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BY Gary D. Pace
CLERK OF SUPERIOR COURT

**IN THE SUPERIOR COURT
LOOKOUT MOUNTAIN JUDICIAL CIRCUIT
STATE OF GEORGIA**

**STANDING ORDER
CASE MANAGEMENT SYSTEM**

It appearing to the Superior Court Judges of the Lookout Mountain Judicial Circuit that the judges either have no case management system to assist them in a timely and orderly handling of the dockets, or the clerks have chosen a CMS that does not have functionality and features to assist judges.

The State of Georgia through the Administrative Office of the Courts (AOC) has developed a comprehensive statewide case management system, hereinafter referred to as "Gavel," which has the capacity to link every trial court in the State of Georgia, leading to better data-driven decision-making. This system has robust calendaring, reporting, docket management, and other tools to assist judges with the prompt and efficient delivery of justice to all Georgians. The Court hereby determines that it is necessary for proper administration of justice that this Circuit adopt Gavel, as its case management system, and make the following findings of fact:

- 1) The current system treats the judges and attorneys exactly the same, and limits the ability to search by case name or number only. The judges have no ability to search for inactive cases, or quickly find active cases where there are pending motions that need hearing/rulings.
- 2) Gavel contains robust search functionality and allows the judges to quickly and easily locate cases where there has been no activity, and cases where there are pending motions that need hearing/ruling.
- 3) The current vendors used by the clerks have no ability, or no willingness, to create level of access based on roles in the court system. This prohibits the judges from reviewing certain cases, such as adoptions, and prohibits the court from reviewing motions filed under seal unless the Court physically drives to the particular courthouse where the file is located and physically reviewing the file.
- 4) Gavel is a role-based permission system which would allow the judges to view any case assigned to the judge and review any documents, even those which the judge permitted to be filed under seal.
- 5) The current system provides no capability to e-sign documents.

- 6) Gavel has a highly secure e-signature capability. This will eliminate unnecessary delays in getting documents signed and filed.
- 7) The current system has numerous cases that have been completed but are listed by the Clerk as being open because the Clerk or the attorney has failed to file the case disposition form. This results in inaccurate and out-of-date calendars. In some of the Counties of the Lookout Mountain Judicial Circuit the Clerk cannot provide an accurate calendar of pending cases. The judges of this circuit are particularly concerned with this system failure because it impacts judicial workload assessment, clearance rates, and has the potential to negatively impact the allocation of judicial resources to the citizens of the Lookout Mountain Judicial Circuit.
- 8) Gavel has the capability of auto generating the case disposition form upon completion of the case which will result in more accurate dockets, and up-to-date calendars.
- 9) In Walker County the Clerk has previously assigned two (2) different cases with the same case number.
- 10) In Dade County the Clerk's system does not notify the District Attorney when an attorney e-files a waiver of arraignment, which has resulted in bench warrants being issued for defendants' failure to appear for arraignment when they have waived arraignment and were not required to appear.
- 11) Gavel will solve these deficiencies by serving upon all parties any e-filed documents.
- 12) The current system has e-filing for civil cases but some of the counties have no criminal e-filing, and thus does not allow the court to review documents or motions to prepare for hearing in criminal cases, unless the presiding judge has the physical file in their possession.
- 13) Gavel will support full e-filing for civil and criminal cases.
- 14) The case count from some of the counties is often late and frequently inaccurate. There is also a Statewide issue with delayed and inaccurate case dispositions being submitted to GCIC.
- 15) Gavel automatically sends the case count to the AOC. It will also automatically report case dispositions to GCIC; providing real time data to the courts and other interested parties such as the State Legislature, executive branch agencies, and county commissioners.
- 16) The current system requires attorneys to individually file a separate leave of absence in each case where they are counsel of record whenever they take leave. This is burdensome and often results in leave not being properly filed causing unnecessary delays in cases.
- 17) Gavel will allow attorneys to generate a single leave of absence and bulk file it in every case affected by the leave. This will reduce confusion and make it significantly easier for attorneys to properly notify the Court of proposed leaves.
- 18) The Council of Accountability Court Judges has already voted to move exclusively to the CMS effective 1/1/2027. The LMJC has multiple accountability courts.

