

COBB COUNTY, GA  
FILED IN OFFICE

**Judge Manning's Standing Order on Recording Hearings and Court Reporters**

2017 JUN 14 PM 4:16

This Court does not have a dedicated Court Reporter. However, the Court is equipped with a DECA recording device. The equipment will be activated as required by law or at the request of the parties in the event that a Court Reporter is not present.

***A. Civil Cases***

If a case is on a Civil Motions Calendar, a Civil Non-Jury Calendar, or a Peremptory Calendar the Court will attempt to provide a Court Reporter and the parties will be responsible for the costs of take down and transcription. Please call in advance to ensure a Court Reporter is available. If a hearing is specially set, the parties will be responsible for retaining the services of a Court Reporter.

In the event of a Civil Jury Trial, the parties will be responsible for retaining and the costs for the services of a Court Reporter.

***B. Criminal Cases***

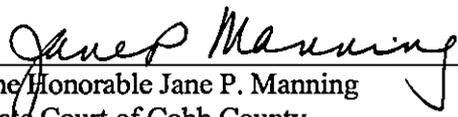
If a case is on any criminal calendar the Court **WILL NOT** provide a Court Reporter, unless the Prosecution or the Defense requests a Court Reporter no later than 10 days prior to the scheduled court date.

Nothing in this Order shall prevent any party from using the services of a Court Reporter of their choosing for any matter. The Court's staff is willing to aid parties in locating an available Court Reporter.

Parties desiring a recording of their hearing or case for transcription must file a motion requesting a copy of the recording. Any such motion must include: the date of the hearing, the case number and the parties present. All recordings shall be delivered in CD-ROM form.

**Failure to have a Court Reporter present will not be grounds for a continuance.**

SO ORDERED, this 14 day of June, 2017.

  
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The Honorable Jane P. Manning  
State Court of Cobb County