

**RULES OF
GOVERNOR'S OFFICE OF CONSUMER AFFAIRS
GEORGIA LEMON LAW ACT OF 2008**

**Chapter 122-15
Georgia Lemon Law
Administration**

122-15-.01 Administration

(1) The Georgia Lemon Law shall be administered by the Administrator appointed pursuant to O.C.G.A. § 10-1-395(c). The Administrator may from time to time delegate authority to designees as he or she deems appropriate. A delegation of authority shall not serve to prevent the Administrator from exercising any authority previously delegated.

(2)(a) General Application. Rule Chapters 122-15 through 122-23, hereinafter referred to as "these Rules" shall become effective January 1, 2009.

(b) Specific Application.

1. Rule Chapter 122-22 shall apply only to new motor vehicles purchased, leased or registered in Georgia on or after January 1, 2009. The Administrator, the panel and the arbitrator(s) shall continue to apply Rule Chapters 122-7 through 122-14 to new motor vehicles purchased, leased or registered in Georgia prior to January 1, 2009.

2. Rules 122-21-.03 through 122-21-.05 shall apply only to disputes submitted to a certified informal dispute settlement mechanism on or after January 1, 2009. Rule Chapters 122-7 through 122-14 shall continue to apply to disputes submitted prior to January 1, 2009.

3. Rule Chapter 122-23 shall apply to all vehicles reacquired on or after January 1, 2009.

(3) In case of conflict between these Rules and O.C.G.A. § 10-1-780 *et seq.*, the Georgia Lemon Law, as enacted on May 14, 2008, the definitions and provisions contained in O.C.G.A. § 10-1-780 *et seq.* shall prevail.

Authority O.C.G.A. § 50-13-3, O.C.G.A. § 10-1-780 *et seq.*

**Chapter 122-16
Georgia Lemon Law
Rules of General Applicability**

122-16-.01 Records.

(1) All applications, records, correspondence, reports, and other documents or information filed with or produced to the Administrator pursuant to the various provisions of the Act shall be maintained in accordance with approved record retention schedules, in original or other acceptable form.

(2) A copy of any original writing or record filed with or maintained by the Administrator pursuant to the Act may be received into evidence if the original is not readily available.

Authority O.C.G.A. § 50-13-15(2)

Chapter 122-17
Georgia Lemon Law
Definitions

122-17-.01 Definitions.

All definitions contained in O.C.G.A. § 10-1-782 are hereby incorporated by reference into this Rule Chapter. Additionally, as used in these Rules and the Georgia Lemon Law, the term:

(1) "Act" or "the Act" means the Georgia Lemon Law of 2008, as set forth in Article 28 of Chapter 1 of Title 10 of the Official Code of Georgia Annotated.

(2) "Administrator" or "the Administrator" refers to the Administrator appointed pursuant to O.C.G.A. § 10-1-395(c).

(3) "Arbitrator" means a person serving on the panel who decides the case.

(4) "Certified mechanism" or "certified informal dispute settlement mechanism" means a mechanism which has been certified by the Administrator pursuant to O.C.G.A. § 10-1-785(d).

(5) "Decisionmaker" means the person who decides a dispute submitted to a certified mechanism.

(6) "Gross vehicle weight rating" means the gross vehicle weight rating of a vehicle specified by the manufacturer, or, if unspecified, the maximum allowable total weight of the vehicle when loaded to capacity, including the weight of the vehicle itself, all occupants, fuel, cargo, and any other miscellaneous items.

(7) "Independent technical expert" means an expert in motor vehicle mechanics who is certified by the National Institute of Automotive Service Excellence. The expert may be a volunteer or be paid by a certified mechanism, the panel, or the Administrator, but in all respects shall be in both fact and appearance independent from a manufacturer, new motor vehicle dealer or the consumer.

(8) "Legal holiday" means all days which have been designated as public and legal holidays by the federal government and all other days designated and proclaimed by the Governor of this state as public and legal holidays.

(9) "Location that is reasonably convenient to the Georgia consumer" as it relates to the site of a hearing conducted by the panel or a certified mechanism means a neutral location within one hundred twenty (120) miles of the consumer's residence, if the consumer resides in Georgia.

(10) "Mechanism" means an informal dispute settlement mechanism established or designated by a manufacturer to hear and decide disputes.

(11) "Motor home" means the self-propelled vehicle and chassis, including but not limited to the vehicle exterior, driver and passenger compartments, and parts and components identical or similar in function to those found on any other new motor vehicle as defined at O.C.G.A. § 10-1-782(15), but shall not include those portions of the vehicle designated, used, or maintained primarily as living quarters, office, or commercial space.

(12) "Out of service day" means any day, including weekends and legal holidays, when a new motor vehicle is left at a manufacturer's authorized agent or designated repair facility for an examination or repair of one or more nonconformities. The number of out of service days for each visit commences the

day the vehicle is brought into the repair facility for that repair work and ends the day the work is completed. However, a vehicle shall not be deemed out of service for any day it is dropped off at the repair facility after the close of business. Out of service days shall not include any day on which the vehicle is left at the repair facility exclusively for (a) the performance of routine maintenance; (b) repair of problems that are not found to be nonconformities; or (c) repair of nonconformities after the expiration of the lemon law rights period.

(13) "Repair attempt" means the replacement of a component or some adjustment made to correct a nonconformity.

(a) An examination of a reported nonconformity, without a subsequent adjustment or component replacement, may constitute a repair attempt if it is later shown that repair work was justified.

(b) An examination or repair performed by any person not authorized by the manufacturer or its authorized agent shall not be considered a repair attempt.

(c) In the case of a motor home, if:

1. While traveling, the consumer goes to a repair facility for repair of a nonconformity; and
 2. That facility does not have the part(s) necessary to perform the repair; and
 3. The consumer elects to continue traveling and seek repair of the nonconformity at another repair facility rather than wait for the initial repair facility to obtain the necessary part,
- the visit to the first repair facility shall not constitute a repair attempt.

(14) "Repair facility that is reasonably accessible to the consumer" means:

(a) In the case of a new motor vehicle other than a motor home, a repair facility located within sixty (60) miles of the consumer's residence or the location of the new motor vehicle if not at the consumer's residence. If no repair facility is located within sixty (60) miles, "repair facility that is reasonably accessible to the consumer" means the repair facility closest to the consumer's residence or the location of the new motor vehicle if not at the consumer's residence; or

(b) In the case of a motor home, the repair facility closest to the consumer's residence or the location of the motor home if not at the consumer's residence.

(15) "Statutory overnight delivery" shall have the meaning set forth at O.C.G.A. § 9-10-12.

(16) "Transfer" as used in connection with a reacquired vehicle means a change of ownership, by gift or any other means.

(17) "Ultimate consumer" means the first person who purchases or leases a reacquired vehicle for purposes other than resale or sublease.

(18) "VIN" means vehicle identification number.

Authority O.C.G.A. §§ 1-4-1, 10-1-782, and 10-1-795

Chapter 122-18
Georgia Lemon Law
Manufacturer Reporting Responsibilities

122-18-.01 Manufacturer Reporting Responsibilities.

(1) Each manufacturer of motor vehicles sold or registered in this state must provide to the Administrator, in writing, the name, title, mailing address, e-mail address, telephone number, and facsimile number of the manufacturer's representative or other designated representative responsible for each of the following:

(a) Submission of owner's manuals and express warranties for current year makes and models pursuant to O.C.G.A. § 10-1-783(c).

(b) Submission of copies of repair orders or examination reports to the consumer, if not provided by the new motor vehicle dealer, pursuant to O.C.G.A. § 10-1-783(d) and (e).

(c) Receipt of the consumer's final repair request notice pursuant to O.C.G.A. § 10-1-784(a)(2)(A).

(d) Receipt of the consumer's motor vehicle repurchase or replacement request notice pursuant to O.C.G.A. § 10-1-784(b)(1).

(e) Application for certification, if applicable, of an informal dispute settlement mechanism pursuant to O.C.G.A. § 10-1-785(d).

(f) Receipt of notice of certification denial or revocation, if applicable, pursuant to O.C.G.A. § 10-1-785(d) and (e).

(g) Receipt of notice that a consumer's application for arbitration has been deemed eligible pursuant to O.C.G.A. § 10-1-786(b)(1).

(h) Receipt of an arbitration decision sent pursuant to O.C.G.A. § 10-1-786(f).

(i) Receipt of notice that a consumer appealed the decision of the new motor vehicle arbitration panel in superior court pursuant to O.C.G.A. § 10-1-787(a).

(j) Receipt of notice of noncompliance with an arbitration award pursuant to O.C.G.A. § 10-1-787(d).

(k) Submission of notice that a motor vehicle has been reacquired, resold, leased, transferred or disposed of in this state pursuant to O.C.G.A. § 10-1-790(b) and (c).

