

1. What are the Courtroom Rules?

- All pagers, beepers and cell phones shall be turned off
- No weapons of any kind are permitted in the courtroom
- No food, beverages or tobacco products are permitted in the courtroom
- No headgear except for religious items are permitted in the courtroom
- Proper attire is required: No shorts, tank tops, bare midriffs, halter tops, flip flops and low-hanging baggy pants are permitted in the courtroom
- Please do not bring children to court unless absolutely necessary. Please arrange for a friend or relative to watch your child(ren) while you are in court
- Be on time, stand when speaking to the judge, only approach the bench when instructed to do so, do not talk to others while court is in session, and enter and leave the courtroom quietly

2. Will I be searched upon entering the courtroom?

Yes, you will be walking through a metal detector. You will need to empty your pockets and all bags and purses will be searched. Please leave all weapons such as firearms, knives, leatherman type tools and martial arts weaponry at home.

3. Where can I go to pay my traffic citation?

You can pay in person at the Dahlonga Municipal Court, located in City Hall at 465 Riley Road, or online at www.EZCOURTPAY.COM , When entering your citation number please enter T00 then the first physical number, If there is a letter at the end of your citation please leave it out.

All payments must be paid before 8:30 a.m. the morning of your court date.

4. What forms of payment are accepted by the court?

Cash (In person only please do not send cash in the mail), Cashier's checks, Money Orders are accepted for payments received via mail or in person. You may pay online using a credit or debit card at www.EZCOURTPAY.COM

NOTE: Payments by mail, in person or online must be received and completed by 8:30 A.M. on your court date.

5. Can I change my court date?

You may submit a request for a continuance on your arraignment date by contacting the Clerk of Municipal Court at 706-482-2701. If your Request is approved this continuance will go to the courts next arraignment date. A request must be completed before 3:00 P.M. on the Tuesday prior to your court date.

NO continuances are granted by the court office for a Trial date.

6. What happens if I miss my court date and do not pay my fine?

Failure to pay your fine or to appear in court will result in an automatic failure-to-appear fee. A license suspension, a bench warrant or a combination of both, depending on the violation, will be issued. A failure-to-appear warrant must be cleared before you can obtain the necessary paperwork to clear your license with the Department of Driver Services.

7. What is an arraignment?

Your very first court date is called an arraignment. Arraignment is a hearing at which the accused is brought before the court to plead to their charges. You may plead guilty, not

guilty or where permitted, nolo contendere.

During arraignment, if you plead guilty or nolo contendere, your charges will be heard on that day. If you plead not guilty, you will be given a trial date. When you return for your trial, the officer who issued you the citation will be present to present their case against you.

8. [I want to contest my citation. What do I do?](#)

If you want to contest your traffic citation, simply appear in court on the date shown on the citation and plead NOT GUILTY. You will be given a letter with your trial date. On your trial date, you will have the opportunity to state your case before the judge, ask the officer questions, and present witnesses and evidence in your favor. If you would like to have a Jury Trial, you will need to request that in front of the judge on your court appearance.

9. [What does my signature on the citation mean?](#)

Your signature on the bottom of the citation is not an admission of guilt. It means that you acknowledge having received a copy of the citation and that you will either pay the fine or appear in court on the date indicated.

10. [What options do I have regarding my ticket?](#)

You may pay the fine prior to your court date for any charge not listed as a mandatory appearance. If you choose not to appear in court, payment must be received by the morning of your court date by 8:30 A.M. Prior payments are treated the same as a guilty plea. If you choose to plead Nolo or Not Guilty, you will have to come to court on your scheduled court date.

A Not Guilty plea will be reset for a court trial.

11. [Can I take a defensive driving course for a fine reduction or a ticket dismissal?](#)

Usually our court solicitor will take it into consideration when a defendant has already taken a defensive driving course and brings the certificate of completion with them to court. The solicitor will use that information when considering a recommendation to the Judge.

