**About Conyers Municipal Court**

To help you better understand the process after a traffic citation or city ordinance violation citation is issued, we have outlined the procedures which follow below.

* A traffic citation or city ordinance violation citation is issued.
* If a court appearance *is not* required, the citation is available for [payment online](https://www.municipalonlinepayments.com/conyersga)or at the Department of Court Services during regular business hours, which are 8:00 a.m. - 4:45 p.m. Monday - Friday.  Please see the court calendar on our website.
* If a court appearance is required, the defendant will need to appear in court on the court date indicated on their citation. The Judge will set the fine.
* At the scheduled court date, also known as the arraignment, the defendant will be required to enter a plea to the charge. The three pleas available are:
	+ Guilty
	+ Not guilty
	+ Nolo contendere
* If a guilty plea is entered, the defendant will be questioned by the judge to ensure an understanding that entering a guilty plea waives any right to:
	+ A trial by judge or jury
	+ A presumption of innocence
	+ Confront witnesses
	+ Testify and offer evidence
	+ A right to counsel
	+ The right against self-incrimination
* The judge will also ensure that such waiver is made voluntarily and knowingly of the rights being waived.
* If the judge accepts the guilty plea, the defendant will be sentenced and the case will be closed.
* There are certain offenses where a plea of nolo contendere will be accepted by the judge. A plea of nolo contendere neither admits nor denies guilt. When allowed, this plea may avoid points being added to a defendant's driver's license and/or a driver's license suspension.
* If a not guilty plea is offered, the defendant will be asked to choose either a bench trial or a jury trial.
	+ If a bench trial is requested, the trial will be held in the Municipal Court on another day, and the case will be heard by the Municipal Court Judge.
	+ If a jury trial is requested, the case will be transferred to State Court, and the trial will be scheduled for a later date.
* The disposition of the case will be transmitted to the Department of Driver Services, updating the driver record.
* If a defendant fails to appear on the scheduled court date, an arrest warrant for failure to appear will be issued, and the Department of Driver Services will be notified, resulting in possible driver's license suspension.
* The citation, case disposition and all associated paperwork are maintained based on the Georgia Records Retention Act.