

## PAYING FOR A CITATION

If you do not wish to appear in court, bonds must be received the **day before** your court date shown on the citation. **If not paid by the day before court, you must appear in court. Partial payments are not accepted.**

You may mail the bond amount to:

Leesburg Municipal Court  
P. O. Box 890  
Leesburg, GA. 31763

You may also pay citations in person at the City Hall. Payments can be made by cash, MasterCard/Visa or money order/cashier check made payable to the City of Leesburg.

Payments by phone call 1-800-262-0128.  
Online payment [www.ezcourtpay.com](http://www.ezcourtpay.com)

**Payment must be received by 4:00 p.m. the day before your court date**, unless you are appearing in court. Payments will not be accepted on the day of court until after sentencing.

The following offenses require mandatory court appearance even if a cash bond is posted.

**DUI**  
**No License**  
**Shoplifting**  
**Suspended License**  
**Suspended Registration**  
**Passing a loading/unloading school bus**  
**Offenders under the age of 21**

## COURTROOM 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 30 minutes prior to the start of the court session. **You should arrive by 8:45 am.** On average, a court session lasts 2-3 hours.

## WHEN APPEARING IN COURT

- Be on time. Enter and leave the courtroom quietly, so you do not disturb others.
- Please refrain from bringing children to court. If you bring a child with you, you may be asked to sit outside the court room.
- Stand when the judge enters and leaves the courtroom.
- Always address the judge as "Your Honor."
- Never interrupt the judge. If you are unsure of what you heard, wait until the judge or other person speaking at your hearing has finished talking before asking a question.
- 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 for the court.

Here are some things you should ***NOT*** wear:

- Hats inside the courtroom (except those worn for religious purposes)
- Sunglasses
- T-shirts, tube or halter tops/plunging necklines/midriiffs. Shirts with profanities.
- Jeans with holes, shorts, sweatpants, baggy pants, leggings, or mini skirts

If you are not dressed properly, you will be asked to leave the court. You must contact the clerk's office to check the status of your case.

## PROHIBITED ITEMS

- Weapons of any kind
- Electronic equipment such as video, voice recorders or cameras (unless approved by the court)
- Food, beverages, chewing gum and tobacco

## CELL PHONES AND PAGERS

The use of cell phones and pagers are 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 they go off during court, they will become property of the court and at the judge's order they will be destroyed.

## SECURITY PRECAUTIONS

You should arrive **approximately 15 minutes early**, to allow time before entering the court room to 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.

## FAILURE TO APPEAR

If you fail to appear at your scheduled court appearance, a warrant may be issued for your arrest with additional fines. The clerk's office will notify the Department of Drivers Services to suspend your driver's license or your privileges to drive in this State until you have satisfied the court. If your license or privileges are suspended, a reinstatement fee may be assessed by the State.

## TYPES OF PLEAS ON COURT DATE

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. Points may be added to your license and 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.

**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

## PROBATION

If you cannot pay your fine the day of court and you are placed on probation, you will be charged an additional fee.

# LEESBURG MUNICIPAL COURT

**107 Walnut Ave North  
Leesburg, Georgia 31763  
229-759-6465  
Fax 229-759-6249**

## CALL FOR FINE AMOUNT

AMOUNT: \$ \_\_\_\_\_

COURT DATE: \_\_\_\_\_

COURT TIME: 9:00 A.M.