**IN THE Superior Court OF NEWTON County  
STATE OF GEORGIA**

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| **STATE OF GEORGIA** | **\*** | **IND/ACC NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **vs.** | **\*** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** | **\*** |  |
| **Defendant.** |  |

**WAIVER OF ARRAIGNMENT AND**

**ACKNOWLEDGEMENT OF PRETRIAL ORDER**

Defendant is represented by the undersigned attorney in this matter and understands the charges pending against him/her. Defendant understands the dates and deadlines below, and will provide all evidence and witness information about the case to the attorney to allow the attorney to meet the deadlines. Defendant understands that by waiving arraignment, the next time they are required to be in court is on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and that failure to appear on that date will result in a bench warrant being issued for their arrest. Defendant understands that if their address changes at any point during the case that it is their responsibility to update it with their attorney, the Clerk of Court, and the District Attorney in writing. After being advised of their right to formal arraignment, Defendant hereby waives formal arraignment, enters a plea of NOT GUILTY, and demands a trial by jury.

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant’s Signature Current City/State/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*ATTORNEY MAY SIGN ON BEHALF OF THE DEFENDANT. BY DOING SO, THE ATTORNEY CERTIFIES THAT THEY HAVE PROVIDED A COPY OF THIS FORM TO THEIR CLIENT AND THE SIGNATURE WAS MADE WITH EXPRESS PERMISSION \*\*\***

I am representing the above Defendant. I have explained the charges listed in the charging document to my client, and I am waiving formal arraignment and entering a plea of NOT GUILTY on my client’s behalf. I have filed an entry of appearance with the Clerk of Court designating the address to where notices will be sent. I certify that I will file this waiver with the Clerk of Court and serve it upon the District Attorney no later than **two business days** before the scheduled arraignment date; if I fail to meet that deadline, I understand that my client and I will have to personally appear in court for arraignment.

**\* I AM / AM NOT (circle one)** opting into reciprocal discovery pursuant to O.C.G.A. § 17-16-1 et seq.. I understand that discovery must be obtained and/or served on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I acknowledge that the District Attorney’s Office maintains an “open file” policy, it is my responsibility to obtain discovery, and any discovery served by the District Attorney is only a courtesy and may not be all of the discovery.

I will ensure that all motions are filed on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and that any responsive pleadings will be filed on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will attend court on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ prepared to argue any motions as well as to have a status conference with the court on the case; I acknowledge that this date will be the final date for any negotiated pleas to be presented to the court.

x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bar No: \_\_\_\_\_\_\_\_\_

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| **vs.** | **\*** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,** | **\*** |  |
| **Defendant.** |  |

**PRETRIAL ORDER**

The above-styled case was scheduled to come before the Court for arraignment on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Defendant and Counsel for Defendant waived arraignment and entered a plea of not guilty. The Court having accepted the Waiver of Arraignment and Acknowledgement of Pretrial Order, IT IS HEREBY ORDERED as follows:

1. DISCOVERY:
2. All demands, requests, and motions pertaining to discovery, including whether Defendant elects to participate in reciprocal discovery as set forth in O.C.G.A. § 17-16-1 et seq. shall be filed and served on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The State and the Defendant shall serve all discovery materials upon one another on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. MOTIONS HEARINGS:
5. All motions shall be filed by either party on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. All responsive pleadings shall be filed on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. All parties shall be prepared to present evidence and argument as to all pending motions on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. STATUS CONFERENCE: The State and Defendant shall appear before the Court for a status conference and be prepared to inform the Court as to any remaining issues to be resolved prior to setting a trial date on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

SO ORDERED, this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge, Superior Court

Alcovy Judicial Circuit