

RESPECT

The courtroom is a place of order and structure. You should at all times act in a respectful manner when in presence of the judge, court staff, attorneys, court officers and other persons attending court. Once the court has made a ruling in your case, continue to be respectful as you exit the courtroom. Attempts to disrupt the court once the judge has made a ruling may result in jail time.

SENTENCE INFORMATION

If a fine is set after the solicitor or judge hears your case, the solicitor or bailiff will direct you to the deputy clerk's window for payment. Payment in full is due upon sentencing, unless other arrangements have been made. Methods of acceptable payment include: cash, checks on local banks, money orders, MasterCard, Visa, American Express, and Discover.

If after the judge hears your case, you are placed on probation, the bailiff will direct you to the deputy clerk's window for documentation review before going to the Probation Officer. You will be required to

pay a \$44 monthly probation fee while you are on probation.

If your fine is suspended after the judge hears your case, the bailiff will give you directions. **Please note** that a suspended fine does not mean that your case has been dismissed. If you are unsure as to whether your case has been dismissed or the fine suspended please receive clarification before leaving court.

TYPES OF PLEAS

Not Guilty – Your case will NOT be taken care of today. You will be given a trial date to come back to court along with the officer who wrote the citation and any witnesses that were involved in the incident.

Guilty – Your case will be taken care of today. Points will be added to your license if applicable, and the ticket will show on your history.

Nolo Contendre (no contest) – Your case probably will be taken care of today. No points will be added to your license, but the ticket will show on your history.

Bond Forfeiture – Your case will be taken care of today. Points will be added to your license if applicable, and the ticket will show on your history.

SUWANEE MUNICIPAL COURT



Suwanee Exceeds Expectations

COURT ROOM INFORMATION

If you have been ordered to appear in court, this brochure will provide important information. This information does not constitute legal advice. If you require legal assistance, please consult an attorney.

The courtroom will open approximately 60 minutes prior to the start of the court session. On average, a court session lasts about 2-3 hours. All cases sent into the courtroom will be dealt with at some judicial level.

The judge will call cases in the following order: jail cases first, attorney cases next, and the balance of cases after the defendant has spoken with one of the solicitors.

WHEN APPEARING IN COURT

- Be on time.
- Throw away gum, food, and drinks before entering the courtroom.
- Stand when the judge enters and leaves the courtroom.
- Stand when you respond to the judge's questions.
- Always address the judge as "Your Honor."

- Enter and leave the courtroom quietly so that you do not disturb others.
- Only approach the bench when instructed to do so.

DRESSING FOR COURT

If you are appearing in court, you should dress nicely and in a manner that shows respect to the court.

Here are some items you should NOT wear:

- hats inside the courtroom (except those worn for religious purposes)
- sunglasses
- T-shirts depicting violence, sexual acts, profanity, or illegal drugs
- tube or halter tops, plunging necklines, midriffs
- ripped or torn jeans
- mini skirts or shorts
- baggy pants that fall below the waist
- muscle shirts (usually worn as undergarments)

If you are not dressed properly, you will be asked to leave the court and return at a later date. This will delay your hearing and require you to appear in court more than once.

PROHIBITED ITEMS

Items that are **NOT** permitted in the courthouse:

- weapons of any kind
- electronic equipment such as video
- voice recorders or cameras (unless approved by the court)

CELL PHONES AND PAGERS

The use of cell phones is not allowed in the courtroom. Your cell phone or pager must be turned off before entering so that you do not disrupt the court. If you are required to carry a phone or pager for business purposes, it must be placed on silent mode.

SECURITY PRECAUTIONS

Before entering the court, you may go through a security checkpoint. In most cases, an officer will use a wand to check for prohibited items. You should allow the officer to search any bags, packages, or personal belongings that will be taken into the courtroom. If you refuse to cooperate, you may be denied entry to your hearing.