(l) Administration of manufacturer-dealer franchise agreement obligations pursuant to O.C.G.A. § 10-1-792(b).

(m) Receipt of notice of a violation of the Georgia Lemon Law pursuant to O.C.G.A. § 10-1-793(a).

(2) Each manufacturer shall provide to the Administrator the name and address of each of its franchised dealers in this state and one copy of an owner's manual and express warranty for each make of new motor vehicles it sells in this state. This information must be updated annually.

(3) The information required under this Rule shall be submitted initially by January 31, 2009. Information shall be sent to the Administrator, addressed as follows: Governor's Office of Consumer Affairs, 2 M. L. King, Jr. Drive, Suite 356, Atlanta, GA, 30334.

(4) If any information submitted pursuant to this Rule changes, the manufacturer shall provide written notice of the changes to the Administrator within twenty (20) days. Until the Administrator receives written notice of a change, the contact information on file with the Administrator will be deemed correct for all notifications to the manufacturer.

(5) Any manufacturer whose new motor vehicles are first offered for sale in this state after the effective date of these Rules shall submit the information required pursuant to this Rule within ten (10) days from the date on which its first vehicle is sold in Georgia.

Authority O.C.G.A. §§ 10-1-783(c),(d) and (e); 10-1-784 (a)(2)(A) and (b)(1); 10-1-785(d) and (e); 10-1-786(b)(1); 10-1-787(a) and (d); 10-1-790(b) and (c); 10-1-792(b); 10-1-793(a); and, 10-1-795

Chapter 122-19
Georgia Lemon Law
Lemon Law Fees

122-19-.01 Lemon Law Fees.

(1) Each new motor vehicle dealer shall submit the following on a quarterly basis:

(a) a report, on a form prescribed by the Administrator, containing the total number of new motor vehicles sold or leased during the quarter; and

(b) two (2) of the three (3) dollars collected for each new motor vehicle purchase or lease transaction.

The report shall be submitted whether or not a payment is due. Both the reports and payments shall be sent to: OPB-Warranty Law, Box 101608, Atlanta, Georgia 30392-1608, or any other address designated by the Administrator. Checks shall be made payable to OPB Warranty Law.

(2) The new motor vehicle dealer shall retain one (1) dollar of each fee collected to cover administrative costs, including but not limited to the cost of copying and distributing to consumers the statement of lemon law rights as prescribed in O.C.G.A. § 10-1-783(b) and Chapter 20 of these Rules.

Authority O.C.G.A. §§ 10-1-791(a) and 10-1-795

Chapter 122-20
Georgia Lemon Law
Lemon Law Rights Statement

122-20-.01 Lemon Law Rights Statement.

(1) At the time of each purchase or lease of a new motor vehicle, the dealer shall provide the consumer with a written statement that explains the consumer's rights under the Georgia Lemon Law. The statement shall be printed in 11 point type, arial font, on the front side of a sheet of standard, letter-sized paper, yellow in color. The statement shall read as follows:

The Georgia Lemon Law Statement of Consumer Rights

Governor's Office of Consumer Affairs
2 M. L. King Jr. Drive, Suite 356
Atlanta, GA 30334
(404) 656-3790

The information presented on this rights statement is a general summary of the law. To obtain materials which explain the Georgia Lemon Law in much greater detail and include sample notification forms, you can visit our website at www.consumer.ga.gov.

The Georgia Lemon Law:

- The vehicle must be purchased, leased, or registered in Georgia.
- Covers new motor vehicles or demonstration vehicles, if titled as new.
- Covers new trucks up to 12,000 pounds gross vehicle weight rating and the self-propelled and chassis portion of new motor homes.
- Covers nonconformities first reported within the lemon law rights period, which is the first two years or 24,000 miles of operation of the vehicle, whichever occurs first.
- A vehicle may qualify under the lemon law after the manufacturer or its authorized dealer has been given a reasonable number of attempts to repair the same nonconformity within the lemon law rights period, but has not been able to repair the nonconformity.
- Under the lemon law, a reasonable number of attempts is deemed to be: (a.) **one attempt**, if the nonconformity is a serious safety defect; (b.) **three attempts**, if the nonconformity, although not a serious safety defect, substantially impairs the use, value, or safety of the vehicle; or, (c.) a **cumulative total of 30 days** during which the vehicle is out of service for repair of one or more nonconformities.
- After a reasonable number of attempts to repair a serious safety defect or any other nonconformity (**either a. or b. above**), the consumer must notify the manufacturer and provide the manufacturer with a final opportunity to repair the nonconformity.
- If the manufacturer fails to correct the nonconformity after the final repair attempt, or if the vehicle is out of service by reason of repair of one or more nonconformities for a cumulative total of 30 days, the consumer may be eligible for a refund for the purchase price of the vehicle or a replacement vehicle.
- It is **very important** to keep copies of all work orders, reports (such as vehicle inspection, diagnosis, or test drive reports) and written correspondence with the manufacturer. Remember, you are entitled to receive a fully itemized and legible statement or repair order each time you take your vehicle in for diagnosis or repair.
- To assert your rights under the law, other requirements may apply. For further information, contact the Governor's Office of Consumer Affairs.

Consumer Signature

Date

Printed Name

This Statement of Consumer Rights delivered by _____,
(Printed Name of Dealer Representative)

as required by law on _____,
(Date)

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(2) The consumer shall sign and date the Georgia Lemon Law Statement of Consumer Rights at the time of receipt. The name of the dealer's representative and the date on which the Statement was delivered to the consumer shall also be printed on the Statement. The dealer shall retain a legible copy of the signed statement at its primary place of business for a period of at least three (3) years.

Authority O.C.G.A. §§ 10-1-783(b) and 10-1-795

Chapter 122-21
Georgia Lemon Law
Certified Informal Dispute Settlement Mechanism

122-21-.01 Duties of the Manufacturer.

(1) The manufacturer shall include, either in its express warranty or in a separate section of materials accompanying each new motor vehicle sold or leased in Georgia, the following information about its certified mechanism:

(a) A statement of the availability of its certified mechanism and that it is provided free to the consumer;

(b) The name and address of its certified mechanism and a telephone number that consumers may use without charge;

(c) A statement of the requirement that the consumer must resort to its certified mechanism before requesting arbitration pursuant to O.C.G.A. § 10-1-786;

(d) A statement that the consumer must file a claim with the manufacturer's certified mechanism no later than one (1) year after expiration of the lemon law rights period;

(e) A brief description of its certified mechanism's procedures, including the consumer's right to request and receive an oral hearing;

(f) A statement that the certified mechanism has forty (40) days to decide the dispute and that the decision of its certified mechanism is binding on the manufacturer, but not on the consumer;

(g) The types of information that its certified mechanism may require for the prompt resolution of disputes;

(h) Either a form addressed to its certified mechanism containing spaces for the information which the certified mechanism may require for prompt resolution of disputes or a telephone number for the certified mechanism which consumers may use without charge; and

(i) A statement indicating where additional information on its certified mechanism can be found in materials accompanying the new motor vehicle.

This information shall be displayed in a clear and conspicuous manner.

(2) The manufacturer shall respond fully and promptly to reasonable requests made by its certified mechanism for information necessary to hear and decide the dispute; comply with any requirements imposed by its certified mechanism; adhere to all terms indicated in its program summary; and perform any obligations ordered in decisions rendered by its certified mechanism.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.02 Certified Mechanism Organization.

(1) The certified mechanism shall be funded and competently staffed at a level sufficient to ensure fair and expeditious resolution of all disputes. Consumers shall not be charged any fee for use of the certified mechanism.

(2)(a) The manufacturer and the certified mechanism shall take all steps necessary to ensure that the certified mechanism's decisionmakers and staff are sufficiently insulated from, free from any influence of, and independent of the manufacturer.

(b) No decisionmaker or staff shall be a party to the dispute, an employee or agent of a party, a person who is currently a party in any legal action relating to a motor vehicle, or a person currently involved in the manufacturer, distribution, sale or lease of motor vehicles.

(3)(a) All decisionmakers initially shall be trained by the certified mechanism in the application of O.C.G.A. § 10-1-780 *et seq.* and these Rules prior to hearing any dispute. Thereafter, decisionmakers shall receive continuing training at least once every three (3) years. No person performing the training shall be involved currently in the manufacture, distribution, sale or lease of motor vehicles.

(b) Training sessions shall be conducted at a location within the state of Georgia. The certified mechanism shall notify the Administrator at least thirty (30) days in advance of the date, time and location of any scheduled training session. The certified mechanism shall send the Administrator a copy of the agenda and training materials. The agenda and training materials must be received by the Administrator at least seven (7) days prior to the training session.

(c) The certified mechanism shall maintain records identifying the name and qualifications of the person(s) performing the training, and the names of the person(s) receiving the training, and the date, time and location of the training. The records shall be retained for a period of at least three (3) years from the training date.

