

IN THE MUNICIPAL COURT  
FOR THE CITY OF AMERICUS, GEORGIA

\_\_\_\_\_  
Defendant

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) Case Numbers:  
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# Notice of Trial Practice for Non-Represented Persons for Rescheduled Hearing Dates

(Updated April 4, 2026)

This is to advise you that no additional continuances will be granted except for extraordinary cause. Therefore, please be aware of the following:

1. Hiring or Discussing Your Case With an Attorney. If you hire an attorney, your Attorney must file a Notice of Appearance with the Court by the Continuation Date. (If you asked for a continuance to discuss your case with an Attorney there are additional requirements specified in the other notice given you.) If who you thought was your Attorney does not file a Notice of Appearance with the Court or appear with you in Court on the Trial Date then you have not hired an attorney even though you might think otherwise. Therefore, if you actually pay an Attorney to represent you in this case, please make sure that your Attorney files a Notice of Appearance with the Court or appears with you. Also, an Attorney appointed or hired to represent you in another Court for another charge does not represent you in this Court for this charge solely because of the other appointment.
2. The Production of Documents. It is not practical to have each officer bring all possible documents (for example radar logs, manuals, certificates) to every hearing. If you wish the production of documents you must give written notice stating exactly which documents you wish to have produced to the Clerk by emailing your request to [EVIDENCE@AMERICUSCOURT.COM](mailto:EVIDENCE@AMERICUSCOURT.COM) at least 5 days in advance.
3. Subpoenaing Witnesses. If you wish to have a witness(es) compelled to attend Court you must get a subpoena from the Clerk of Court (at the City of Americus Police Department, 119 S. Lee Street, Americus, Georgia). The subpoena will be issued at no cost. However, you must make arrangements (including payment of the costs) to have the subpoena served according to Georgia law and provide the necessary proof of such service to the Court on the Continuation Date. (Please remember that the Clerks are not Attorneys and can not give you legal advise on matters such as how to serve subpoenas. The Clerk's function is limited by law solely to issuing the subpoenas.)
4. Gathering Evidence and Preparing for Trial. Your case will be tried on the Trial Date. You must bring all evidence that you need and be prepared for trial on Continuation Date. If you wish the Court to view or consider evidence on a phone or other device you must have printed copies to give to the Court. If the Court views evidence on your phone then your phone becomes evidence and must be retained by the Court.
5. Proof of Insurance. If you are charged with lack of insurance and you have proof insurance for that vehicle either at the time of charge or that you purchased subsequently (depending on what you are trying to prove) you must bring it to Court on the Continuation Date.
6. Address Change. If you change your mailing address to an address other than what is on the ticket (not your license) then you must notify the court of the new address in writing by certified mail with return receipt requested. Save the return receipt as proof that you mailed the notice. Your notice must include your name, license number, citation number(s), old address and new address. You must mail your notice to Clerk of Americus Municipal Court, 119 S. Lee Street, Americus, GA 31709.

SO ORDERED, *J. Michael Greene*, Judge, Municipal Court of Americus, Georgia

I hereby acknowledge receiving a copy of the foregoing document this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Defendant