

# BRYAN COUNTY STATE COURT

## LANGUAGE ACCESS PLAN

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*Established in 2025, this Language Access Plan (LAP) has been developed to ensure meaningful access to court services for persons with limited-English proficiency as well as hearing-impaired individuals.*

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*Rebecca G. Crouse  
Bryan Co Clerk of Courts*



## LANGUAGE ACCESS PLAN

### BRYAN COUNTY STATE COURT

#### I. Legal Basis

This document serves as the framework for the provision of timely and reasonable language assistance to Limited English Proficiency (LEP) persons who come into contact with the Bryan County State Court. Under Federal law, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and Georgia statutory law, case law, and Supreme Court rules, Georgia courts are required to provide qualified foreign-language interpreters to participants in court proceedings who are limited English proficient. The Court must provide these services when necessary to ensure effective communication by and with LEP litigants and witnesses. Court proceedings include all court services, programs, and activities. LEP participants can waive their right to an appointed interpreter if the waiver is in writing and is approved by the court and can revoke that waiver at any time. LEP participants do not waive their right to an appointed interpreter simply because they do not request one and do not lose the right to an appointed interpreter.

Deaf and hard of hearing individuals accessing the Georgia trial courts are federally protected under the Americans with Disabilities Act (ADA) of 1990. The ADA mandates that all courts provide reasonable accommodations to court users, including parties, counsel, witnesses and jurors.

#### II. Purpose of the Plan

A LEP individual is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English. The purpose of this plan is to provide a framework for the provision of timely and reasonable language assistance to LEP and hearing-impaired persons who have contact with the State Court of Bryan County.

### III. Needs Assessment

The Bryan County State Court will make every effort to provide services to all LEP individuals. Any person who speaks English "less than very well" and cannot readily understand or communicate in spoken English, cannot equally participate in or benefit from the proceedings without an interpreter to assist them. The fact that a person for whom English is not a primary language knows some English does not mean that person does not need an interpreter. Language assistance services will be provided, at no cost to the LEP, for their court proceedings.

#### A. Bryan County Language Demographics

According to the 2023 U.S Census Bureau, at least 9 - 11.2% of the population residing in Bryan County speak a language other than English (LOTE) at home.<sup>1</sup> The recent Bryan County mega site project has contributed to an increase in foreign language speakers within the population.

According to the Census in 2023, the most widely used or spoken foreign languages in Bryan County are as follows (in descending order of frequency):

1. Spanish
2. Indo-European languages
3. Asian and Pacific Islander; and
4. A small percentage listed as "other."

#### B. The State Court of Bryan County

The most used languages in the Bryan County State Court, not including English, are as follows:

1. Spanish
2. Haitian Creole
3. Korean
4. Russian
5. Portuguese
6. Mandarin; and
7. Gujarati

### IV. Language Assistance Resources

#### A. Interpreters Used in the Courtroom

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<sup>1</sup> ([https://data.census.gov/profile/Richmond\\_Hill\\_CCD, Bryan County, Georgia?g=060XX00US1302992514](https://data.census.gov/profile/Richmond_Hill_CCD, Bryan County, Georgia?g=060XX00US1302992514))

It is the intent of the State Court of Bryan County to provide spoken-language interpreters in court proceedings in accordance with both state and federal law.

### 1. Providing Interpreters in Criminal Cases

An interpreter shall be provided at no cost to any LEP person whenever the non-English speaking person is a party, has been subpoenaed or summoned, or has otherwise been compelled to appear in a criminal proceeding. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the Civil Rights Act of 1964.

### 2. Providing Interpreters in Civil Cases

Each LEP party shall have the right to an interpreter at each critical stage of a civil proceeding at no cost to the LEP person. Consultations with legal counsel, guardians, court psychologists, probation officers, doctors, or other individuals who are employed, paid, or supervised by the courts shall comply with Title VI of the Civil Rights Act of 1964. Advance notice of the use of an interpreter shall be provided to all parties and to the Court.

### 3. Determining the Need for an Interpreter in the Courtroom

The need for a court interpreter may be identified prior to a court proceeding by the LEP person or by anyone acting, with permission, on his or her behalf. The need for an interpreter also may be made known in the courtroom at the time of the proceeding. To the extent possible, advance notice of the need for an interpreter should be given to the Court and all parties, particularly the State Court Administrator, Amber Merriam, for funding and scheduling purposes.