(4) The certified mechanism shall provide to the Administrator, upon request, the names and qualifications of all decisionmakers.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.03 Certified Mechanism Dispute Resolution Procedures.

(1) The certified mechanism shall establish written procedures for resolution of disputes. The procedures shall include, at a minimum, those items specified below:

(a) The certified mechanism shall immediately inform both the manufacturer and the consumer of the filing of a dispute. Filing is deemed to have occurred when the consumer has provided the certified mechanism with his or her name and address, the vehicle year, make, model and VIN, and a statement as to the nature of the problem or other complaint;

(b) The certified mechanism shall investigate, gather and organize all information necessary for a fair and expeditious decision. The certified mechanism shall not require any information not reasonably necessary to decide the dispute;

(c) When potentially relevant information submitted by or on behalf of a party, by an independent technical expert or by another source, tends to contradict information submitted by the other party, the

certified mechanism shall clearly, accurately, and completely disclose to both parties the contradictory information and its source, and shall provide both parties a reasonable opportunity to explain or rebut the information and to submit additional materials;

(d) The certified mechanism shall decide the dispute as expeditiously as possible, but at least within forty (40) days of the filing of the dispute;

(e) If the dispute is settled, the terms of the settlement agreement shall be reduced to writing. The manufacturer shall perform its obligations under the settlement agreement within thirty (30) days of the date of the settlement, unless the consumer consents, in writing, to a later performance date;

(f) If the dispute is not settled, it shall be decided by the certified mechanism. The consumer shall have the right to present evidence relating to the dispute in writing, or to make an oral presentation, either in person, by telephone, or, if available, by video conference or other form of transmission. If the consumer submits evidence of and/or facts relating to the dispute in writing, the manufacturer shall submit its response in writing. If the consumer elects to make an in-person oral presentation, the hearing will be held at a location that is reasonably convenient to the Georgia consumer. If the consumer elects to make an in-person oral presentation and the manufacturer elects to participate by telephone, the certified mechanism shall notify the consumer that he or she has the same opportunity to participate by telephone;

(g) If the consumer elects to make an oral presentation, the certified mechanism shall inform the parties of the date, time and place for the hearing, and provide an explanation of the hearing process, including both parties' rights to bring witnesses and/or counsel;

(h) Based upon the information gathered by the certified mechanism and evidence presented at an oral hearing, if applicable, the decisionmaker(s) shall:

1. Determine:

(i) Whether the new motor vehicle has a nonconformity, and, if so,

(ii) Whether the manufacturer had a reasonable number of attempts to correct the nonconformity, and, if so,

(iii) Whether the manufacturer was given a final opportunity to repair the nonconformity if required by law, but failed to correct the nonconformity during the final opportunity. Notwithstanding anything contained herein to the contrary, no final attempt to repair is required if a vehicle that was purchased on or after January 1, 2009 was out of service by reason of repair of one or more nonconformities for a cumulative total of thirty (30) days within the lemon law rights period.

2. Upon an affirmative determination of the elements specified in subsection (h)1, award the consumer any remedies appropriate under the circumstances, which may include, but shall not be limited to, the relief provided for under O.C.G.A. § 10-1-784(b).

3. Upon a determination that the consumer failed to demonstrate either the elements specified in subsection (h)1, award the consumer any other remedy appropriate under the circumstances or dismiss the dispute.

4. In reaching the determination required under this subsection (h), the decisionmaker shall utilize the definitions set forth in Rule 122-9-.01 in connection with all vehicles purchased, leased or registered in Georgia prior to January 1, 2009.

(i) The decisionmaker(s) shall prepare a written decision reflecting his or her findings. The decision, copies of which shall be sent to both parties and the Administrator, shall include the following:

1. A summary of any relevant and material evidence to support the determination made regarding those elements specified in subsection (h) of this Rule;

2. A description of the relief awarded, which shall contain, as appropriate, an itemization of any refund awarded, including, but not limited to, any incidental costs, collateral charges, or reasonable offset for use; or, a description of a replacement vehicle and an itemization of costs or charges; or a description of any other remedy awarded to the consumer;

3. A specific time period, not to exceed thirty (30) days, within which the manufacturer is required to comply with the award;

4. A statement that the decision is binding upon the manufacturer, but not on the consumer;

5. A statement that the consumer has twenty (20) days from the date of receipt of the decision to accept or reject it;

6. A statement that if the decision is accepted, but the manufacturer fails to comply with the terms of the decision, or if the decision is rejected, the consumer may still pursue the remedy of a repurchase or replacement of the vehicle by timely requesting arbitration with the Georgia Governor's Office of Consumer Affairs. The statement shall explain the time within which the arbitration application is required to be filed; and

7. A statement that the consumer may obtain, at a reasonable cost, copies of all documents held by the certified mechanism relating to the dispute;

(j) The consumer shall have twenty (20) days from his or her receipt of the decision to notify the certified mechanism whether the decision is accepted or rejected. The date on which notice is sent, as shown by a postmark or other receipt, is deemed to be the date of notice to the certified mechanism;

(k) If the consumer accepts an award, the manufacturer shall have up to thirty (30) days from the date it receives notice of the consumer's acceptance to comply, unless a shorter period is specified in the decision;

(l) If the manufacturer has been directed to perform any obligations, either as part of a settlement agreed to or as a result of a decision, the certified mechanism shall ascertain from the consumer within fourteen (14) days of the date for performance whether performance has occurred;

(m) The requirement that a consumer resort to a certified mechanism prior to a request for arbitration with the Administrator pursuant to O.C.G.A. § 10-1-786(a) shall be satisfied if a decision has not been rendered by the certified mechanism within forty (40) days from the date of the filing of the dispute with the certified mechanism; and

(n) The decision of a certified mechanism shall be binding on the manufacturer, but not the consumer. A copy of the written procedures shall be provided to the consumer at no cost after the certified mechanism receives notice of the dispute, or to any person upon request, at a reasonable cost.

(2) The decisionmaker(s) may request an inspection of the consumer's motor vehicle. An inspection may be performed by the decisionmaker or an independent technical expert. An inspection, which may include a test drive, examination or diagnosis of the vehicle, shall be conducted at a mutually agreeable time and place. The consumer shall be informed in writing that an inspection is voluntary. The failure of

the consumer to provide the motor vehicle for inspection shall not extend the time period in which a certified mechanism has to render a decision.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.04 Certified Mechanism Records.

- (1) The certified mechanism shall maintain records on each dispute received. The records shall include:
 - (a) Name, address and phone number of the consumer;
 - (b) Name, address and phone number of the manufacturer's contact person;
 - (c) The date of receipt of notice of the dispute and the year, make, model and VIN of the motor vehicle involved in the dispute;
 - (d) All letters or other written documents submitted by either party;
 - (e) The name and qualifications of any independent technical expert used to perform a vehicle inspection;
 - (f) All other evidence relating to the dispute collected by the certified mechanism and available to the decisionmaker;
 - (g) The date of any withdrawal or settlement and, if applicable, a copy of the settlement;
 - (h) The decision issued, including information as to date, time, and place of the hearing, the identity of the decisionmaker(s) and the date of the decision;
 - (i) A copy of the decision, any correspondence notifying the parties of the decision and the consumer's acceptance or rejection of the decision;
 - (j) Copies of follow-up letters (or summaries of relevant and material portions of follow-up telephone calls) to both parties and responses thereto; and
 - (k) Any other documents and communications (or summaries of relevant and material portions of oral communications) relating to the dispute.
- (2) All records that are required to be maintained under this Rule shall be retained for at least three (3) years after final disposition of the dispute.
- (3) The certified mechanism shall maintain a list of all motor vehicles repurchased or replaced by the manufacturer. The list shall contain: consumer name and address; vehicle make, model and year; and the VIN. A copy of the list shall be submitted to the Administrator by January 10 and July 10 of each year.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.05 Certified Mechanism Reports

- (1) The certified mechanism shall compile statistics annually for each manufacturer for which it has been certified. The statistics shall be indexed by manufacturer and compiled for all disputes received between January 1 and December 31 each year.

(2) The statistics compiled by the certified mechanism shall show the number of disputes received during the year and the status of those disputes as of year end. The statistics shall show number and percent of disputes in each of the following categories:

- (a) No jurisdiction;
- (b) Withdrawn;
- (c) Settled, vehicle repurchased;
- (d) Settled, vehicle replaced;
- (e) Settled, vehicle repaired;
- (f) Settled, other remedy;
- (g) Decided, vehicle repurchased;
- (h) Decided, vehicle replaced;
- (i) Decided, vehicle repaired;
- (j) Decided, other remedy;
- (k) Decided, no award; and
- (l) Pending at the end of the year.

(3) The certified mechanism shall compile statistics which show the number and percent of settled disputes:

- (a) complied with by the manufacturer; and
- (b) not complied with by the manufacturer.

