

Hon. Christopher E. Ward
Chief Judge



R. Javoyne Hicks, Esq.
Interim Court Administrator/
Chief Clerk

Municipal Court of Atlanta
150 Garnett Street, SW
Atlanta, GA 30303

REQUEST FOR RESET

Complete form in its entirety or it will NOT be processed

Last Name: _____ First Name: _____

Address: _____ City, State, Zip _____

Email address: _____ Telephone number: _____

Date of Birth (MM/DD/YYYY): _____ Driver's License Number: _____

Citation/Case Number: _____ Court Date: _____

Defendant requests that this court reschedule the hearing calendared for the above court date. Defendant is unable to appear for the following reason:

For these reasons, Defendant requests the Court reschedule the hearing.

Signature of Defendant

Date

Printed Name

Attorney for Defendant & Bar Number

NOTE: Cases scheduled within 10 days of this request are NOT eligible for reset. YOU MUST APPEAR. All other qualifying requests are within the sole discretion of the judge. If granted, the Court will mail a new court date to the address on your citation. If you do NOT receive notice of a new court in the mail prior to your original court date, YOU MUST APPEAR. You may also find information regarding your case on our website, www.court.atlantaga.gov

OFFICIAL MUNICIPAL COURT OF ATLANTA USE

Accepting Clerk: _____ File Date: _____

Request Number: ☐ 1st ☐ 2nd ☐ 3rd ☐ other: _____