

**PIEDMONT JUDICIAL CIRCUIT
FILING PROCEDURES**

I. JUDGE’S SIGNATURE

- a. Cases in the Piedmont Judicial Circuit (Banks, Barrow & Jackson Counties) are assigned to the judges according to the defendant’s last name. If multiple defendants are involved, assignment is according to the name closest to the beginning of the alphabet. The letters assigned to each judge are listed below.
- b. Please mail all documents requiring the judge’s signature directly to his office. After the judge signs the document, it will be returned to you for filing with the clerk. Please include a self-addressed, stamped envelope. Judge’s addresses are listed below. In the alternative, if you prefer to e-file the order, you may email the same to the judge’s office for signature at the email addresses below.

II. FILING IN THE CLERK’S OFFICE

- a. Please mail the returned original signed documents to the clerk’s office in the appropriate county (or in the alternative, e-file via Peachcourt). We feel it is safer and more reliable for attorneys to file their own documents. Also, the judge’s office may be in a different county from the one in which the order should be filed. The party receiving the original signed documents shall be responsible for sending stamped “filed” copies of the documents to the opposing party(ies) unless such notice has been waived pursuant to subsection (a) of O.C.G.A. § 9-11-5.
- b. If you need stamped “filed” copies returned to you from the Clerk’s Office, please include the appropriate number of copies with the original(s) to be filed and a self-addressed, stamped envelope (or in the alternative, e-file via Peachcourt).
- c. If the document you file resolves the case, the clerk’s office must also have a Civil Case Disposition Form completed in accordance with Uniform Rule 39.2.3.

III. LETTER DESIGNATIONS

The letters designated the assigned judge are as follows:

- B – Joseph H. Booth
- M – Currie M. Mingledorff II
- W – Wayne D. McLocklin
- P – Nicholas Primm

These letters will be part of the case number. For example: 13-CV-0999-B or B-13-CV-0999.

JUDGES’ ADDRESSES AND ALPHABET ASSIGNMENTS

Joseph H. Booth kbranch@jacksoncountygov.com 5000 Jackson Parkway Suite 330 Jefferson, GA 30549	Currie M. Mingledorff II htarver@barrowga.org 652 Barrow Park Drive Suite H Winder, GA 30680	Wayne D. McLocklin dcrowder@jacksoncountygov.com 5000 Jackson Parkway Suite 330 Jefferson, GA 30549	Nicholas Primm vmurch@barrowga.org 652 Barrow Park Drive Suite H Winder, GA 30680
C	A	D	B
J	G	E	H
L	O	F	K
N	S	I	Q
P	W	M	T
V		R	X
Z		U	Y

SUPERIOR COURT CLERK ADDRESSES FOR FILING

BANKS COUNTY CLERK P.O. Box 337 Homer, GA 30547	BARROW COUNTY CLERK 652 Barrow Park Drive, Suite B Winder, GA 30680	JACKSON COUNTY CLERK 5000 Jackson Parkway, Suite 150 Jefferson, GA 30549
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