(4) The certified mechanism shall compile statistics which show the number and percent of disputes decided:

- (a) within forty (40) days from the date of filing; and
- (b) forty-one (41) days or more from the date of filing.

(5) The certified mechanism shall compile statistics which show the number and percent of:

- (a) decisions accepted by consumers;
- (b) decisions rejected by consumers; and,
- (c) decisions as to which acceptance or rejection is pending.

(6) The certified mechanism shall compile statistics which show the number and percent of decisions accepted by consumers:

- (a) that were complied with by the manufacturer within the time period specified in the decision;
- (b) that were complied with by the manufacturer after expiration of the time period specified in the decision;
- (c) that were not complied with by manufacturer; and,
- (d) as to which the time for compliance has not yet expired.

(7) By May 1, the certified mechanism shall submit to the Administrator an annual report containing these statistics for the preceding calendar year.

(8) By July 1, the certified mechanism shall submit to the Administrator a copy of the annual audit performed for the preceding calendar year pursuant to 16 CFR Part 703.7.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.06 Certified Mechanism Openness of Records and Proceedings.

(1) The certified mechanism proceedings to hear and decide disputes shall be open to observers on reasonable and nondiscriminatory terms.

(2) The certified mechanism shall establish written policies and procedures with regard to record retention and production. The policy shall be applied uniformly to all such requests for access to or copies of such records.

(3) The statistical summaries compiled by the certified mechanism pursuant to Rule 122-21-.05 shall be made available to any person for inspection and copying.

(4) The certified mechanism shall make available to any person upon demand, at no cost, information relating to the general qualifications of any decisionmaker or independent technical expert.

(5) The certified mechanism shall provide upon request by any party access to and copies of the records relating to the party's dispute. The certified mechanism may charge a reasonable cost for copies.

(6) All records required to be retained by the certified mechanism shall be accessible to the Administrator either electronically or located in the state of Georgia, and shall be available to the Administrator at no cost.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.07 Certification and Recertification Process.

(1) Any manufacturer seeking certification of a mechanism under O.C.G.A. § 10-1-785(d) shall submit an application for certification to the Administrator. The application shall include the following:

(a) The name, address and telephone number of the mechanism;

(b) The name, title, mailing address, e-mail address, telephone number and facsimile number of the representative for the mechanism responsible for submitting the application information;

(c) The address and telephone number of the Georgia location at which the mechanism records not electronically accessible to the Administrator will be stored;

(d) The address and telephone number of all temporary or permanent locations in the state of Georgia at which the mechanism will hear and decide disputes;

(e) The mechanism's written dispute resolution procedures, including those required under Rule 122-21-.03;

(f) The vehicle makes about which the mechanism is authorized to hear and decide disputes;

(g) The program summary that the mechanism will utilize in deciding disputes; and

(h) Copies of all forms, form letters, written materials and any other standard materials that will be provided to, or completed by, the consumer, the manufacturer, the decisionmaker, the independent technical expert or any other person or source providing information in regard to a dispute.

The Administrator may require additional information from a manufacturer.

(2) The Administrator shall review the manufacturer's application and any other relevant information. Following said review, the Administrator shall either:

(a) Certify the mechanism for the manufacturer for a specified period not to exceed three (3) years; or,

(b) Notify the manufacturer in writing that certification is not approved. The written notice shall identify the basis on which certification was withheld and set forth a time period within which the manufacturer may take corrective action and supplement its application to reflect that action. If the Administrator's concerns are resolved within the specified period and no other concerns are identified, the Administrator shall certify the mechanism. If, by the end of the specified period, the manufacturer has not resolved the concerns, but has shown good cause why the concerns have not been resolved, the Administrator may extend the period. If, by the end of the specified period and any extension thereof, the manufacturer has not resolved the concerns, the Administrator shall notify the manufacturer in writing that certification is denied. If certification is denied, the written notice shall indicate the reason(s) for denial. The manufacturer has ten (10) days from the receipt of the notice to submit a written request for a hearing if it elects to contest the denial. A request is submitted on the date it is faxed, placed in the United States mail, or sent by statutory overnight delivery. The manufacturer shall have the burden of proof as to compliance with this time frame.

(3) During the period of certification, any substantive changes made to a certified mechanism's written materials shall be submitted to the Administrator for approval prior to implementation.

(4) A manufacturer seeking to renew certification of its mechanism shall submit a new application for certification to the Administrator at least ninety (90) days prior to the expiration of the current certification period. The Administrator shall review both the manufacturer's application and the manufacturer's and the mechanism's performance during the existing certification period. Following the review, the Administrator shall either:

(a) Renew the certification for a specified period not to exceed three (3) years; or

(b) Notify the manufacturer in writing that certification is not approved. The written notice shall identify the basis on which certification was withheld and set forth a time period within which the manufacturer may take corrective action and supplement its application to reflect that action. If the Administrator's concerns are resolved and no other concerns are identified, the Administrator shall certify the mechanism. If, by the end of the specified period, the manufacturer has not resolved the concerns, but has shown good cause why the concerns have not been resolved, the Administrator may extend the period. If, by the end of the specified period and any extension thereof, the manufacturer has not resolved the concerns, the Administrator shall notify the manufacturer in writing that certification is denied. If certification is denied, the written notice shall indicate the reason(s) for denial. The manufacturer has ten (10) days from the receipt of the notice to submit a written request for a hearing if it elects to contest the denial. A request is submitted on the date it is faxed, placed in the United States mail, or sent by statutory overnight delivery. The manufacturer shall have the burden of proof as to compliance with this time frame.

(5) If the manufacturer submits a timely request for hearing, a hearing shall be held in accordance with O.C.G.A. § 10-1-785(f). The mechanism shall remain certified until the end of the existing term of certification, or any extension thereof, whichever occurs last.

(6)(a) If the Administrator denies an application for certification or certification renewal and the denial is not timely contested by the manufacturer, the manufacturer may not reapply for certification of any mechanism for a period of one (1) year from the date of denial.

(b) If the Administrator denies an application for certification or certification renewal and the denial is upheld, the manufacturer may not reapply for certification of any mechanism for a period of one (1) year from the date of the final action regarding the denial.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.08 Revocation of Certification.

(1) If the Administrator believes or has cause to believe that a certified mechanism is not in compliance with O.C.G.A. § 10-1-780 *et seq.* or these Rules, the Administrator shall notify both the manufacturer and the certified mechanism, in writing, of his or her allegations of noncompliance. The notice shall specify a time period within which the manufacturer or its certified mechanism must correct the deficiencies.

(2) The Administrator may, in his or her discretion, extend the time period for correction of the deficiency.

(3) If the deficiency or deficiencies have not been corrected and the manufacturer cannot show good cause why they were not corrected within the allotted time period, the Administrator shall notify the manufacturer and its certified mechanism, in writing, of his or her intent to revoke certification. The written notice shall specify the areas of noncompliance and inform the manufacturer that it has ten (10) days from the receipt of the notice to submit a written request for hearing if it elects to contest the Administrator's revocation. A request is "submitted" on the date it is faxed, placed in the United States mail, or sent by statutory overnight delivery. The manufacturer shall have the burden of proof as to compliance with this time frame.

(4) If the manufacturer fails to request the hearing within the ten (10) day period, the Administrator shall issue a written order revoking certification of the mechanism. A copy of the order shall be sent to the manufacturer and the mechanism.

(5) If the manufacturer submits a timely request for hearing, a hearing shall be held in accordance with O.C.G.A. § 10-1-785(1). The mechanism shall remain certified until an order of revocation is issued or until the end of the existing term of certification or any extension thereof, whichever occurs first.

(6) If the certification of the manufacturer's mechanism is revoked, the manufacturer may not reapply for certification of any mechanism for a period of one (1) year from the date of revocation.

Authority O.C.G.A. §§ 10-1-785 and 10-1-795

122-21-.09 Prior Resort to Mechanism.

(1) If the Administrator revokes or denies the renewal of a mechanism's certification, or a manufacturer voluntarily discontinues use of its certified mechanism, a consumer may remove his or her pending dispute from the mechanism and apply for arbitration pursuant O.C.G.A. § 10-1-786(a), provided that the arbitration application is filed within sixty (60) days from the date the consumer receives notice from the manufacturer in accordance with subsection (2) or one (1) year from the expiration of the lemon law rights period, whichever occurs later.

(2) If the Administrator revokes or denies the renewal of a mechanism's certification, or a manufacturer voluntarily discontinues use of its certified mechanism, the manufacturer shall send written notice, by certified mail, return receipt requested, to all consumers with disputes pending with the mechanism that:

(a) The mechanism is no longer functioning as a certified mechanism for that manufacturer;

(b) The consumer is no longer required to resort to a mechanism;

(c) The consumer may elect to have the dispute removed from the mechanism;

(d) The consumer may pursue the remedy of a repurchase or replacement of the vehicle by requesting arbitration; and

(e) The arbitration application must be filed with the Georgia Governor's Office of Consumer Affairs by no later than sixty (60) days from the date the consumer received the notice from the manufacturer, or one (1) year from the date of the expiration of the lemon law rights period, whichever occurs later.