Since communication can be hindered by difficulty identifying the language spoken, the "I Speak Language Identification Guide" should be readily available for use.

In addition, the judge may determine that it is appropriate to provide an interpreter for a court matter.

Many people who need an interpreter will not request one because they do not realize that interpreters are available or because they do not recognize the level of English proficiency or communication skills needed to understand the court proceeding. Although the State Court does not have funding to provide interpreters for non-mandated proceedings, the

Court will make every effort to provide some assistance within existing funding allocations.

In a case where the State Court is mandated to provide an interpreter, but one is not available at the time of the proceeding, even after the Court has made all reasonable efforts to locate one as previously outlined in this plan, the case may be postponed and continued to a date when an interpreter can be provided.

#### 4. Court Interpreter Qualifications

The State Court of Bryan County utilizes interpreters for courtroom hearings in compliance with the rules set forth by the Georgia Supreme Court and the policies expressed by the Georgia Commission on Interpreters for Non-English Speakers. The Supreme Court Committee on Court Interpreters maintains an online database of state licensed interpreters that can be searched by language and by county, at [ocp.georgiacourts.gov](http://ocp.georgiacourts.gov). Interpreters licensed through the Committee have fully satisfied rigorous examinations, training, and court observation, and have undergone background checks. If there is no interpreter on the registry for the language needed, the Committee will be contacted for further guidance.

The Court will make a diligent effort to appoint a "Certified" interpreter. If a Certified interpreter is unavailable, a "Conditionally Approved" or "Registered" interpreter will be given preference. If the court is unsure of an interpreter's qualifications, the court may voir dire the interpreter.

#### 5. Requesting an Interpreter

The State Court of Bryan County has designated the State Court Administrator, Amber Merriam, as the primary point of contact for all LAP services. Self-represented litigants and witnesses who have a need for an interpreter should contact the State Court Administrator at [amerriam@bryancountyga.gov](mailto:amerriam@bryancountyga.gov) as soon as reasonably practical to request an interpreter for a courtroom proceeding. Attorneys should file a Defendant's Notice of the Need for a Qualified Interpreter within the action and provide a copy of the notice to the State Court Administrator at [amerriam@bryancountyga.gov](mailto:amerriam@bryancountyga.gov). Every effort will be made to ensure the presence of an interpreter for the proceeding as requested. If an interpreter is not available for the proceeding and telephonic interpreting services are not appropriate, the courtroom proceeding will be delayed until an interpreter is available.

## B. Language Services Outside the Courtroom

The State Court of Bryan County has taken reasonable steps to ensure that LEP individuals have meaningful access to services outside the courtroom. This is perhaps the most challenging situation facing the Court's staff because in most situations they are charged with assisting LEP individuals without an interpreter present. LEP individuals may come in contact with State Court personnel via the phone and the public counters.

To facilitate communication between LEP individuals and Court staff, the State Court of Bryan County will use the following resources to the degree that resources are available:

- Court interpreters
- Bilingual employees
- Bilingual volunteers
- State Court website providing key information translated to Spanish (<https://bryancountystatecourt.org/espanol/>)
- Written court notices providing Spanish translations; and
- A telephonic language service (Language Line Solutions (<https://www.languageline.com/>)

## C. Translated Forms and Documents

The State Court of Bryan County understands the importance of translating forms and documents so that LEP individuals have greater access to the Courts' services. The Court currently uses forms and instructional materials translated into commonly used languages. Interpreters at court hearings are expected to provide sight translations of court documents and correspondence associated with the case.

# V. Court Staff and Volunteer Recruitment

## A. Bilingual Staff for Language Access

The State Court of Bryan County is an equal opportunity employer and encourages the hiring of bilingual staff and training of existing staff to serve its LEP constituents.

## B. Volunteers for Language Access

The Court may also attempt to use volunteers to assist with language access in the following areas:

- Provide interpretive services between staff and LEP individuals at public counters,
- Provide directions to the State Court website regarding LAP information and translated information.

