

NOTICE ON VIDEO-CONFERENCING - PLEASE READ CAREFULLY

- For the protection of you, court staff and the public, it is recommended that you participate in mediation/final hearing by video conference hosted by the Clerk using Webex Enterprise.
- The video-conference may be accessed by any computer, tablet or smart phone with a microphone and camera.
- You may need to download and install an application prior to participating. You are encouraged to check your computer or device for compatibility at webex.com which will lead you through downloading any necessary application.
- If you do not have a device or internet access with which to access the video conference, you will be allowed to appear in person in the courtroom, but you will be required to follow social distancing as directed by court personnel and will be required to wear a mask or face covering.
- You must provide both your email address and mobile phone number on your answer and all motions and pleadings filed if you desire to participate by video conference.
- You will receive your invitation to participate in the Webex Enterprise video-conference via email delivered to your email address.
- Your mobile phone number is necessary for the clerk to communicate with you for scheduling and if there is difficulty in logging in the video conference.
- If you are appearing in person, you may be required to stay in your vehicle until your hearing is held. You will then be contacted on your mobile phone while you wait in the parking lot to enter the courthouse for your hearing. This procedure is necessary to comply with social-distancing practices as there is limited space with the Judicial Center.
- Mediation is mandatory in your case. The landlord and tenant must discuss the possibility of resolving their dispute by settlement prior to a contested hearing.
- If a landlord fails or refuses to participate in a mediation conference their dispossessory affidavit may be dismissed.
- If a tenant fails or refuses to participate in a mediation conference their answer may be stricken and a default judgment entered.
- If there is a mediation conference scheduled in your case it may also be held by a private video-conference between the Landlord representative and tenant on Webex Enterprise on your hearing date. You may be required to be available during a block of time during which time you will be required to remain logged in or be available by mobile phone and have a device with access to the webex video-conference immediately available. If a settlement agreement is reached during a video-conference, the parties will inform a Magistrate Judge of the terms of the settlement who will reduce it to a written order. An audio recording will be made of the parties' consent.
- You are encouraged to watch an instructional video on video-conferencing on Webex which are located on YouTube at <https://youtu.be/uoyfxXzbJqw> and on webex.com.
- There may be opportunities to participate in a practice video conference session prior to your hearing. If you are interested in participating please call the Clerk's office at (770) 288-7700.
- If you have any questions please call the Clerk's office at (770) 288-7700. Please do not wait until the date of your scheduled hearing to call as your inability to follow these procedures may not be sufficient grounds to continue your hearing.
- All parties are reminded that all pleadings on file in their case are available for viewing free of charge on the internet at <https://micropact.co.henry.ga.us/MagistrateSearch/>. Please avoid telephoning the Clerk's office requesting copies of documents which you may view at this site.