A copy of the notice must be sent to the Administrator by the manufacturer.

(3) Within ninety (90) days of the date on which certification of the manufacturer's mechanism is voluntarily withdrawn, revoked or not renewed, the manufacturer shall modify or remove any reference to the certified mechanism and the certified mechanism requirement from the materials provided to consumers pursuant to Rule 122-21-.01.

(4) If a manufacturer's mechanism is certified after a consumer has purchased or leased a new motor vehicle, but before the manufacturer receives the consumer's request to repurchase or replace the vehicle pursuant to O.C.G.A. § 10-1-784(b), the consumer shall be required to submit the dispute to the certified mechanism prior to requesting an arbitration. The manufacturer shall, within twenty (20) days:

(a) Notify the consumer in writing of the requirement that the dispute be submitted to the certified mechanism, and

(b) Provide the information required by Rule 122-21-.01.

Chapter 122-22 Georgia Lemon Law Arbitration

122-22-.01 Arbitration Application.

(1) The Administrator shall create and adopt an application form, to be completed by the consumer in requesting arbitration. This application may require consumer consent to the release of information by third parties. The application may be obtained by the consumer from the Administrator upon request. The consumer shall file the completed application and supporting documents with the Georgia Governor's Office of Consumer Affairs.

(2) The Administrator shall forward eligible applications and supporting documents to the panel. The period within which a hearing is to be conducted pursuant to O.C.G.A. § 10-1-786(d) shall commence on the date that the application is forwarded.

(3) If an application is incomplete, the Administrator shall notify the consumer. In the event a consumer does not have or cannot obtain necessary documentation, the Administrator may accept a written statement providing the necessary information and explaining the absence of the documentation.

(4) If the consumer fails to file a completed application, including all necessary documentation, within ninety (90) days of the Administrator's notice, the application shall be deemed ineligible. The Administrator, in his or her discretion, may extend the ninety (90) days for good cause shown.

(5) If the Administrator rejects an application as ineligible, the consumer shall be notified, in writing, of the rejection and the reason(s) for it. Each of the following shall be grounds for a determination of ineligibility:

(a) The application was filed more than one (1) year from the expiration of the lemon law rights period or more than sixty (60) days from the conclusion of a certified mechanism's proceeding, whichever occurs later;

(b) The person seeking arbitration does not meet the definition of a consumer;

(c) The vehicle does not meet the definition of a new motor vehicle;

(d) The manufacturer was not allowed a reasonable number of attempts to repair the nonconformity during the lemon law rights period;

(e) The consumer no longer has possession of the vehicle and cannot reacquire it;

(f) The application was initially determined to be incomplete by the Administrator and the consumer failed to take corrective actions for reconsideration of eligibility as required by the Administrator; or

(g) Any other reason that would render the application ineligible for arbitration.

(6) If the Administrator rejects an application as ineligible, the consumer may appeal the determination of ineligibility. Notice of appeal shall be given, in writing, to the Administrator within ninety (90) days of the date of the determination of ineligibility. The appeal shall be forwarded to the panel and assigned to an arbitrator or arbitrators.

(7) If the consumer's application is rejected as ineligible, the consumer, in lieu of an appeal, may file a new state arbitration application if the time period provided in O.C.G.A. § 10-1-786(a) has not expired.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.02 Notice of Arbitration.

(1) Following receipt of an eligible state arbitration application, the panel shall assign a case number and notify the consumer and manufacturer by statutory overnight delivery or by certified mail, return receipt requested, that the case has been deemed eligible for arbitration.

(a) If the consumer is a lessee, the notice shall inform the consumer that the lessor must be notified in writing that the dispute has been deemed eligible for arbitration.

(b) The notice to the manufacturer shall include a complete copy of the consumer's state arbitration application.

(2) The Administrator shall create and adopt forms, which may be amended from time to time in the Administrator's discretion, to be utilized by the parties to the arbitration. The forms shall include, but not be limited to, a "Manufacturer's Statement Form," "Manufacturer's Pre-hearing Information Sheet", and "Consumers Pre-Hearing Information Sheet". Copies of these forms shall be sent to the parties by the panel.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.03 Manufacturer's Statement Form.

(1) The manufacturer's statement form shall be answered completely and filed with the panel. Copies of the manufacturer's statement shall be sent to the consumer. The panel and the consumer must receive the manufacturer's statement no later than twenty (20) days from the manufacturer's receipt of notice of arbitration. The manufacturer's statement form shall require the manufacturer to provide, at a minimum, the following information:

(a) A statement, if applicable, that the manufacturer has elected to assert no defense and hereby offers to repurchase or replace the vehicle in accordance with the provisions of O.C.G.A. § 10-1-784(b); or,

(b) 1. A statement of any defenses and any legal or factual issues to be raised at the hearing;

2. A request to examine the vehicle, if desired, as provided in Rule 122-22-.05;

3. The name, mailing address, e-mail address, and phone number of the attorney who will represent the manufacturer at the hearing, if the manufacturer will be represented by an attorney;

4. An affirmation that the manufacturer has sent a copy of the completed manufacturer's statement form to the consumer and the date on which it was sent; and,

5. If the case involves a motor home and two manufacturers, an affirmation that the manufacturer has sent a copy of the completed manufacturer's statement form to the other manufacturer and the date of submission.

(2) A manufacturer should carefully review the consumer's application and supporting documents before identifying defenses and legal or factual issues it intends to raise at the arbitration hearing. The manufacturer shall have a good faith basis for each defense or issue asserted.

(3) A manufacturer may amend its statement to delete defenses or issues or add newly discovered defenses or issues. The amended statement must be received by the panel, the consumer, and all other parties, if any, at least five (5) days prior to the date of the hearing.

(4) The arbitrator(s) may refuse to consider any defense or issue that was not raised by the manufacturer or received by the parties or the panel in a timely manner.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.04 Arbitration Hearing Notice.

(1) The panel will make every effort to schedule an arbitration hearing within forty (40) days from the date an application was deemed eligible by the Administrator. The panel will notify all parties of the hearing at least fourteen (14) days prior to the date of the hearing. The notice, at a minimum, shall include:

(a) A statement of the date, time and place of the hearing;

(b) The name of the arbitrator(s) to whom the case has been assigned;

(c) A statement that any ex parte communication with the arbitrator(s) about any matter concerning the case is prohibited;

(d) The legal authority and jurisdiction under which the hearing is to be held;

(e) A statement that failure to attend the hearing may result in a dismissal of the case or a decision in favor of the opposing party; and

(f) The name and address of the panel representative to whom all motions, requests, or other correspondence concerning the hearing should be directed.

(2) If notice is not provided as required by this Rule, but all parties appear at the hearing, the arbitrator or chairperson shall inquire on the record whether the party or parties who failed to receive proper notice will waive the right to proper notice. If an affected party refuses to consent to a waiver, the hearing will be rescheduled. All parties shall be given proper notice of the rescheduled hearing.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.05 Manufacturer's Examination of the Vehicle.

(1) A manufacturer may perform an examination, which may include a test drive and necessary testing of the vehicle, to aid in the preparation of its defense, provided the consumer receives timely notice of the request pursuant to Rule 122-22-.03(1)(b)2.

(2) If the manufacturer examines the vehicle, it shall not adjust, remove or replace any part or component or attempt to repair the vehicle. A detailed written report containing a complete description of any examination(s) performed, a recitation of all data gathered or generated during the examination(s), and any conclusion(s) reached as a result of any examination(s) shall be prepared. A copy of the report shall be provided to the panel, the consumer and all other parties, if any, as soon as possible, but in no event later than five (5) days before the date of the hearing. If the manufacturer fails to comply with any part of this subsection, evidence or testimony related to the manufacturer's examination may be limited or excluded by the arbitrator(s) at the hearing.

(3) The examination shall occur at a time and place that are convenient for the consumer. If the nonconformity is alleged to be a serious safety defect, the manufacturer shall be required to either conduct the examination at the location of the vehicle or tow the vehicle to the examination site and return it to the original location within twenty-four (24) hours. The consumer has the right to be present during the examination, unless the consumer waives the right in writing.

(4) If the manufacturer and consumer cannot mutually agree on a time and place for the manufacturer's examination, either party may file a written request asking the arbitrator(s) to determine the time and place for an examination. The arbitrator(s) may convene a telephone hearing with the parties for the purpose of resolving any issue relating to an examination.

(5) If the manufacturer's examination of the vehicle reveals any issues or defenses not previously raised in the manufacturer's statement, the manufacturer shall file an amended statement with the panel. Copies of the amended statement shall be sent to the consumer, and all other parties, if any. The panel and all parties must receive the amended statement at least five (5) days prior to the date of the hearing.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.06 Discovery.

