



CITY OF ATLANTA MUNICIPAL COURT

INITIAL REQUEST TO ENTER A PLEA IN ABSENTIA

DEFENDANT'S NAME: _____

DATE OF BIRTH: _____

CURRENT ADDRESS: _____

DAYTIME PHONE: (____) - _____ EMAIL ADDRESS: _____

I ACKNOWLEDGE THAT I AM ACCUSED OF THE CRIMINAL / TRAFFIC CHARGE(S), LISTED BELOW:

CHARGE: _____ CITATION NO: _____

CHARGE: _____ CITATION NO: _____

CHARGE: _____ CITATION NO: _____

If you have more than three charges, write them on a separate sheet of paper and attach it to this document.

READ CAREFULLY AND FOLLOW INSTRUCTIONS

I WISH TO ENTER A PLEA OF **GUILTY** AND WISH TO DO SO IN ABSENTIA. THAT IS, I WISH TO ENTER MY PLEA WITHOUT APPEARING PERSONALLY BEFORE A JUDGE. BY ENTERING A PLEA OF GUILTY, I AM ADMITTING TO EVERY ELEMENT OF THE CHARGE(S) AGAINST ME, AND WISH TO BYPASS TRIAL TO GO DIRECTLY TO THE SENTENCING PORTION OF THE PROCEEDINGS. I UNDERSTAND THAT IF MY PLEA IS ACCEPTED BY THE COURT, THE JUDGE WILL IMPOSE A FINE AND COURT COSTS AS SET FORTH IN SUBSEQUENT DOCUMENTS RECEIVED BY THE COURT. I FURTHER UNDERSTAND THAT I MAY HAVE A RIGHT TO ENTER A PLEA OF NO CONTEST, HOWEVER, I OR MY LEGAL COUNSEL MUST APPEAR IN COURT TO DO SO.

THE MAJORITY OF REQUESTS TO ENTER A PLEA IN ABSENTIA ARE ACCEPTED. HOWEVER, THERE ARE PLEAS THAT ARE REJECTED FOR VARIOUS REASONS. IF YOUR PLEA IN ABSENTIA IS REJECTED AT ANY POINT DURING THE PROCESS, YOU WILL BE NOTIFIED BY MAIL. PLEASE NOTE THAT ONCE YOU RECEIVE DOCUMENTS FROM ATLANTA MUNICIPAL COURT, YOU MUST FOLLOW THE INSTRUCTIONS SET OUT IN SAID DOCUMENTS. FAILURE TO SUBMIT REQUESTED INFORMATION OR FOLLOW INSTRUCTIONS MAY RESULT IN THE REJECTION OF YOUR PLEA IN ABSENTIA. ALL PLEA IN ABSENTIA CASES ARE GIVEN A **90-DAY** RESET COURT DATE. THIS IS THE DATE BY WHICH YOU MUST HAVE YOUR CASE COMPLETED THROUGH THE MAIL. IF YOUR CASE CANNOT BE COMPLETED THROUGH THE MAIL IN 90 DAYS, THEN THE RESET DATE BECOMES AN ACTUAL COURT APPEARANCE DATE UPON WHICH YOU MUST APPEAR BEFORE THE COURT. FAILURE TO APPEAR AT A COURT APPEARANCE DATE MAY RESULT IN THE SUSPENSION OF YOUR DRIVING PRIVILEGE AND A PENALTY IN ADDITION TO FINES AND FEES ASSOCIATED WITH YOUR CASE. **YOU MUST SUBMIT THIS REQUEST IN PERSON OR SEND BY MAIL TO:**

**THE MUNICIPAL COURT OF ATLANTA
ATTN: CLERK'S OFFICE
150 GARNETT STREET, SW
ATLANTA, GEORGIA 30303**