12. [Can I talk to the Solicitor before my court date?](#)

You may speak with the solicitor (Doug Parks) on your court date or you can contact Missy Wiggins (Assistant to the Solicitor) at 706-864-4184. You may do so prior to entering a plea.

13. [I am under 21 years of age, how does the Georgia Teenage Driver's Responsibility Act affect me?](#)

If you are under 21 years of age and convicted of any one offense for which four (4) or more points are assessed, your drivers' license will be suspended for a minimum of six (6) months. No work permits are available. If you are under eighteen (18) years of age and accumulate four (4) points in a 12-month period, your drivers' license will be suspended for a minimum of six (6) months.

Some common four point violations are:

- Exceeding the speed limit by 24 mph or more
- Improper passing on a hill or curve
- Unlawful passing of a school bus

- Aggressive driving

For additional information: DDS Website is www.dds.ga.gov

14. [What is a NOLO plea?](#)

Nolo means No Contest. This plea means you are not pleading guilty or not guilty, but simply accepting the charge and agreeing to the fine and sentence. The Department of Driver Services will accept one plea of Nolo contendere for a moving traffic violation in any five year period without assigning points to the driving record.

15. [Will a NOLO affect my insurance?](#)

We do not report any violation to your insurance company. Your insurance company has the right to review your driving record and can see that you were issued a citation. The Nolo plea does not keep the citation off your record, it only keeps points from being assessed. It is up to your insurance company as to how it affects your policy.

16. [Where do I get a subpoena](#)

The Clerk of Court issues subpoenas.

17. [How am I serve a subpoena?](#)

A subpoena may be served by a sheriff, by his deputy, or by another person not less than 18 years of age. Subpoenas may also be served by registered or certified mail or statutory overnight delivery, and the return receipt constitutes proof of service. O.C.G.A. 24-10-23.

18. [Does an officer have to show you the radar gun or video when they stop you for speeding?](#)

Under Georgia law, an officer is not required to show the defendant the speed detection device. The Officer is required by law to ask if you would like a calibration check of the unit. If requested, the officer is obligated by law to perform that calibration check and inform the defendant of the results. The offender is not entitled to witness this check, nor are they entitled to see the radar display.

19. [How do I request a Court appointed attorney?](#)

On your first appearance in court when your name is called for a plea, you may ask the judge for a court appointed attorney. You will fill out an application to the best of your ability. The application fee is \$50.00 Make sure that all your information is up to date. This will ensure that the public defender's office has a way to contact you. (By filling out this form will not guarantee you a court appointed attorney, this application will have to be reviewed and accepted by the public defender's office.

20. [How do I clear a drivers' license suspension for failure to appear in court?](#)

You will first have to pay your fine at the court clerk's office. The Judge sets the fine as cash only. Once the fine has been paid, you will receive a new court date and time. You will also obtain, from the court clerk's office and submit to the Department of Driver Services, a release from (DPS912) to clear your license. Paying the fine DOES NOT CLEAR YOUR DRIVER'S LICENSE with the Department of Driver Services. Contact the Department of Driver Services for reinstatement information. Their website is below. Phone number is: 678-413-8400 DDS website- www.dds.ga.gov

21. [What is the City's first/youthful offender treatment?](#)

Any person under the age of 21 at the time the offense is committed, may request in writing at or before the time of trial, the City's first/youthful offender treatment of his

sentence. The conditions are as follows:

- The defendant has no prior record
- The defendant is willing to submit and comply with all conditions imposed by the court
- The defendant has never been sentenced under the City's first/youthful offender ordinance

Failure of the defendant to comply with conditions will result in imposition of the original sentence. Compliance with all conditions, however, will result in dismissal of all charges against the defendant. First/youthful offender treatment will not be granted for any offense requiring mandatory suspension of driver's license pursuant to state law.

22. [How do I contact my probation officer?](#)

North Georgia Probation Services
81 Crown Mountain Place,
Suite C-500
Dahlonega, GA 30269
Business: (706) 864-4248
Fax: (706) 864-4274