(1) Either the consumer or the manufacturer may obtain copies of documents or information in the possession of the opposing party by making a written request to the opposing party for the documents or information. The opposing party shall provide the documents or information as soon as possible, provided:

(a) It has the documents and/or information in its possession or can readily retrieve or compile them; and,

(b) The requested documents and/or information are germane to the case and compliance with the request would not be unduly burdensome.

(2) If the documents and/or information are not provided to the requesting party, the party may write to the panel and request that the arbitrator direct the documents or information be produced. The arbitrator shall direct the opposing party to produce the documents or information if:

(a) Compliance with the request comports with the provisions of subsection (1);

(b) The documents and/or information can be made available to the panel and the requesting party prior to hearing; and,

(c) The arbitrator believes the documents or information will reasonably assist him or her in deciding the case.

The arbitrator may convene a telephone hearing with the parties for purposes of making a determination pursuant to this paragraph.

(3) If a party does not comply, or show good cause why it could not comply, with the arbitrator's direction to produce the documents or information, the arbitrator(s), when deciding the case, may draw a negative inference concerning any issue involving such documents or information.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.07 Subpoena of Witnesses.

(1) Any party to an arbitration may request that the arbitrator(s) issue a subpoena to compel the attendance of, or compel production of documents by, a witness. The requesting party shall make such request in writing and shall state, at a minimum, the following:

(a) The name of the requesting party;

(b) The name, street address and mailing address of the witness;

(c) The purpose for which the testimony of the witness or production of documents is sought;

(d) The address at which the subpoena shall be served;

(e) The date, time and place of the hearing; and,

(f) A detailed description of any documents to be provided by the witness at the hearing.

(2) The subpoena shall be approved by the arbitrator(s) if it can be issued sufficiently in advance of the scheduled hearing to allow service at least five (5) days before the hearing.

(3) The party requesting the subpoena shall be responsible for service and for providing proof of service to the arbitrator(s). Service may be made by certified mail to the witness, return receipt requested, or by personal delivery to the witness by any person authorized by law to serve process or by any person

who is not a party to the case and who is at least eighteen (18) years of age. Proof of service shall be evidenced by the signature of the witness or by affidavit of the person making service that the witness was served.

(4) The party requesting the subpoena shall be required to pay the cost of service. If the subpoena seeks the attendance of a witness who resides outside the county where the hearing will be held, service of the subpoena must be accompanied by the tender of a fee computed in the same manner as prescribed by law in civil cases in superior court. The fee shall be paid by check to the witness.

Authority O.C.G.A. §§ 10-1-786, 10-1-795 and 24-10-24

122-22-.08 Consumer's Pre-hearing Information Sheet.

(1) The consumer's pre-hearing information form shall be answered completely and filed with the panel. Copies shall be sent to the manufacturer and all other parties, if any. The panel and all parties must receive the consumer's pre-hearing information form no later than five (5) days prior to the date of hearing. The form shall require production of, at a minimum, the following documents and information:

(a) The name, mailing address and daytime phone number of any person(s) the consumer plans to call as a witness at the hearing;

(b) Copies of any affidavits or written testimony submitted by any expert, witness or other person who will not be present at the hearing;

(c) Copies of any documentary evidence not filed with the state arbitration application that the consumer plans to present at the hearing;

(d) Copies of all receipts, invoices or other statements the consumer intends to submit at the hearing regarding incidental costs, collateral charges, attorney's fees and technical or expert witness fees;

(e) The name, address, and phone number of any interpreter the consumer will be bringing to the hearing;

(f) The name, mailing address, e-mail address, and phone number of any attorney who will represent the consumer at the hearing, if different from, or not included on, the state arbitration application;

(g) If the consumer is a lessee, proof that the consumer notified the lessor of the pending arbitration;

(h) If the title to the vehicle is secured by a lienholder, a dated statement from the lienholder indicating the amount to pay off the loan as of a certain date; and

(i) A request to have the arbitrator(s) examine and/or test drive the vehicle at the hearing, if the consumer so requests.

(2) If the consumer's completed pre-hearing information form, along with all attachments, is not received by the panel, the manufacturer, and all other parties, if any, by at least five (5) days prior to the date of the hearing, the arbitrator(s) may limit or exclude the consumer's use of information, documents or witnesses at the hearing.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.09 Manufacturer's Pre-hearing Information Sheet.

(1) The manufacturer's pre-hearing information form shall be answered completely and filed with the panel. Copies shall be sent to the consumer and all other parties, if any. The panel and all parties must receive the manufacturer's pre-hearing information form no later than five (5) days prior to the date of the hearing. The form shall require production of, at a minimum, the following documents and information:

(a) The name, title, business address and daytime phone number of the manufacturer's representative(s) who will participate at the hearing;

(b) The name, title, business address and daytime phone number of any person(s) the manufacturer plans to call as a witness at the hearing;

(c) Copies of any affidavits or written testimony submitted by any expert, witness or other person who will not be present at the hearing;

(d) The name, mailing address, e-mail address, and phone number of any attorney who will represent the manufacturer at the hearing, if different from, or not included on, the manufacturer's statement form;

(e) Copies of all service records for the consumer's vehicle, including dealer-generated work orders containing notes made thereon;

(f) Copies of any recall notices or technical service bulletins issued by the manufacturer which relate to the year, make, model or type of vehicle and to any alleged nonconformity which is the subject of the consumer's arbitration application; and

(g) A request to have the arbitrator(s) examine and/or test drive the vehicle at the hearing, if the manufacturer so requests.

(2) If the manufacturer's completed pre-hearing information form, along with all attachments, is not received by the panel, the consumer and all other parties, if any, by at least five (5) days prior to the date of the hearing, the arbitrator(s) may limit or exclude the manufacturer's use of information, documents or witnesses at the hearing.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.10 Notice to Lessor and Request for Documents.

(1) If a lessor has timely petitioned to be a party to the arbitration proceeding pursuant to O.C.G.A. § 10-1-786(c), the lessor shall be notified of the arbitration hearing as provided in Rule 122-22-.04(1) and requested to provide, at a minimum, the following documents and information:

(a) If the lessee is seeking a replacement vehicle, a good faith estimate of the charges that the lessor and the lessee will each incur as a result of the replacement transaction;

(b) If the lessee is seeking a repurchase award, a copy of the lease agreement indicating the adjusted capitalized cost of the new motor vehicle, a payment history, and any evidence, if applicable, that the lessee has failed to meet any of the existing terms of the lease agreement, and the amount of money owed by the lessee to the lessor as a result of such failure(s); and

(c) The name, mailing address, e-mail address, and phone number of any attorney who will represent the lessor at the hearing.

The lessor's information and documents shall be filed with the panel. Copies shall be sent to all parties. The panel and all parties must receive the lessor's information and documents no later than five (5) days prior to the date of the hearing.

(2) If the lessor's information and documents are not received by the panel, the consumer, the manufacturer, and all other parties, if any, by at least five (5) days prior to the date of the hearing, the arbitrator(s) may limit or exclude the lessor's use of the information or documents at the hearing.

Authority O.C.G.A. §§ 10-1-784(b)(2)(A) and (3)(A), 10-1-786 and 10-1-795

122-22-.11 Withdrawal of Arbitration Request.

(1) A consumer may withdraw his or her request for arbitration as provided below. A withdrawal request can be made by telephone, but it must be confirmed in writing thereafter. The written withdrawal request, which must be signed by the consumer and the attorney of record, if any, shall be sent to the panel with a copy to all parties.

(2) If the panel receives a request for withdrawal from the consumer no later than two (2) business days prior to the day of the hearing, it shall be granted without prejudice. The request for arbitration will remain open for ninety (90) days after a dismissal without prejudice, during which the consumer may request in writing that the arbitration process begin again. After the ninety (90) day period has expired, a consumer who wishes to request arbitration will have to file a new application.

(3) The consumer may not withdraw a request for arbitration within one (1) business day of, on, or after the day of the hearing, absent a showing of good cause for the withdrawal.

(4) If a consumer withdraws a second request for arbitration on the same motor vehicle, the withdrawal shall be considered a withdrawal with prejudice and the consumer will not be allowed to renew his or her arbitration application or file a new application on the same motor vehicle.

(5) If the consumer withdraws a request for arbitration, the consumer will not be considered to have exhausted all remedies for purposes of filing a civil action pursuant to O.C.G.A. § 10-1-788.

Authority O.C.G.A. §§ 10-1-786, 10-1-788 and 10-1-795

122-22-.12 Postponement or Continuance of Hearing; Settlement.

(1) The arbitrator(s) shall have discretion to postpone or continue a scheduled hearing, upon or without the request of a party. Factors to be considered in connection with a determination include, but are not limited to: the basis for the request; the timeliness of the request; the inconvenience or hardship to parties and witnesses; and the resulting expense, if any. Attorney scheduling conflicts shall be governed by and handled in accordance with the Uniform Superior Court Rules.

