

RESPECT

The courtroom is a place of order and structure. You should at all times act in a respectful manner when in the 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 may result in contempt proceedings that could result in a fine or imprisonment.

The courtroom will open at 12:45 pm. You should arrive 15 minutes prior to the time shown on your citation. You should utilize this time to fill out the necessary paperwork prior to Court and file it with the Solicitor. On average, a court session lasts about 2-3 hours. All cases on that day's docket will be dealt with on that day or continued to a specific date.

The Judge will call cases in the following order: cases involving an inmate, cases involving attorneys, and then the balance of the cases.

SENTENCE INFORMATION

A copy of your driver's license and/or a valid ID may be required for appearance. Once an order is made by the Judge, you will be instructed as to the Court's procedures. If a fine is set after the Judge hears your case(s), you will be asked to see the Court Clerk for payment and sign a copy of all orders. Payment in full is due upon sentencing, unless other arrangements have been made. Methods of acceptable payment include: cash, check on local banks, money orders, MasterCard or Visa.



SUGAR HILL MUNICIPAL COURT

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SUGAR HILL CITY HALL ANNEX
4988 WEST BROAD STREET
SUGARHILL, GEORGIA 30518
WWW.CITYOFSUGARHILL.COM

Municipal Court Clerk:

Kimberly B. Landers
(770) 945-6734 extension: 316

Code Enforcement:

Donna McDaniel (770) 945-6734 extension: 315

Mauricio Torres (770) 945-6734 extension: 123



WHEN APPEARING IN COURT

- Be on time.
- Do not bring gum, food, and drinks into the courtroom.
- Show proper decorum when appearing before the Judge or addressing any remarks to the Court.
- Speak clearly when you respond to the Judge's questions
- Always address the Judge as "Your Honor," "Ma'am," or "Sir."
- Do not interrupt the Judge or court proceedings. This type of conduct may result in removal from the courtroom or contempt proceedings.
- Enter and leave the courtroom quietly, so you do not disturb others.
- Only approach the bench when instructed to do so.

CHILDREN IN THE COURTROOM

Please do not bring children to Court unless the Court has ordered them to be present. Many topics discussed in the courtroom are not appropriate for children and may be hurtful or confusing. Please arrange for a child care provider to watch your child(ren) while you are in Court.

CELL PHONES AND PAGERS

The use of cell phones is not permitted in the courtroom. Your cell phone or pager must be turned off before entering the courtroom 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.

PROHIBITED ITEMS

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

- Weapons of any kind
- Electronic equipment such as video (unless approved by the Court)
- Voice recorders or cameras (unless approved by the Court)

DRESS CODE

If you are appearing in Court, you should dress nicely and in a manner that shows respect for the Court. Here are some items that shall not be worn:

- Hats inside the courtroom (except those worn for religious purposes)
- Sunglasses
- T-shirts depicting violence, sexual acts, profanity, or illegal drugs
- Clothing that does not properly cover your torso
- Ripped or torn pants or baggy pants falling below the waist
- Mini-skirts or shorts

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.

FREQUENTLY ASKED QUESTIONS

What time is my hearing? If you have questions about your case such as the time or date of your hearing, you may contact the Court Clerk's office for assistance.

What if you have questions pertaining to your violation? If you have questions pertaining to the charges, you may contact Code Enforcement for assistance.

What if I need special assistance? If you have a disability, speak a language other than English, or require special accommodations in the courtroom, please call before your hearing to allow the Court time to properly assist you.

What should I do if I cannot appear at my hearing? If you are not able to appear in Court, contact the court clerk at least 5 business days prior to your original assigned court date to request a continuance. If you do not appear at your hearing and fail to notify the Court, a warrant may be issued for your arrest.

SOLICITOR'S ROLE

The Solicitor answers questions related to the required forms and standard court process. He or she will discuss your case, your theories and conduct settlement negotiations / plea agreements; however, please note:

The Solicitor Does NOT...

Provide legal advice, recommendations, or represent you (the defendant) in any capacity; hear testimony or evaluate the facts concerning your case; or determine your guilt or innocence.

JUDGES

Chief Judge Margaret Gettle Washburn, Esq.

Judge Kathryn Schrader, Esq.

Judge Charles Barrett, Esq.

All Judges are certified by the State of Georgia and complete a training course through the Institute of Continuing Judicial Education every year. These Judges have also served as instructors for the training courses.

TYPES OF PLEAS

Not Guilty: Your case will be heard by the Court on the day that it was scheduled. The City will present its evidence and you may present your own evidence. You may call witnesses to testify for you. You have a constitutional right not to testify or present any evidence. The Judge will render a decision based upon the evidence presented.

Guilty: May be accepted by the Judge after a determination that the plea is freely and voluntarily entered. The Solicitor will recommend a fine or other punishment or resolution. You may address the Court as to what you believe to be the best resolution of your case.

Nolo Contendre (No Contest): This is a discretionary plea that may be accepted by the Judge. This is not a dismissal. The Solicitor will recommend a fine or other punishment or resolution. You may address the Court as to what you believe to be the best resolution in the case.

Bond Forfeiture: Your case will be closed with a "guilty" plea and any bond posted shall be forfeited to the City.