## VI. Judicial and Staff Training

The State Court of Bryan County is committed to providing LEP training opportunities for all judicial officers and staff members. Training and learning opportunities currently offered by the State Court of Bryan County will be expanded or continued as needed. Those opportunities include:

- Voluntary staff attendance at Spanish language training session, provided by the Court after Spanish Interpreter court dates.
- Free online courses. The Open University and Coursera have free language courses (<https://www.open.edu/openlearn/languages/free-courses> and <https://www.coursera.org/courses?query=free>)
- Free online tools like google translate and Duolingo.

## VII. Public Notification and Review of the LAP

### A. LAP Approval and Notification

LAP is subject to approval by the State Court of Bryan County. Any revisions to the plan will be submitted to the judiciary for approval. Copies of the State Court of Bryan County's LAP plan will be provided to the public on request. In addition, the State Court of Bryan County will post this plan on its public website (<https://bryancountystatecourt.org/>)

### B. Evaluation and Review of the LAP

The State Court of Bryan County will routinely assess whether changes to the LAP plan are needed. The plan will remain in effect unless modified or updated. The State Court of Bryan County will review the effectiveness of the LAP plan periodically and update it as necessary. The evaluation may include

identification of any problem areas and development of corrective action strategies. Elements of the evaluation may include:

- The number of LEP persons requesting court interpreters and language assistance;
- Assessment of current language needs to determine if additional services or translated materials should be provided;
- Review and incorporation of feedback from local LEP communities and those within the country; and
- Assessment of whether court staff adequately understand LAP policies and procedures.

LAP effective date:

Policy Confirmation

State Court Administrator:

Date: 10/08/25

Amber Merriam

Chief Judge:

Date: 10-8-25

BBC

## **APPENDIX**

# WORKING WITH LIMITED ENGLISH PROFICIENT PERSONS AND FOREIGN-LANGUAGE INTERPRETERS IN THE COURTROOM

## Language Identification Guide



Under Federal law, including Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and Georgia statutory law, case law, and Supreme Court rules, Georgia courts are required to provide qualified foreign-language interpreters to participants in court proceedings who are limited English proficient (LEP). We must provide these services when necessary to ensure effective communication by and with LEP participants. LEP participants can include litigants, witnesses, and spectators. Court proceedings include all court services, programs, and activities.

