



KASIM REED  
MAYOR

**CITY OF ATLANTA**  
**OFFICE OF THE CITY SOLICITOR**

3<sup>RD</sup> FLOOR  
150 GARNETT STREET S.W.,  
ATLANTA, GEORGIA 30303-3700  
TEL (404) 658-6618 FAX (404) 658-7956

RAINES F. CARTER  
CITY SOLICITOR

DEFENDANT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

Daytime phone: (\_\_\_\_\_) - \_\_\_\_\_ Email address: \_\_\_\_\_

**INITIAL REQUEST TO ENTER A PLEA IN ABSENTIA**

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 OR NO CONTEST) AND WISH TO DO SO IN ABSENTIA. THAT IS, I WISH TO ENTER MY PLEA WITHOUT APPEARING PERSONALLY BEFORE A JUDGE. PLEASE NOTE THAT A PLEA OF NO CONTEST MEANS THAT YOU ARE NOT CONTESTING THE CHARGE AND THAT THE PLEA MAY NOT BE USED IN ANY CIVIL LITIGATION ARISING OUT OF THE INCIDENT THAT IS THE SUBJECT MATTER OF THIS PLEADING. A PLEA OF NO CONTEST MAY OR MAY NOT BE USED BY THE DEPARTMENT OF DRIVER SERVICES TO ADD POINTS OR SUSPEND YOUR LICENSE. IF MY PLEA IS ACCEPTED BY THE COURT, I UNDERSTAND THAT THE JUDGE WILL IMPOSE A FINE AND COURT COSTS AS SET FORTH IN SUBSEQUENT DOCUMENTS TO BE RECEIVED BY ME FROM THE CITY OF ATLANTA SOLICITOR'S OFFICE (PROSECUTOR).

The majority of requests to enter a plea in absentia are accepted. However, there are pleas that are rejected for various reasons. You will be notified through the mail, if your plea in absentia is rejected at any point during the process. Please note that once you receive documents from the City of Atlanta's Solicitor's office, you must follow the instructions set out in said documents. All plea in absentia cases are given a 90 day reset court date. You will be notified by mail of the new date. This is the date by which we want to have your case completed through the mail. If your case cannot be completed through the mail in the 90 days, then the reset date becomes an actual court appearance date. Failure to appear at a court appearance date may result in the suspension of your driving privilege and a \$100.00 penalty being added to your case.

**You may email this request to [municourt@atlantaga.gov](mailto:municourt@atlantaga.gov), you may fax this request to (404) 546-9339, or you may mail your request to:**

ATLANTA MUNICIPAL COURT  
ATTN: OMBUDSMAN UNIT/PIA  
150 GARNETT STREET, SW  
ATLANTA, GEORGIA 30303