



# CRAWFORD COUNTY CLERK OF SUPERIOR COURT

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Ryan Johnson

## **NOTICE REGARDING PETITION FOR REVIEW**

If you are considering filing a Petition for Review (appealing any final judgment of a lower judiciary) without an attorney (pro se), please be aware that the staff of the Crawford County Superior Court Clerk's Office **CANNOT** assist you in the completion of any legal forms, nor will we answer any legal questions pertaining to the Petition for Review process.

The following package contains a brief overview of the Petition for Review Process. The documents contained herein were created by the Judicial Council of Georgia/Administrative Office of the Courts and were not prepared or created by the staff of the Crawford County Clerk's Office.

**If you are unsure of how to proceed with a Petition for Review, it is strongly recommended that you seek professional legal advice before you file the action as filing fees are non-refundable.**

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Johnson".

Ryan Johnson  
Clerk of Superior Court  
Crawford County, Georgia





## Judicial Council of Georgia Administrative Office of the Courts

# CITIZENS GUIDE TO THE PETITION FOR REVIEW PROCESS

### WHAT IS A PETITION FOR REVIEW?


Starting on July 1, 2023, a “petition for review” is the new procedure for appealing any final judgment of a “lower judiciary” to a superior court or state court. OCGA §§ 5-3-1 to 5-3-21.


 **Judiciary** means any court, official, board, tribunal, commission, municipal or county authority, council, or similar body exercising judicial or quasi-judicial powers. OCGA § 5-3-3 (5).


 **Lower judiciary** means any “judiciary” inferior in authority to the superior and state courts and subject to the appellate jurisdiction of the superior or state courts as provided by law and the Georgia Constitution. OCGA § 5-3-3 (6).



### WHO ARE THE PARTIES?

 **Petitioner:** A “petitioner” is a person who files a petition for review in superior or state court.

 **Respondent:** The “respondent” is a person who is adverse to the petitioner and was a party to the dispute subject to the final judgment of the lower judiciary. OCGA § 5-3-3 (11).

 **Not a party:** A judge, official, or member of the lower judiciary who made the final judgment under review is not a party just because they made the final judgment appealed. A “respondent” must have been adverse to the petitioner and a party in the case in the lower judiciary. OCGA § 5-3-3 (11).

### WHAT DOES A PETITION FOR REVIEW LOOK LIKE?

A Model Petition for Review is attached that you can fill in, revise if needed, and adapt to the unique circumstances of your case.










See the next page for Filing and Service Deadlines

July 2023







## WHEN ARE THE FILING DEADLINES?

-  Unless an exception applies, a petitioner must file a petition for review with the clerk of the reviewing court within 30 days after:
  -  *If the lower judiciary has a clerk:* The date the final judgment in the lower judiciary is filed or recorded, whatever comes first; or
  -  *If the lower judiciary does not have a clerk:* The date the final judgment in the lower judiciary is signed and notice of the final judgment has been provided to all parties. OCGA § 5-3-7 (b).
-  *Shorter timeline for landlord/tenant dispossessory proceedings:* A copy of the petition for review filed in the reviewing superior or state court must be filed in the trial court that rendered the decision appealed (e.g., the magistrate court) within seven days after the date the appealed judgment was entered in the trial court. OCGA § 44-7-56 (b) (1).
-  A demand for a jury trial in a petition for review must be filed in the reviewing court within 30 days after filing a petition for review. OCGA § 5-3-5 (c).
-  The reviewing court is only allowed to grant one filing deadline extension not to exceed 30 days for the filing of a petition for review. OCGA § 5-3-11 (b).
-  However, the reviewing court is allowed to grant additional filing deadline extensions for other documents if necessary to permit a just and expeditious review. OCGA § 5-3-11 (b).



## QUESTIONS?

Visit [jcaoc.georgiacourts.gov/hb916/](https://jcaoc.georgiacourts.gov/hb916/) for more information, including a training video explaining the new petition for review procedure in detail.