It appearing that a superior case management system—developed and owned by the State of Georgia—is now available at no cost that will rectify the problems outlined above and other problems not specifically mentioned. Said system has a more robust feature set for all users, superior security, e-filing, tools for judges to properly manage their cases, built-in integration with critical justice system partners, and integration with the Circuit's existing e-filing vendor, PeachCourt.

IT IS HEREBY ORDERED AND ADJUDGED that, pursuant to OCGA§ 15-6-61 (a) (2) which requires the Clerk to “attend to the needs of the court through the performance of the duties of the clerk required and enumerated by law, or as defined in court order”, the Superior Court Clerks shall either provide a copy of all the data, from their current vendor, for all pending civil and criminal cases to the AOC or its designated representative, within thirty (30) days, or the Clerks shall be required to upload all documents on all pending cases from their current system into Gavel, within thirty (30) days of the go live date. All newly filed cases shall be filed into Gavel.

In any action which seeks to modify a prior order, or seeks citation for contempt for violating a prior order, the Clerk shall upload into the Gavel all data from such prior case which resulted in the order, when the new action is accepted for filing. The Superior Court Clerks shall accept for E-Filing purposes any filing made into the Gavel as if same had been directly filed with the Clerk. The Clerks shall coordinate with the Gavel team to ensure proper acceptance of the required filing fees for the filing of a new case. The Clerks are also ordered to participate in any training necessary on Gavel to implement this order.

The obligations outlined above are continuing and ongoing obligations required to keep Gavel up to date and to properly attend to the needs of the court. Nothing in this Order shall obligate the Superior Court Clerks to fully abandon their current case management system, or to utilize the Gavel system other than what is necessary to fully implement this order.

IT IS SO ORDERED, this ed day of October, 2026.

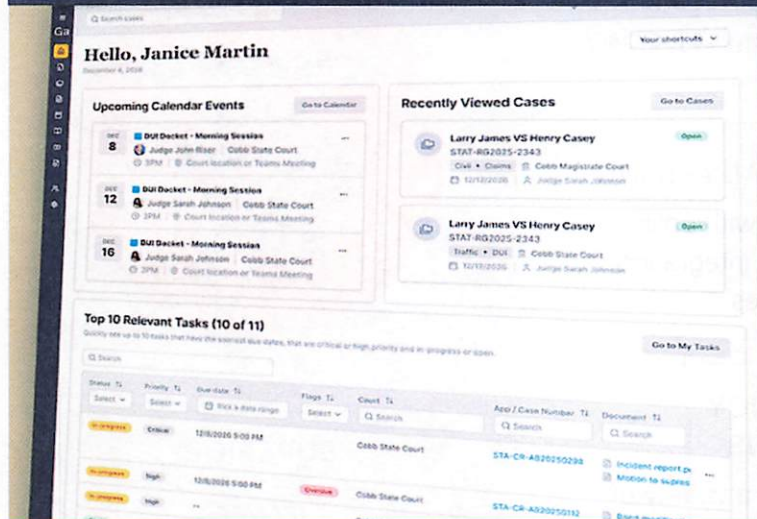


Brian M. House, Chief Judge
Superior Court
Lookout Mountain Judicial Circuit

Gavel

Powering Georgia's Courts

One secure system.
Built to serve Georgia's
courts and communities.



CONSISTENT | EFFICIENT | CONNECTED

Introducing Gavel, the State of Georgia's new unified system that brings court case management, eFiling, online payments, calendaring and scheduling, and reporting into a single platform—available to judges, clerks, court administrators, staff attorneys, and other important judicial personnel.

FOR PROBATE, ACCOUNTABILITY, MAGISTRATE, STATE, & SUPERIOR COURTS

Gavel is here to transform Georgia's court operations, replacing legacy systems with a modern solution. Every court in Georgia will have access to these features and functionalities requested by the Judiciary:

Robust Search: Find cases, contacts, statutes, and documents from one search bar.

Guided Case Management: Create and manage cases end-to-end through step-by-step flows tailored to each court type.

Automated Judge Assignment: Balance caseloads automatically using weighted random, calendar-based, or division-specific assignment rules.

Task Queues: Route and track work across roles and teams from shared queues with automated handoffs.

eFiling: Attorneys and the public file and pay electronically; clerks review and accept: all in one system.