(2) If a postponement or continuance is granted, the rescheduled hearing shall occur within thirty (30) days of the original hearing date unless all parties agree to a longer postponement, or the party which requested the rescheduling can show good cause for a longer postponement. In no event shall a hearing

be postponed for longer than ninety (90) days. The panel shall send notice of the date, time and place for the rescheduled hearing to all parties at least seven (7) days prior to the hearing date.

(3) A joint request from all parties that a hearing be postponed or continued for settlement purposes shall be granted. Within ten (10) days after the joint request for postponement, the parties shall either notify the arbitrator(s) that the case has been settled or request additional time within which to negotiate. The hearing will be rescheduled to occur within thirty (30) days, or within a maximum of ninety (90) days if the parties need more time, from the date the first postponement or continuance was granted. The panel shall send notice of the date, time and place for the rescheduled hearing to all parties at least seven (7) days prior to the hearing date.

(4) If a hearing is postponed or continued, subpoenaed witnesses shall be notified as soon as possible, and in the most effective manner. Each party shall be responsible for notifying all witnesses subpoenaed at its request, and shall inform the panel of the date, time, and manner of notice.

(5) The manufacturer shall notify the arbitrator(s) if the case is settled. A written copy of the settlement, signed and dated by the consumer, must be received by the panel and the Administrator within ten (10) days of the settlement date.

(6) The arbitration proceeding will remain pending for ninety (90) days, to ensure that the terms of the settlement are complied with in a timely manner. If the manufacturer does not perform as agreed upon, the consumer may notify the arbitrator(s) and request a hearing date. The arbitration hearing will be scheduled as soon as possible. The panel shall send notice of the date, time, and place for the rescheduled hearing to all parties at least seven (7) days prior to the hearing date.

(7) A manufacturer's failure to comply with the agreed terms of the settlement shall constitute an unfair and deceptive act or practice in the conduct of a consumer transaction and O.C.G.A. § 10-1-390 *et seq.*

Authority O.C.G.A. §§ 10-1-786, 10-1-790, 10-1-793(a), 10-1-795, and 10-1-797

122-22-.13 Failure to Appear.

(1) If a lessor fails to appear, the scheduled hearing will be held. The arbitrator(s) may, in his or her discretion, exclude any evidence or information filed by the lessor, including but not limited to, information filed pursuant to Rule 122-22-.10(b).

(2) If a manufacturer fails to appear, the scheduled hearing will be held. The arbitrator(s) shall make a decision based on the evidence presented by the consumer and any other party and any documents and information contained in the record. If the decision is in favor of the consumer, the manufacturer shall be notified immediately. The manufacturer shall have two (2) business days from receipt of notice to file a request that the decision be set aside. The request shall include evidence of good cause that resulted in the manufacturer's failure to appear.

(3) If the consumer fails to appear, the hearing shall be cancelled and the case dismissed with prejudice. The panel will immediately notify the consumer of the dismissal. The consumer shall have two (2) business days from receipt of notice to file a request that the dismissal be set aside. The request shall include evidence of good cause that resulted in the consumer's failure to appear. If the case is

dismissed with prejudice due to the consumer's failure to appear, the consumer will not be considered to have exhausted all remedies for purposes of filing a civil action pursuant to O.C.G.A. § 10-1-788.

(4) Any request by a manufacturer or a consumer to set a decision aside under this Rule shall be considered by the arbitrator(s), who will convene a telephone hearing to hear from all parties. If the decision is set aside, a hearing will be scheduled as soon as possible.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.14 Motions and Telephone Hearing Conferences.

(1) All motions must be in writing, unless made during the hearing, and must state the basis for the motion and the relief requested. The original shall be filed with the panel and a copy sent to all parties. The panel and all parties must receive the motion no later than seven (7) days prior to the scheduled hearing date. If an opposing party contests the motion, it shall file a written response with the panel and send a copy to all parties. The panel and all parties must receive the response no later than two (2) business days prior to the hearing.

(2) The arbitrator(s) may convene telephone conferences to consider and hear argument on a motion, other requests, issues or jurisdictional matters. If three (3) arbitrators have been assigned to the case, the arbitrator serving as chairperson, or other arbitrator designated by the panel, shall conduct the telephone hearing.

(3) Unless otherwise specified by these Rules, the burden of proof shall be on the moving party.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.15 Power and Duties of the Arbitrators.

(1) The arbitrator(s) shall have the duty to conduct fair and impartial hearings and to take all actions necessary maintaining order and avoiding delay in the disposition of proceedings. The arbitrator(s) shall have the powers necessary to accomplish all duties including, but not limited to, the power to:

(a) Consider any and all evidence offered by the parties that is necessary to an understanding and a determination of the case;

(b) Regulate the course of the hearing and the conduct of the parties, their representatives and witnesses;

(c) Examine or participate in a test drive of the consumer's vehicle, if requested by any party, or if necessary to a complete understanding of the case;

(d) Schedule a vehicle inspection by an independent technical expert, if necessary;

(e) Determine whether an interpreter assisting the consumer is qualified to provide the assistance, or, if not, whether the consumer can effectively participate without the help of an interpreter;

(f) Continue the arbitration hearing to a subsequent date if, at the initial hearing, the arbitrator(s) determines that a qualified interpreter or additional information is necessary in order to render a fair and accurate decision; and

(g) Hold motor home manufacturers jointly liable in appropriate circumstances.

(2) There shall be no direct communications between the parties and the arbitrator(s) other than at hearings or conferences. Any other oral or written communications shall be directed to the panel. Any prohibited contact shall be reported by the arbitrator(s) to the panel and noted in the case record. An arbitrator may be disqualified and a substitute arbitrator assigned if the Administrator or the panel finds that disqualification is necessary to eliminate the effect of an unauthorized communication.

(3) Each arbitrator shall maintain his or her impartiality throughout the course of the proceedings and in rendering his or her decisions.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.16 Arbitrator Selection, Disqualification, Substitution and Training.

(1) The selection and assignment of an arbitrator or arbitrators is within the discretion of the Administrator and not subject to the approval of any party.

(2) An arbitrator shall not have any bias or any personal or financial interest in the outcome of any hearing, nor be acquainted with any of parties or participants. An arbitrator shall not have any conflict of interest that would otherwise compromise his or her ability to maintain neutrality throughout the course of the arbitration proceedings. An arbitrator who is aware or becomes aware of any circumstance that would affect, or bring into question, his or her impartiality to hear and decide the case, shall notify the panel immediately.

(3) An arbitrator may request to be disqualified. Upon a determination that there are reasonable grounds to disqualify an arbitrator, the panel shall assign another arbitrator to the case.

(4) If an arbitrator resigns, dies, withdraws or otherwise is unable to perform the duties connected with a case, the panel shall assign another arbitrator to the case.

(5) An arbitrator shall receive training covering the provisions of O.C.G.A. § 10-1-780 *et seq.* and these Rules.

Authority O.C.G.A. §§ 10-1-786, 10-1-789 and 10-1-795

122-22-.17 Conduct of the Hearing.

(1) An oral hearing shall be conducted in a manner designed to encourage a full and complete disclosure of the facts and to afford each party the opportunity to present evidence and make legal arguments. The hearing procedure contemplates that all parties will appear in person. However, a party may participate by telephone, if good cause can be shown why a personal appearance is not feasible or if all parties consent. The party asking to participate by telephone shall have a notary public present during the hearing to identify the person and to administer the oath for oral testimony, and shall bear all costs associated with participation by telephone.

(2) The arbitrator(s) shall conduct the hearing, maintain decorum at all times, and ensure that the hearing proceeds in an equitable, orderly, and expeditious manner. All parties shall comply with the rulings made by the arbitrator(s).

(3) The hearing shall be open to the public as reasonable accommodations permit. The arbitrator(s) may warn, and thereafter exclude, any party, attorney, witness or observer who is disruptive to the orderly conduct of the hearing. The person may be readmitted upon the cessation of the disruptive behavior and upon reassurance by the person that it will not continue. After a warning to the person, the arbitrator(s) may adjourn any hearing which becomes unmanageable due to the disruptive behavior of that person. Such adjournment shall be considered a dismissal with prejudice if primarily caused by the consumer, and a default without good cause if primarily caused by the manufacturer.

(4) The arbitrator or chairperson, if three (3) arbitrators conduct the hearing, will open the hearing by stating on the record the case number; the place, time and date of the hearing; the identity of the arbitrator(s) and panel staff; and, the names of the parties and their attorneys, if any. The arbitrator or chairperson will ask the parties to identify their witnesses, if any, and will explain the procedures to be followed during the hearing. Oral testimony will be taken upon oath or affirmation.

(5) Each party shall have the right to appear and present evidence, cross-examine witnesses and enter objections, make arguments and exercise all other rights essential to a fair hearing. The formal rules of evidence shall not apply. The parties may introduce any relevant evidence that will assist the arbitrator(s) in making a decision. The arbitrator(s) may exclude irrelevant, immaterial, or unduly repetitious evidence.