## WHEN ARE THE SERVICE DEADLINES?

-  *Within five days:* The petitioner must serve a copy of his or her petition for review on all the parties and the lower judiciary that made the final judgment appealed within five days after filing the petition for review in the reviewing court. Serve the lower judiciary's clerk if they have one. OCGA § 5-3-7 (g)-(h).
-  *Reviewing court's case number:* The copy of the petition for review served on the lower judiciary by the petitioner must include the reviewing court's case number, as provided in the attached Model Petition for Review. OCGA § 5-3-7 (h).
-  *Within 30 days:* The respondent must file his or her response to a petition for review with the reviewing court within 30 days after being served with a copy of the petition for review. If you have any, include any counterclaims, cross appeals, defenses, or third-party claims. OCGA § 5-3-8 (a).
-  *Within 30 days:* A petitioner's reply (if any) to a (respondent's) response must be filed by the petitioner within 30 days after being served with a copy of the (respondent's) response. Include counterclaims, cross appeals, defenses, or third-party claims if you have any. OCGA § 5-3-8 (c).

## MANNER OF SERVICE OF PROCESS

-  Service of a petition for review or other document shall be made in person, by mail, or electronically (if consent to electronic service is given). OCGA § 5-3-10 (a) (2).
-  If service is made by mail, it shall be deemed perfected on the day it was deposited in the mail. If service is perfected by mail, three days shall be added to any deadline for mailing time. OCGA § 5-3-10 (a) (5). "Perfected" means to take all legal steps needed to complete service of process. OCGA § 5-3-3 (7).

IN THE SUPERIOR COURT OF CRAWFORD COUNTY

STATE OF GEORGIA

_____,'	)	
	)	
Petitioner,	)	
	)	Reviewing Court Case No.:
v.	)	_____
	)	
_____,'	)	
	)	
Respondent.	)	

**PETITION FOR REVIEW TO SUPERIOR COURT**

\_\_\_\_\_, the Petitioner named above, petitions the Superior Court of CRAWFORD County for review of the final judgment rendered by the \_\_\_\_\_ on     /     /20 with the following case number designated by the lower judicatory: \_\_\_\_\_.

*Concise Statement of the Final Judgment Appealed*  
OCGA § 5-3-7 (e) (3) (B)

The final judgment being appealed is as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

*Record in the Lower Judicatory*  
OCGA § 5-3-7 (e) (3) (C)

The following describes any existing recording, transcript, or other record of evidence in the lower judicatory (check one):

NO official transcript or recording exists of the proceedings in the lower judicatory.

NO official transcript exists of the proceedings in the lower judicatory, but the proceedings were recorded by: \_\_\_\_\_.

An official transcript exists of the proceedings in the lower judicatory.

Other: \_\_\_\_\_.



Model Petition for Review (OCGA § 5-3-7 (e))

*Notice of Petitioner's Confinement or Incarceration*  
OCGA § 5-3-7 (e) (3) (D)

This is a criminal case and the Petitioner named above [is not confined in jail or otherwise incarcerated / is currently confined or incarcerated at (location)]. The offense[s] and the sentence prescribed by the lower judicatory in this case are as follows:

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*Applicable Standard of Review*  
(Check one)

A limited review on the record is the default standard of review in a petition for review and a de novo (new) trial is not specified in the OCGA as the applicable standard of review for this type of case. Therefore, this Petition for Review seeks judicial review for clearly erroneous findings of fact and credibility, abuse of discretion, sufficiency of evidence, and de novo review of questions of law. OCGA § 5-3-5 (a). Additional details regarding the issues for review are attached.

A de novo proceeding is specified in OCGA § \_\_\_\_\_ as the applicable standard of review for this type of case. Therefore, this Petition for Review seeks a de novo (new) trial of all the issues raised in the lower judicatory with NO REMAND. OCGA § 5-3-5 (b).

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

I am the (check one):

Petitioner     Attorney for Petitioner

Printed Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_