.org](http://www.magistratefulton.org). The Magistrate Court Clerk shall be responsible for the retention, storage, archiving, retrieval of recordings, and providing digital copies upon receipt of request from Magistrate Court Administration.

SO ORDERED, this 9th day of December, 2019.

  
Cassandra Kirk, Chief Magistrate Judge  
Magistrate Court of Fulton County