

**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: _____