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2013 SEP 30 AM 11:29

CINDY G. BROWN, CLERK
COWETA COUNTY, GA



COWETA COUNTY
JUVENILE COURT

September 30, 2013

ORDER ALLOWING ELECTRONIC FILING

I. Electronic Filing Requirements: Document Format

The Coweta County Juvenile Court will now accept electronic documents saved in PDF or TIFF file format. This is not a mandatory practice, but merely an acceptable method of filing documents with the Court.

Portable Document Format (PDF) is a file format created by Adobe Systems in 1993 for document exchange. PDF is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system. You may download free Adobe Reader at <http://get.adobe.com/reader/>. PDF Creator software is required. There are multiple versions of free PDF software online.

Tagged Image File Format (TIFF) is a file format for storing images, including photographs and line art. It is now under the control of Adobe Systems. Originally created by the company Aldus for use with what was then called "desktop publishing," the TIFF format is widely supported by image-manipulation applications, by publishing and page layout applications, by scanning, faxing, word processing, optical character recognition and other applications.

II. Document Authenticity

All documents must be signed. There are numerous ways to sign electronic documents including password protected electronic software; printing the document and signing, and then saving it as a TIFF document, etc... The Court will also accept /S/ in place of an original signature.

All documents emailed to the Court must be sent from an email address on-file with the Court.

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III. Document Delivery

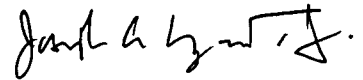
Only completed documents that are ready to be filed should be emailed to the Clerk's Office. The Clerk's Office cannot review documents or approve documents for filing. Documents received are printed and filed as submitted.

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Documents should be emailed to the Clerk of Court and Deputy Clerks only. Do not email documents to the Judge or any Legal Assistant as this creates duplication. Please request a receipt or acknowledgment the Clerk received the file. If you do not receive this acknowledgement, assume the document was not delivered.

Deprivation – email Kendall Ward at kward@coweta.ga.us and cc Lisa Barton at lbarton@coweta.ga.us.

Delinquent – email Jennie Jackson at jjackson@coweta.ga.us and cc Lisa Barton at lbarton@coweta.ga.us.



Judge Joseph A. Wyant, Jr.
Coweta Judicial Circuit