Integrated Financials: Fees, fines, bonds, distributions, online payments, and reconciliation—all tied to the case.

Reports & Dashboards: Build custom reports, bookmark them, export to PDF/CSV, and monitor daily dashboards.

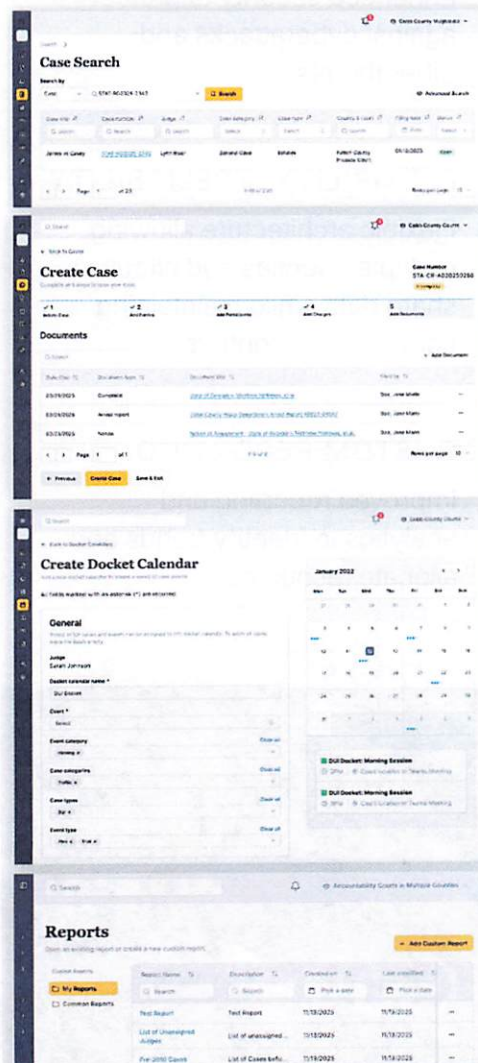
Sealing & Security: Seal cases fully or partially with audit trails, and control document access with role-based permissions.

Automated Notices: Generate and send bulk notices, subpoenas, and Notices to Appear with electronic judge signatures.

Scheduling: Manage hearings, trials, and appointments with courtroom assignment, resource booking, and conflict detection.

Document Generation: Produce court documents from case data with e-signature, security classification, and version control.

Contact Directory: Search a centralized statewide directory of attorneys, judges, clerks, and court professionals.



CONNECTING COMMUNITIES & MODERNIZING COURT OPERATIONS IN GEORGIA

Gavel forms the foundation of Georgia's future court operations, providing a secure, reliable, and streamlined platform for the administration of justice. All system features and functionalities have been built with careful consideration of the following objectives and requirements, in direct collaboration with members of Georgia's judiciary:

VISIBILITY & CONSISTENCY

Streamlined processes and increased sharing of case information, evidence, and data throughout the court system

OVERALL SECURITY

Enhanced security to protect against cyberattacks and other threats

FLEXIBILITY & RELIABILITY

Flexible architecture allowing multiple counties and circuits to share data while maintaining tight security controls

CUSTOM REPORTING

Improved reporting and analytics to identify trends and allocate resources

TRULY DIGITAL eFILING

Intuitive eFiling with online processing and integration for criminal cases

CROSS-AGENCY INTEGRATIONS

Integration with a variety of reporting and tracking systems

LONGTERM SCALABILITY & OWNERSHIP

Full ownership of the source code, eliminating 3rd-party vendors and fees

PUBLIC SAFETY FOR GEORGIA

Data-driven decision-making that improves public safety outcomes

IMPROVING LIVES

**INTEGRATED
DATA
TO MAKE
GEORGIA
SAFER**

across

SUPERIOR

STATE

MAGISTRATE

PROBATE

ACCOUNTABILITY

COURTS

A user-friendly, updated system will improve the experience for everyone involved in our State's court proceedings.

Contact us to learn more about how Gavel can transform your court's operations.

Our implementation teams partner closely with courts to plan, migrate, train, test, and go live—for a smooth transition with minimal disruption.

Gavel
Powering Georgia's Courts

cms.georgiacourts.gov