<input type="checkbox"/> Unë flas <b>shqip</b> . (Albanian)	<input type="checkbox"/> Ñ a po <b>Klào</b> Win. (Kru)
<input type="checkbox"/> አማርኛ አናገሮም. (Amharic)	<input type="checkbox"/> ແກ້ວມະເຈົ້າເວົ້າ ພາສາລາວ. (Lao)
<input type="checkbox"/> اَنَا اَتَكَلَمُ الْلُّغَةَ الْعَرَبِيَّةَ. (Arabic)	<input type="checkbox"/> Yie gorngv <b>Mienh</b> waac. (Mien)
<input type="checkbox"/> Ես յանում եմ հայերեն (Armenian)	<input type="checkbox"/> म नेपाली बोल्छु (Nepali)
<input type="checkbox"/> আমি বাংলা ভাষী। (Bengali)	<input type="checkbox"/> Mówię po <b>polsku</b> . (Polish)
<input type="checkbox"/> Ja govorim <b>bosanski jezik</b> (Bosnian)	<input type="checkbox"/> Eu falo <b>Portugês</b> . (Portuguese)
<input type="checkbox"/> ကျွန်ုတော်မြန်မာစားပြောသည်။ (Burmese)	<input type="checkbox"/> ਇਸ਼ਪੇਅਕ ਪੰਜਾਬੀ (Punjabi)
<input type="checkbox"/> 我说中文 (Chinese Simplified)	<input type="checkbox"/> Cunosc limba <b>Română</b> . (Romanian)
<input type="checkbox"/> 我說中文 (Chinese Traditional)	<input type="checkbox"/> Я говорю <b>по-русски</b> . (Russian)
<input type="checkbox"/> Ja govorim <b>hrvatski</b> . (Croatian)	<input type="checkbox"/> Ou te tautala <b>faaSamoa</b> . (Samoan)
<input type="checkbox"/> اینجانب به زبان فارسی صحبت می کنم (Farsi)	<input type="checkbox"/> Govorim <b>srpski</b> . (Serbian)
<input type="checkbox"/> Je parle <b>français</b> . (French)	<input type="checkbox"/> Waxaan ku hadlaa <b>Somali</b> . (Somali)
<input type="checkbox"/> Je parle le <b>Français haïtien</b> (French Creole)	<input type="checkbox"/> Yo hablo <b>español</b> . (Spanish)
<input type="checkbox"/> Μιλάω ελληνικά. (Greek)	<input type="checkbox"/> أتحدث <b>السودانية</b> (لغوي سوداني) (Sudanese)
<input type="checkbox"/> હું ગુજરાતી બોલ્યુ છું (Gujarati)	<input type="checkbox"/> Marunong po akong magsalita ng <b>Tagalog</b> . (Tagalog)
<input type="checkbox"/> Mwen pale <b>Kreyòl</b> . (Haitian Creole)	<input type="checkbox"/> ข้าพเจ้าพูด ภาษาไทย (Thai)
<input type="checkbox"/> मैं हिन्दी बालता हूँ (Hindi)	<input type="checkbox"/> એ ત્રણદ્ધ ભાગ્યની લરી. (Tigrinya)
<input type="checkbox"/> Kuv hais <b>lus hmoob</b> . (Hmong)	<input type="checkbox"/> Я розмовляю <b>українською</b> . (Ukrainian)
<input type="checkbox"/> Ana m a sụ <b>Igbo</b> (Igbo)	<input type="checkbox"/> میں اردو بولتا/ بولتی ہوں۔ (Urdu)
<input type="checkbox"/> Parlo <b>Italiano</b> (Italian)	<input type="checkbox"/> Tôi nói tiếng <b>Việt</b> . (Vietnamese)
<input type="checkbox"/> 私は日本語を話します (Japanese)	<input type="checkbox"/> מילא <b>יידיש</b> (Yiddish)
<input type="checkbox"/> Mi chat <b>Jamiekan langwijij</b> (Jamaican Creole)	<input type="checkbox"/> Mo gbọ <b>Yoruba</b> (Yoruba)
<input type="checkbox"/> ខ្សែយាយកាស៊ិនិត្យិស (Khmer)	
<input type="checkbox"/> 본인의 모국어는 한국어입니다 (Korean)	
<input type="checkbox"/> ئەز زمانى كوردى دەنەخىم. (Kurdish)	

I speak English

English (example)

Unë flas shqip	Albanian	Minä puhun suomea	Finnish
አማርኛ አማርኛ-ለሁ-ች፡፡	Amharic	Je parle français	French
Ես Հայերեն կը խօսիմ	Armenian	ბე ქლაბარაქობ ქართულად	Georgian
أنا أتكلم اللغة العربية	Arabic	Ich spreche Deutsch	German
مَهْنَ آزَرْبَاجَانَ دَلَلِنَدَهَ دَانَىشَيَرَامَ	Azeri	Μιλώ τα ελληνικά	Greek
আমি বাংলা বলি।	Bengali	શું “ગુજરાતી” ઓછે અણું હું.	Gujarati
Govorim bosanski	Bosnian	Na yia Hausa	Hausa
	British Sign Language	אני מדבר עברית	Hebrew
Аз говоря български	Bulgarian	मैं हिन्दी बोलता हूँ	Hindi
အုပိုင် မြန်မာလိုတတ်ပါသည်။	Burmese	Én magyarul beszélek	Hungarian
Parlo català	Catalan	Saya bicara bahasa	Indonesian
<b>我講廣東話</b>	Cantonese	Indonesia	
<b>我講客家話</b>	Hakka	Anam asu igbo	Igbo
我说普通话	Mandarin	Ti sarc ket Ilocano	Ilocano
Govorim hrvatski	Croatian	Parlo italiano	Italian
Mluvím česky	Czech	私は日本語を話す	Japanese
Jeg taler dansk	Danish	Мен казахша билемин	Kazakh
من دری صحبت می کنم	Dari	Nvuga ikinyarwanda	Kinyarwanda
Ik spreek Nederlands	Dutch	나는 한국어를 말한다	Korean
Ik spreek Vlaams	Dutch /Flemish	Kurmancî zimanê min e	Kurdish Kurmanji
Ma räägin Eesti keelt	Estonian	من به زمانی کوردى سۇراسى قىسىم نەكەم	Kurdish Sorani
Medoa Ewegbe	Éwé	Es runāju latviski	Latvian
من فارسی صحبت می کنم	Farsi	Ngai nalobaka Lingala	Lingala

