

IN THE SUPERIOR COURT OF ATHENS-CLARKE COUNTY

STATE OF GEORGIA

State of Georgia vs. _____ Case Number SU _____ CR _____

WAIVER OF FORMAL ARRAIGNMENT AND ENTRY OF NOT GUILTY PLEA

Attorney for the Defendant must initial each section:

____ Hereby enters an appearance as Attorney for the Defendant.

____ Has read and explained all charges listed in the accusation/indictment to the Defendant, waives formal arraignment on the accusation/indictment, and requests to be excused from appearing at the scheduled arraignment.

____ Understands that all motions must be filed within ten (10) days of the scheduled arraignment date.

____ Acknowledges that the District Attorney's Office maintains an "open door" and "open file" policy and that it is Counsel's responsibility to ensure the receipt of discovery.

Defendant OR attorney on behalf of the Defendant must initial each section:

____ Acknowledges that his/her attorney has read and explained the charges listed in the accusation/indictment in this case, waives formal arraignment, and requests to be excused from attending the scheduled arraignment.

____ Enters a not guilty plea to each charge in the accusation/indictment and demands a trial by jury.

____ Understands that it is his/her responsibility to maintain a good mailing address on record with the Clerk of Court and that if that mailing address changes, the Defendant and/or attorney must file a change of address with the Clerk of Court. The Defendant verifies that his/her current mailing address is listed below.

____ Understands that any unexcused failure to appear at any hearing, trial or other scheduled court date could result in a bench warrant being issued for his/her arrest.

Signature of Defendant Date

Signature of Attorney for Defendant Date

Defendant's Name Printed

Attorney's Name Printed

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

() _____

() _____

Phone Number

Phone Number

Bar Number: _____