IN THE STATE COURT OF BRYAN COUNTY
STATE OF GEORGIA

INSTRUCTIONS FOR TRAFFIC AND CRIMINAL FORMS

1. **Request for Continuance Form**:
    a. Case types form may be used in
        i. Criminal Cases
        ii. Traffic Cases
    b. By whom may this form be used
        i. Pro se defendants
        ii. Defendants' attorneys
    c. Complete **Part 1** of this form by entering defendant's full name, case number, upcoming hearing type, upcoming hearing date, number of times this request has been made, the reason for the request, the type of hearing requested if continuance is approved, movant's name and contact information, date, and sign.
    d. Submit this request to the Bryan County Solicitor General via email at sherri.olsen@bryancountyga.gov **AND** jennifer.kyper@bryancountyga.gov for review.
    e. **Part 2** shall be completed by the Solicitor and forwarded to the Bryan County State Court Judge for approval or denial, as indicated in **Part 3**.
    f. **Part 4** shall be completed by the Clerk. The Clerk will notify the movant of the Judge's decision and reschedule the hearing if necessary.

**** REQUESTS FOR CONTINUANCE MUST BE SUBMITTED AT LEAST 72 HOURS PRIOR TO HEARING DATE ****

2. **Waiver of Arraignment and Plea of Not Guilty Form**:
    a. Case types form may be used in
        i. Criminal Cases
        ii. Traffic Cases
    b. By whom may this form be used
        i. ONLY Defendants' attorneys
        ii. Pro se defendants may NOT use this form
    c. Complete this form by entering defendant's full name, case number, indicate whether defendant is electing a bench trial or jury trial, indicate whether defendant opts in or opts out of the Statutory Criminal Discovery provisions, defendant's attorney must provide their contact information and sign and date in both sections indicated.
    d. Defendant's attorney must submit this form at least two days prior to the scheduled arraignment to the Bryan County Clerk of Court.

3. **Plea in Absentia Template**:
    a. Case types form may be used in
        i. Criminal Cases

Judge Billy Tomlinson
Bryan County State Court
151 S. College Street
Pembroke, GA 31321

Bryan County Solicitor General
P.O. Box 728
Pembroke, GA 31321
Phone: 912-653-5258

Bryan County Clerk of Court
P.O. Box 670
Pembroke, GA 31321
Phone: 912-653-3872

b. By whom may this form be used
    i. ONLY Defendants' attorneys
    ii. Pro se defendants may NOT use this form
c. Use the Plea in Absentia template found on the website here: https://bryancountystatecourt.org/pleas-in-absentia/.
d. Complete the form by entering defendant's full name and case number in the case caption. Input defendant's full name in the body of the form and in signature line.
e. Input each of defendant's charges in section 2.
f. Input each sentence including fines, previously negotiated with the Bryan County Solicitor General, in section 2. For complete instructions, visit the website here: https://bryancountystatecourt.org/pleas-in-absentia/.
g. Input defendant's current address and phone number in section 5.
h. Defendant must sign where indicated before a notary public.
i. Submit this form and proposed order on plea in absentia for review to the Bryan County Solicitor General via email at jennifer.kyper@bryancountyga.gov **AND** sherri.olsen@bryancountyga.gov.
j. The Solicitor General will present the form and proposed order to the Court for approval or denial.

**** NOTE: FORMS MUST BE SUBMITTED TIMELY AND COMPLETELY. ****
**** FORMS SUBMITTED WITHOUT THE REQUIRED INFORMATION ****
**** OR SUBMITTED LATE MAY NOT BE PROCESSED ****

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