Aš kalbu lietuviškai	Lithuanian	Wahan ku hadlaa	Somali
Jas zboruvam makedonski	Macedonian	Soommali	
Saya Bicara Bahasa Malay	Malay	Hablo español	Spanish
मो मराठी बोलतो	Marathi	Ninasema Kiswahili	Swahili
Mo koze créole	Mauritian Creole	Jag talar svenska	Swedish
Ei vorbesc Moldovenește	Moldovan	Tagalog arg aking salita	Tagalog
Би Монгол хэлээр ярьдаг	Mongolian	தமிழ் இலக்கிய மொழியைக்	Tamil
म नेपाली बोल्दछु ।	Nepalese	ជាតុដភាសាអាមេរិក	Thai
Jeg snakker norsk	Norwegian	ትigrinya አማርኛ	Tigrigna
Say salitac et Pangasinan	Pangasinan	Ndi ngakula Tshiluba	Tshiluba
I sabi speak pidgin or broken english	Pidgin English	Ben Türkçe konuşuyorum	Turkish
Mówię po polsku	Polish	Mekan Twi	Twi
Eu falo português	Portuguese	Я розмовляю українською мовою	Ukrainian
زه پښتو خبری کولای شم	Pushto	Мен ўзбекча галираман	Uzbek
سی پښتو خبری کولای شم	Punjabi	پاکستاني	Urdu
ਪੰਜਾਬੀ ਕੋਈ ਕਾਨੂੰਨ ਨਾਲ ਨਹੀਂ	Punjabi	Tôi nói tiếng Việt	Vietnamese
Eu vorbesc limba Română	Romanian	Mo le so yoruba	Yoruba
Я говорю по-русски	Russian		
Говорим српски	Serbian		
මම නිංහල භාෂාව කථාකරම්	Sinhalese		
Ndino taura Shona	Shona		
Hovorím po slovensky	Slovak		
Govorim slovenski	Slovenian		

IN THE STATE COURT OF BRYAN COUNTY  
STATE OF GEORGIA

STATE OF GEORGIA

vs.

\_\_\_\_\_,  
Defendant.

§  
§  
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§  
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§  
§

CASE NO:

CITATION NO:

**NOTICE TO DEFENDANT REGARDING INTERPRETER SERVICES**

You, the defendant, have previously been notified that there is a case pending against you in the State Court of Bryan County, State of Georgia.

It has come to the Court's attention that you may have limited English proficiency. Any person who speaks English "less than very well" and cannot readily understand or communicate in spoken English, cannot equally participate in or benefit from the proceedings without an interpreter to assist them. The fact that a person for whom English is not a primary language knows some English does not mean that person does not need an interpreter. Language assistance services can be provided, at no cost to you, for your court proceedings.

In accordance with Georgia Uniform Superior Court Rule 7.3,

(A) "In all civil and criminal cases, the party or party's attorney shall inform the court in the form of a notice of the need for a qualified interpreter, if known, within a reasonable time -- at least 5 days where practicable -- before any hearing, trial, or other court proceeding. Such notice shall be filed and shall comply with any other service requirements established by the court. The notice shall (1) designate the participants in the proceeding who will need the services of an interpreter, (2) estimate the length of the proceeding for which the interpreter is required, (3) state whether the interpreter will be needed for all proceedings in the case, and (4) indicate the language(s), including sign language for the Deaf/Hard of Hearing, for which the interpreter is required.

(B) Upon receipt of such notice, the court shall make a diligent effort to locate and appoint a licensed interpreter, at the court's expense, in accordance with the Supreme Court of Georgia's Rule on Use of Interpreters for Non-English Speaking and Hearing Impaired Persons. If the court determines that the nature of the case (e.g., an emergency) warrants the use of a non-licensed interpreter, then the court shall follow the procedures as outlined in the Supreme Court of Georgia's Commission on Interpreters' Instructions for Use of a Non-Licensed

Interpreter. Despite its use of a non-licensed interpreter, the court shall make a diligent effort to ensure that a licensed interpreter is appointed for all subsequently scheduled proceedings, if one is available.