(6) The consumer shall present his or her evidence and witnesses. The manufacturer shall present its evidence and witnesses. After the manufacturer completes its presentation, the consumer will be given the opportunity to offer evidence or testimony to refute the manufacturer's assertions. The arbitrator(s) may vary the presentation of evidence if necessary to more fully develop the facts. Each party may question the other after each presentation, and may question each witness after testimony. The arbitrator(s) may restrict any questioning that is outside the scope of the hearing. The arbitrator(s) may question any party or witness at any time.

(7) The arbitrator(s) may receive and consider evidence of a witness not present at the hearing by affidavit and shall give any affidavit such weight as may be deemed appropriate after consideration of any objections made to its submission.

(8) The arbitrator(s) may personally examine or participate in a test drive of the consumer's vehicle. The hearing will be temporarily suspended and the examination or test drive will be conducted off the record. All parties shall be allowed to be present during examination of the vehicle. After the examination and/or test drive, the arbitrator(s) will reconvene the hearing procedure, go back on the record, and describe what was observed during the examination or test drive. Each party or witness who participated in the examination shall be given the opportunity to testify.

(9) Each party shall be allowed to present a closing argument. The arbitrator(s) may request additional evidence at the time of or after the closing of the hearing. All additional evidence shall be submitted to the panel and copies disseminated to all parties.

(10) The arbitrator(s) shall ensure that a mechanical or electronic record of the hearing is maintained.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.18 Arbitration Decision.

(1) The arbitration decision shall be based solely upon matters contained in the official record. Written party submissions made pursuant to these Rules, oral and written evidence and testimony presented at the hearing, and supplemental information submitted at the request of the arbitrator(s) shall constitute the official record. The decision shall be reached on the basis of a preponderance of the evidence.

(2) The arbitrator may make an oral decision at the hearing, but it shall not be binding until reduced to writing and sent to each party and the Administrator.

(3) The decision shall be written on a form prescribed by the Administrator. If three (3) arbitrators hear the case, the decision, if not unanimous, shall be determined by the majority.

(4) If the consumer prevails, the arbitrator(s) may award attorney's fees and technical or expert witness fees, if applicable. A request for attorney's fees shall be based upon an affidavit prepared by the consumer's attorney and provided to the arbitrator(s) by no later than the conclusion of the hearing. The arbitrator(s) shall have the discretion to award all, part or none of the requested fees.

(5) The arbitrator shall prepare the decision. If three (3) arbitrators decide the case, the chairperson shall be responsible for preparing the decision, unless he or she casts a minority vote. In that instance, or in some other unusual circumstance, the panel shall designate one (1) of the other two (2) arbitrators to prepare the decision.

(6) The decision shall be rendered within twenty (20) days of the conclusion of the hearing. Failure to render the decision within the time shall not void any decision ultimately rendered.

(7) The panel shall file the original decision with the Administrator and send copies of the decision to the parties by statutory overnight delivery or by certified mail, return receipt requested. Each copy shall indicate the date of entry of the decision pursuant to O.C.G.A. § 10-1-786(f).

(8) If any party appeals the decision, or if the consumer initiates a new private action, the parties shall provide the Administrator with a copy of their initial pleadings in the action. The parties shall provide these filings to the Administrator contemporaneously with their filing in court.

(9) In the event that legal proceedings are not initiated by any party, the manufacturer, upon compliance with the decision, shall furnish the Administrator with evidence consisting of either copies of checks payable to the consumer, and lienholder or lessor, for a repurchase, or information regarding the year, make, model and identification number of the replacement motor vehicle for a replacement.

Authority O.C.G.A. §§ 10-1-786, 10-1-787(a) and (d), and 10-1-795

122-22-.19 Technical Corrections.

(1) The arbitrator(s), panel or Administrator may make technical corrections to a decision. Technical corrections are computational corrections, correction of clerical mistakes or typographical errors, or other minor corrections arising from oversight or omission.

(2) A party may submit a written request for technical corrections to the panel. The request shall identify the proposed correction and the basis for the change. The request must be received by the panel within fourteen (14) days from the date of entry of the decision. The requesting party shall copy all parties. The panel will notify the parties whether a correction will be made. A request to correct a

decision will not prevent the decision from taking effect or delay the time for compliance or to initiate legal proceedings.

Authority O.C.G.A. §§ 10-1-786 and 10-1-795

122-22-.20 Miscellaneous Provisions.

(1) Any issue not addressed specifically in the Georgia Lemon Law or these Rules shall be handled by the arbitrator(s), panel or Administrator in an equitable and efficient manner.

(2) In the event of a repurchase, any credit card or other rewards program points used to purchase or lease the new motor vehicle shall be credited back to the credit card or rewards program account.

(3) A person acting as an interpreter may assist a consumer in the presentation of a case if the interpreter's assistance is necessary because of a mental or physical handicap, or a language barrier which impacts the consumer's ability to participate effectively.

(4) For purposes of this Rule Chapter, notice to a party shall be sent to the attorney of record, if the party is represented by an attorney. If a party is represented by an attorney and has failed to notify the panel and all other parties of the representation, the party shall immediately provide the name, mailing address, e-mail address and phone number to the panel and all other parties. Failure to provide timely notice may be grounds for a continuance.

(5) For purposes of this Rule Chapter, parties to an arbitration proceeding may utilize electronic transmission (e-mail) for service of required filings upon other parties to the proceeding only if all parties have agreed, in writing, to this method of service.

(6) Upon a finding of extraordinary circumstances, the Administrator may waive any of these Rules, if the waiver would be in the public interest and serve to carry out the purpose and intent of the Georgia Lemon Law and these Rules.

**Chapter 122-23
Georgia Lemon Law
Reacquired Vehicles**

122-23-.01. Reacquired Vehicle Nonconformity Disclosure Form.

(1) A manufacturer who reacquires a vehicle in this state, or resells, leases, transfers, or otherwise disposes of a reacquired vehicle in this state, shall notify the Administrator on a form prescribed by the Administrator.

(2) In lieu of use of the form prescribed in subsection (1), the Administrator may approve an alternative form proposed by the manufacturer if it has substantially the same language, content and appearance as the Administrator's form, including the same or similar font size for words or terms of emphasis, and does not contain words, categories, or spaces to elicit information that might otherwise mislead a prospective transferee, buyer or lessee as to the nature of the nonconformity or the fact of the vehicle's reacquisition.

(3) If a manufacturer submits a proposed alternative form, the Administrator shall review it and notify the manufacturer in writing whether the proposed alternative form is approved or disapproved. If the proposed alternative form is disapproved, the Administrator shall indicate the reasons for disapproval and afford the manufacturer the opportunity to submit a corrected alternative form for reconsideration. If disapproved after reconsideration, the manufacturer shall use the form prescribed in subsection (1).

(4) If the Administrator determines that the alternative form approved for use by the manufacturer no longer meets the requirements of O.C.G.A. § 10-1-790 or this Rule Chapter, the Administrator shall inform the manufacturer in writing of the determination and state the reason. The Administrator shall give the manufacturer a reasonable time, not to exceed ninety (90) days, to bring the form into compliance. Thereafter, if not approved, the manufacturer shall discontinue use of such alternative form.

Authority O.C.G.A. §§ 10-1-790 and 10-1-795

122-23-.02. Return, Transfer and Resale of a Reacquired Vehicle.

(1) A reacquired vehicle shall not be transferred, leased, or sold, either at wholesale or retail, unless the following conditions are met:

(a) At the time of each transfer of the reacquired vehicle, the transferor shall provide the transferee the form required by Rule 122-23.01.

(b) The ultimate consumer must be provided the opportunity to read the form in its entirety before purchasing or leasing the reacquired vehicle.

(c) Both the transferor of the reacquired vehicle and the ultimate consumer must sign the form at the time of the sale or lease to the ultimate consumer. The original of the form shall be provided to the ultimate consumer. The transferor of the reacquired vehicle must send a copy of the completed and dated form to the Administrator within thirty (30) days from the date of the sale or lease.

(2) The manufacturer shall activate the warranty required pursuant to O.C.G.A. § 10-1-790(a)(2) at the time of the sale or lease of the reacquired vehicle to the ultimate consumer. The manufacturer shall also notify the Administrator that the warranty has been activated within ninety (90) days of the sale or lease. The manufacturer shall notify the Administrator on a form prescribed by the Administrator. In lieu of the form prescribed herein, the Administrator may approve an alternative form proposed by the manufacturer if it has substantially the same content as the Administrator's form. If a manufacturer submits a proposed alternative form, the Administrator shall review it and notify the manufacturer in writing whether the proposed alternative form is approved or disapproved.

Authority O.C.G.A. §§ 10-1-790 and 10-1-795