



DeKalb County Recorders Court
NOT GUILTY PLEA FORM

PLEASE READ THE ENTIRE FORM AND PRINT A COPY FOR YOUR RECORDS BEFORE SUBMITTING. TO SUBMIT SAVE AS AN ATTACHMENT AND EMAIL TO DCRCINFO@DEKALBCOUNTYGA.GOV OR FAX TO 404-294-2260.

If you are entering a plea of Not Guilty, you are saying that you are contesting the charges against you.

A plea of Not Guilty results in a trial. The trial date will be sent to you as a "Notice of Trial." Please read the following, and provide the information requested.

If you enter a plea of Not Guilty, you must return to court on your trial date ready to dispose of your case by trial. You should go ahead and contact an attorney or contact the Office of the Public Defender for DeKalb County to see if you qualify for the services of an appointed attorney.

At trial you will have an opportunity to confront and question witnesses against you, and you will have an opportunity to present a defense in your own behalf, if you wish to do so. You are not obligated to do either as you are presumed innocent until the case is proven against you beyond a reasonable doubt. You have a right to remain silent at trial and not participate in any manner, and this will not be held against you. If you want to present evidence or testimony, you will be given the opportunity to do so. If you want to subpoena witnesses in your own behalf, you can obtain subpoenas in the office of the Clerk of Recorders Court. If you want to present documents, charts, photos, etc., will be given an opportunity to do so.

The maximum punishment that can be imposed by this court on a conviction at trial is 120 days in jail and \$1000 in fines per ticket.

If you are found guilty at trial of a moving violation, a report will be sent to the Georgia Department of Driver Services and may result in points being assessed against you. Many traffic offense convictions could result in the suspension of your license.

If you are convicted at trial, you are expected to pay any fine that may be assessed against you immediately. A fine schedule for all offenses over which this court has jurisdiction can be found at this link. [TRAFFIC/ORDINANCE FINE SCHEDULE](#)

If you are convicted at trial you have the right to appeal the conviction by filing a Petition for a Writ of Certiorari in the Superior Court of DeKalb County within 30 days of the date of your conviction.

You also have the option of entering a plea of Guilty at trial or paying your ticket in full before your trial date. A plea of Nolo is not guaranteed at trial or arraignment and is completely in the discretion of the court.

I have read the above and wish to enter my plea of Not Guilty electronically understanding that this will result in a reset to a trial calendar. I understand that I will

receive a notice at the address provided below and that I must return appear at
Recorders Court on my trial date prepared for trial.

I hereby enter a plea of Not Guilty to the citation(s) listed below

ENTER COURT DATE (Required)

Full Name (Required)			
<input type="text"/>			
Date of Birth (mm/dd/yyyy) (Required)			
<input type="text"/>			
Mailing Address		Apt #	
Street Address (Required)		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
City (Required)	State (Required)	Zip (Required)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Driver License # (Required)			
<input type="text"/>			
Citation Number (Required)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Please make sure that your address is current and correct. This is the address that will be on file as the address to which the Notice of Trial will be mailed. Failure to provide an accurate or current address could result in a warrant for your arrest if you fail to appear because the notice was sent to an incorrect address provided by you.

**YOU MAY NOT ENTER A NOT GUILTY PLEA IF YOUR ARRAIGNMENT DATE HAS ALREADY PASSED.
THIS OPTION IS ONLY AVAILABLE UP TO 2 DAYS BEFORE YOUR ARRAIGNMENT DATE**

If you are using Outlook, Eudora, or another e-mail program installed on your PC, click the "E-mail to Court" button to send the form to DeKalb Recorders Court.

If you are using a web-based email such as AOL, Gmail, Hotmail, Yahoo, etc, you must first save the application form to your PC (use the "Save" button). Then, from your web mail window, attach the application form as a file and send to DCRCINFO@DEKALBCOUNTYGA.GOV. Use the "Save" and/or "Print" buttons to keep your own electronic or printed copy.

Print a copy of the completed application form to your default printer.

The "Reset" button may be used to clear ALL fields.