

**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 [tarafloyd@bryan-county.org](mailto:tarafloyd@bryan-county.org) AND [kstatham@bryan-county.org](mailto:kstatham@bryan-county.org) 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.
  
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. Request to Re-docket Form:
  - a. Case types form may be used in
    - i. Criminal Cases (by defendant's attorney only)
    - ii. Traffic Cases
  - b. By whom may this form be used
    - i. Pro se defendants in traffic cases only and may be used ONE time
    - ii. Defendants' attorneys

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  
Email: [dmontgomery@bryan-county.org](mailto:dmontgomery@bryan-county.org)

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

- c. Complete **Part 1** of this form by entering defendant's full name, case number, original hearing type, original hearing date, enter defendant's name, date, provide all requested contact information, and sign.
- d. Submit this request to the Bryan County Clerk of Court with a payment of the \$75.00 redocketing fee (no other fees shall apply).
- e. **Part 2** shall be completed by the Clerk. The Clerk will notify the movant of the rescheduled the hearing date. The Clerk will withdraw the request for license suspension and failure to appear or notify the Sheriff to recall the warrant.

4. Plea in Absentia Template:

- a. Case types form may be used in
  - i. Criminal 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 and case number in the case caption. Input defendant's full name in the body of the form and in signature line.
- d. Input each of defendant's charges in section 2.
- e. Input each sentence including fines, previously negotiated with the Bryan County Solicitor General, in section 2.
- f. Input defendant's current address and phone number in section 5.
- g. Defendant must sign where indicated before a notary public.
- h. Submit this form for review to the Bryan County Solicitor General, P.O. Box 728, Pembroke, GA 31321.
- i. The Solicitor General will present the form to the Bryan County State Court Judge for approval or denial.

**\*\* NOTE: FORMS MUST BE FILLED OUT COMPLETELY. \*\***  
**\*\* FORMS SUBMITTED WITHOUT THE REQUIRED \*\***  
**\*\* INFORMATION MAY NOT BE TIMELY PROCESSED \*\***

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