



Euharlee Municipal Court

30 Burge's Mill Road, Euharlee, Georgia, 30145

Phone (770) 386-1542

Fax (770) 386-1349

January 25, 2021

In light of the recent COVID-19 pandemic, there have been changes in the operations of the Euharlee Municipal Court. We hope you understand that these changes are not to inconvenience you, but to ensure that everyone has the opportunity to handle their judicial matter safely and efficiently.

Euharlee Municipal Court is conducting virtual court proceedings using Zoom. You will have a virtual appearance using your own device, which may be a cell phone, tablet, or personal computer. Within the virtual court meeting, individuals will have the opportunity to speak with the prosecutor in a private Zoom room. To register for your virtual court session, please contact the Clerk of Court by email at lcantrell@euharlee.com, or by phone at 770-386-1542 by no later than February 4, 2021. You will need to provide the email address that you would like the Zoom link forwarded to, as well as a phone number. Prior to court you will be provided with a time, link, and instructions to join the Zoom meeting. Should you come to the court on your court date, you will also be provided with the Zoom link, and will participate virtually using your own device outside of the court facility.

Documents may also be forwarded to the email address provided prior to the court date. It is very important that you watch your inbox for these. Should you receive court documents, please read them carefully, complete them just as instructed, and return them promptly by email to lcantrell@euharlee.com. If you would prefer you can print the documents when you receive them, complete them, and return by fax at 770-386-1349, or drop them off at Euharlee Municipal Court. Should you choose to bring them to the court, please call the clerk of court at 770-386-1542 before doing so. If these options do not work well for you, and you would like to come to the court to complete the documents, please contact the clerk of court to schedule a time and the documents will be prepared prior to your arrival. If the court documents are not completed as instructed, or there are any mistakes, you will need to make the necessary corrections and return them to the court. If there is any delay in the court receiving the completed documents, or corrections need to be made, it will increase your wait time on the Zoom meeting on your court date, so it is important that you return them as soon as possible.

You are not required to do so, but if your case does not require a mandatory appearance, and you should desire to discuss a possible resolution of your case prior to your court date, you may contact the prosecutor for Euharlee Municipal Court, Marc Clark, at marc@marcclarklaw.com. Should you reach a resolution of your case prior to your court date you may not need to appear in court, however any fines due will need to be paid prior to the court date, unless the prosecutor tells you otherwise. If you do not reach a resolution, and the citation has not been paid prior to court, you will need to appear for court via Zoom as detailed above.

If you do not have a device to participate in the virtual court session, you may consider asking a family member or friend if they can assist you with this matter. If this is not an option, please contact the court as soon as possible to discuss other possible options.

- Should you plan to plead not guilty, and would like to request a bench trial date, please contact the clerk's office.
- If you are a non-English speaker and will require an interpreter to assist with court proceedings, please contact the clerk's office prior to your court date, so that we may continue your case to a date when an interpreter will be available.

If payment was made previously to settle your case, and your case does not require a mandatory appearance, you are not required to appear in court. Should you wish to dispute the violation, it is your right to appear for court to do so.

If your case does not require a mandatory court appearance, and you do not wish to appear in court, the following payment methods are available to make payment prior to your scheduled court date:

- Pay online at euharleepayments.com.
- Pay by phone at 844-850-3149.
- Mail a money order or certified cashier's check to Euharlee Municipal Court, 30 Burge's Mill Road, Euharlee, GA 30145. Please include your name and citation number.
- Cash payments are accepted at Euharlee Municipal Court at the address above.
- Personal checks are not accepted.

Some violations will not add points to your license and will not be reported on your driver history. If you would like to see if this applies to your violation, The Georgia Department of Driver Services has a points schedule that can be found on their website at dds.georgia.gov/points-schedule.

Should you have any other questions or concerns, please feel free to contact the Clerk of Court. Please stay safe, and we look forward to serving you.

Best Regards,

Laura Cantrell

Laura Cantrell
Clerk of Court
Euharlee Municipal Court
30 Burge's Mill Road
770-386-1542
lcantrell@euharlee.com

