

Your Court: Remarks From the Judge

Your Municipal Court is divided into two basic sections: a “Violations Bureau” and the “Court” itself.

The Court is presided over by a judge who decides matters passing through the Court. Like the mayor and city council, the chief judge is elected. This helps your judge remain neutral and impartial – to ensure the fair hearing of each case.

The Violations Bureau is supervised and administered by the director of court services/clerk of court.

Options: You have several options for working through the ticket or other accusation you have been given. You may contest it by scheduling a trial locally; you may send it to a county-level court for processing and handling; you may enter a local plea negotiated with the solicitor. Some cases require a mandatory court appearance, some do not.

Court Calendars: An “arraignment” calendar or “first appearance” is assigned by the police officer who issues the ticket. Arraignments are held in half-day sessions on Tuesdays and Wednesdays. Trials are set on Thursdays.

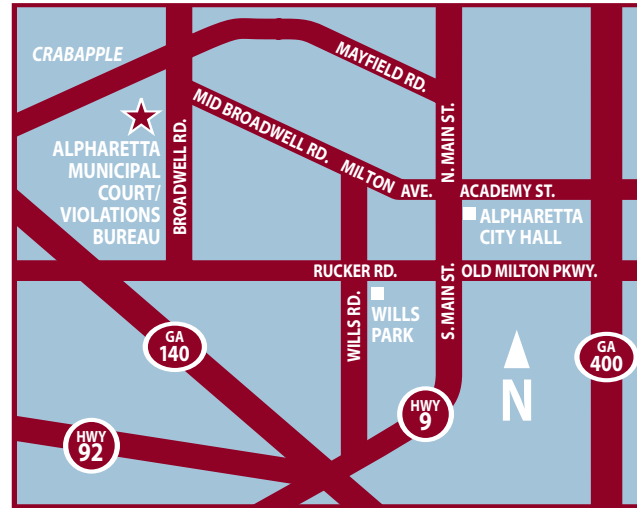
Legal Advice: The mayor and council have appointed a lawyer (called a “solicitor”) to represent and assist local enforcement officers as they prosecute their cases. No one employed by the City may tell you what is best for you to do or how to handle your case. Legal advice can only come to you from your own lawyer.

Public: Court is an open, public forum. You are more than welcome to attend any scheduled court session.

For More Information

Alpharetta Municipal Court / Violations Bureau
12624 Broadwell Road, 2nd Floor
Alpharetta, GA 30004
678-297-6250

Alpharetta Police Department
2565 Old Milton Parkway
Alpharetta, GA 30004
678-297-6306



Additional Numbers

Fulton County Juvenile Court: 404-613-7635

Fulton County Traffic Court: 404-613-7640

Georgia Department of Driver Services: www.dds.ga.gov

Directions to the Alpharetta Municipal Court:
678-297-6250, option 4

Make sure we have your correct address.

Make Your Payments Online!

For more information, visit
www.alpharetta.ga.us

MUNICIPAL COURT Information Guide

You Got a Ticket... Now What?



Make Your Payments Online!
www.alpharetta.ga.us

How Do I Pay My Fine?

Please allow at least 10 business days from the issue date of the citation before calling for the fine amount or any other information you may need. Notify the Violations Bureau if your address has changed.

Certain violations may be disposed of in lieu of a court appearance by paying the prescribed fine amount. If your citation is a payable offense and you wish to pay the fine through the mail please do the following:

1. Check on-line for the fine amount or call the Violations Bureau.
2. Place the signed citation and the correct fine amount in an envelope, ensuring that you affix the correct postage.
3. Mail the citation with payment to the address indicated so that we receive it before your court date.

Forms of Payment:

- Online with your credit or debit card
- Cash (in person only).
- Check (out-of-state or counter checks will not be accepted).
- Money order.
- Visa, MasterCard or American Express.

If you need to re-set your case, we can do this *one time only*.

If you wish to speak with the Judge or Solicitor, you may do this by appearing in court on your assigned court date.

To receive a copy of a police accident report:

- Please allow at least five business days from the date of the accident.
- Call the Police Department at 678-297-6306 to make arrangements to pick up the report.
- There is a charge of \$5 for the report.

What Are My Options?

You have many rights available to you. The information listed below is **NOT** legal advice.

Plea of Guilty: If it is a payable offense, you can pay the fine amount online, in person, through the mail, or by appearing in person *before* your assigned court date.

Plea of Not Guilty: You must notify the Violations Bureau at least five days *before* your given court date so your case can be re-set for a bench trial.

Jury Demand: Simply come to the Violations Bureau and sign a waiver to have your case bound over to Fulton County State Court.

If you were cited for No Proof of Insurance, Expired Tag, or No Driver's License you may do the following to dispose of your case.

- Make a copy of the:
 - Insurance card (must be valid the date & time the ticket was given)
 - Valid tag receipt
 - Valid driver's license

- Mail in your ticket, all copies of required information, and a check for \$25 for each offense given.

Your case will be dismissed on compliance. Make sure this is done *before* your assigned court date.

Driver Improvement Course Option

- You must not have any citations (anywhere) within the last 10 years.
- You must have valid insurance.
- If you are on someone else's insurance policy, you must bring a notarized statement that they are aware of the ticket received.
- On speeding cases: violations of 23 mph or less only.
- You are not eligible if your case involved an accident.
- You are not eligible if your case requires a court appearance by State law.
- There will be a fee for the course *and* a dismissal fee to be paid to the Violations Bureau.

Nolo contendere and other types of pleas: Require a court appearance.

Notice: Your issued citation constitutes official notice to you that failure to appear in court at the date and time written on your citation or otherwise disposing of your citation shall result in a warrant being issued for your arrest for failure to appear, and the accrual of additional court fees. Certain violations may result in the suspension of your license through the Georgia Department of Motor Vehicle Safety.