(C) If a party or party's attorney fails to timely notify the court of a need for a court interpreter, the court may assess costs against that party for any delay caused by the need to obtain a court interpreter unless that party establishes good cause for the delay. When timely notice is not provided or on other occasions when it may be necessary to utilize an interpreter not licensed by the Supreme Court of Georgia's Commission on Interpreters (COI), the Registry for Interpreters of the Deaf (RID), or other industry-recognized credentialing entity, such as a telephonic language service or a less qualified interpreter, the court should weigh the need for immediacy in conducting a hearing against the potential compromise of due process, or the potential of substantive injustice, if interpreting is inadequate. Unless immediacy is a primary concern, some delay might be more appropriate than the use of an interpreter not licensed by the COI, RID, or other recognized credentialing entity.

(D) Notwithstanding any failure of a party or party's attorney to notify the court of a need for a court interpreter, the court shall appoint a court interpreter whenever it becomes apparent from the court's own observations or from disclosures by any other person that a participant in a proceeding is unable to hear, speak, or otherwise communicate in the English language to the extent reasonably necessary to meaningfully participate in the proceeding.

(E) If the time or date of a proceeding is changed or canceled by the parties, and interpreter services have been arranged by the court, the party that requested the interpreter must notify the court 24 hours in advance of the change or cancellation. Timely notice of any changes is essential in order to cancel or reschedule an interpreter, thus precluding unnecessary travel by the interpreter and a fee payment by the court. If a party fails to timely notify the court of a change or cancellation, the court may assess any reasonable interpreter expenses it may have incurred upon that party unless the party can show good cause for its failure to provide a timely notification."

If you are a *pro se* defendant, meaning you are not represented by an attorney, you may submit the attached **Defendant's Notice of the Need for a Qualified Interpreter** to the Bryan County Clerk of State Court for filing. If you are represented by an attorney, advise your attorney to notify the Court for you. Should you have any additional questions, do not hesitate to contact us.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Deputy Clerk  
Bryan County State Court  
PO Box 670  
Pembroke, GA 31321

**PLEASE VISIT OUR WEBSITE FOR ADDITIONAL COURT INFORMATION:  
WWW.BRYANCOUNTYSTATECOURT.ORG**

IN THE STATE COURT OF BRYAN COUNTY  
STATE OF GEORGIA

STATE OF GEORGIA §  
vs. §  
, §  
Defendant. §  
CASE NO: §

**DEFENDANT'S NOTICE OF THE NEED FOR A QUALIFIED INTERPRETER**

Comes now Defendant, Pro Se, and files this Notice of the Need for a Qualified Interpreter, allowed under Georgia law, and specifically advising the Court of the following:

(1) I, \_\_\_\_\_, will need the services of an interpreter;  
(Defendant's Full Name)

(2) I estimate the length of the proceeding for which the interpreter is required to be \_\_\_\_\_;

(3) I state that the interpreter will be needed for all proceedings in the case; and

(4) I indicate the language for which the interpreter is required is \_\_\_\_\_  
(include preferred language or sign language for the deaf/hard of hearing)

Respectfully submitted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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DEFENDANT SIGNATURE  
PRINTED NAME: \_\_\_\_\_  
*PRO SE*  
DEFENDANT ADDRESS: \_\_\_\_\_

IN THE STATE COURT OF BRYAN COUNTY  
STATE OF GEORGIA

STATE OF GEORGIA

vs.

,

Defendant.

§  
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CASE NO:

**CERTIFICATE OF SERVICE**

I hereby certify that I have this day served a copy of the foregoing by US Mail with proper postage affixed thereon to assure delivery to:

Don Montgomery  
Bryan County Court Solicitor General  
PO Box 728  
Pembroke, GA 31321

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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DEFENDANT SIGNATURE \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
*PRO SE*  
DEFENDANT ADDRESS: \_\_\_\_\_