

STATE OF SOUTH CAROLINA ) IN THE COURT OF GENERAL SESSIONS  
 ) FIFTEENTH JUDICIAL CIRCUIT  
 COUNTIES OF HORRY AND )  
 GEORGETOWN ) ADMINISTRATIVE ORDER

FILED  
 GEORGETOWN COUNTY, S.C.  
 2011 JAN -4 PM 12:59  
 ALMA Y. WHITE  
 CLERK OF COURT  
 FILED  
 GEORGETOWN COUNTY, S.C.  
 2010 DEC 21 PM 1:00  
 ALMA Y. WHITE  
 CLERK OF COURT

To: SOLICITOR'S OFFICE, PUBLIC DEFENDER'S OFFICE, and ALL MEMBERS OF THE PRIVATE BAR, CLERK OF COURT OF HORRY COUNTY, CLERK OF COURT OF GEORGETOWN COUNTY, SHERIFF OF HORRY COUNTY and SHERIFF OF GEORGETOWN COUNTY

Re: JANUARY 1, 2011 ~ JUNE 30, 2011 ~ GENERAL SESSIONS

Pursuant to the authority granted to me as Administrative Judge of the Court of General Sessions of the Fifteenth Judicial Circuit, effective January 1, 2011. It is

**ORDERED** that all terms of General Sessions Court shall start promptly at 9:30 a.m. for each day of the term, unless changed by the Presiding Judge for that week. All Solicitors, Public Defenders, Private Defense Counsel, Probation Agents, Court personnel, as well as any Defendants and Witnesses who have been properly subpoenaed, shall be present in the appropriate courtroom by 9:00 a.m., and prepared to go forward with the work of the Court. It is further

**ORDERED** any vacations or requests to be excused for other reasons during the time periods of regularly scheduled General Sessions Court, shall only be signed by the Chief Administrative Judge for General Sessions. Such request shall be submitted to the Administrative Judge only, at least Twenty-Five (25) days before the requested excusal date, unless an emergency prevents such prior notice. A copy of the request shall be sent to the Solicitor's Office at the same time it is forwarded to the Court and this shall be part of the submission to the Chief Administrative Judge. If there is an immediate emergency that cannot

be addressed by the Chief Administrator Judge for General Sessions, the attorney may also approach the Chief Administrative Judge for Common Pleas for a protection order. It is further

**ORDERED** the Solicitor and the Chief Public Defender of the Fifteenth Judicial Circuit, including all attorneys under contract with the Public Defender's Office, shall appoint one member of their staff to view the jury venire at the jury qualification for that week. All other personnel shall be available for the work of the Court. It is further

**ORDERED** that all Motions for the Setting/Reduction of Bond, Lifting of a Bench Warrant, or any other Motions affecting in anyway the status of the case, shall be transmitted to opposing counsel immediately upon the request being made. If the Motion is consented to by all parties it shall be presented for signature to any available Circuit Judge with jurisdiction over General Sessions in the Fifteenth Circuit. If the Motion is contested, a copy shall be delivered to the Chief Administrative Judge for the scheduling of a hearing. If Ten (10) days have passed since opposing counsel received the motion and they have not consented to the motion, it shall be deemed contested and a copy shall be immediately transmitted to the Chief Administrative Judge for scheduling. It is further

**ORDERED** all Bond Motions and any Motions by bonding companies to be relieved of their bonds shall be heard on the Monday of each term of General Sessions Court by the Circuit Judge assigned to guilty pleas that particular week, except as otherwise ordered. Any Presiding Judge for General Sessions Court may hear these or other motions at any time they deem proper. It is further

**ORDERED** that the Solicitor's Office shall produce a Trial Roster of cases for each trial week General Sessions Court. This Roster shall contain no more than Twenty (20) cases ready for trial for that week. This Roster shall be provided to the Chief Judge for Administrative Purposes, the Chief Public Defender of the Fifteenth Judicial Circuit, and all private attorneys on the trial list, and the Department of Probation and Parole, at least Ten (10) days before the Monday of the trial week. No case shall be placed on the Trial Roster unless all discovery has been previously transmitted to the defense counsel. It is further

**ORDERED** that all Motions for Continuances by the State or the Defendant shall be filed with the Clerk of Court, and copies delivered to the Chief Judge for Administrative Purposes and to the opposing counsel who is responsible for the trial of the case, no later than 12:00 noon of the Tuesday, prior to the trial week. It is further

**ORDERED** that Defendants who have not signed up to plead guilty during the trial week, or who are not on the Trial Roster, or who are not being arraigned, or who are not on a motion or bond schedule, shall **not** be subpoenaed to come to Court without prior written authorization of the Chief Administrative Judge. It is further

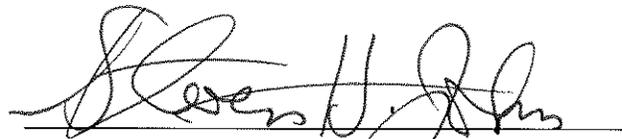
**ORDERED** that once a Public Defender, Contract Attorney, or Conflict Appointed Lawyer, has received a copy of the warrant, that attorney **must** meet in person with the Defendant/Client within Fourteen (14) days of that receipt. It is further

**ORDERED** that no Solicitor, Public Defender, or Attorney may have access to any Circuit Judge's office without prior express approval by the Circuit Judge. No Conferencing or discussions shall be conducted in the hallway between the Judge's office and courtroom. It is further

**ORDERED** that this Administrative Order shall go into effect on January 1, 2011, and shall thereafter remain in effect until rescinded by the Chief Justice of the State of South Carolina or the Chief Administrative Judge of the Court of General Sessions of the Fifteenth Judicial Circuit. It is further

**ORDERED** that this Administrative Order supersedes all other local Administrative Orders issued prior to this date; however, this Order shall be read in conjunction with the existing Case Management Order.

**IT IS SO ORDERED.**



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**STEVEN H. JOHN**  
*Chief Administrative Judge*  
*Court of General Sessions*  
*Fifteenth Judicial Circuit*

January 1, 2011

Conway, South Carolina