

## MAIL-IN REPRESENTATION FORMS

### INSTRUCTIONS

Attached you will find two (2) forms, the "Information Sheet" and "Plea in Absentia". Both of these forms must be completed in order for eTicketAttorney to assist you in your matter.

**THE INFORMATION SHEET** ~ Please complete this sheet as thoroughly as possible. Below are instructions for the particular sections

**"Your Information"** ~ This is standard information so we know who you are and how we may contact you. The age and gender section is important in order to locate your ticket in case there is a problem.

**"Court Information"** ~ This is important information so that eTicketAttorney will know where and when to be at Court for you. If this information is incorrect, eTicketAttorney may not be at Court for you which may cost you more money, possible license suspension and/or warrant for your arrest.

**"Ticket Information"** ~ Please complete the areas that apply to you, not all of them will. If your ticket is not listed, just add it in the "Other" area.

**"Totals"** ~ Total up the Fine amounts and eTicketAttorney fees in the spaces provided. Please forward two (2) United States Postal Money Orders. One for the Fine Amount made Payable to "The Clerk of Court" and one payable to "eTicketAttorney" for its fees.

**"Agreement"** ~ Please read and sign the Agreement. Please read the "Agreement" that is listed in the "Forms" section of eTicketAttorney's web page.

**"PLEA IN ABSENTIA"** ~ Please review and sign the Plea in Absentia at the red "X". Please have your signature notarized; the judge requires your signature to be notarized. If its not notarized, it will be returned and it may cost you more in eTicketAttorney's fees for FollowUp Fees. Only fill in the date that is just above your name.

Do NOT fill in the blanks on the first page, eTicketAttorney will do that at Court. If something changes at Court, and you filed in all the blanks, you will have to complete a new Plea in Absentia and forward it to eTicketAttorney. This may delay you case disposition which may result in additional eTicketAttorney's fees to you.

Please send the following (your checklist):

- \_\_\_\_\_ Completed Information Sheet
- \_\_\_\_\_ Signed and Notarized Plea in Absentia
- \_\_\_\_\_ US Postal Money Order for the Fine Amount
- \_\_\_\_\_ US Postal Money Order for eTicketAttorney's fees

To eTicketAttorney at:

eTicketAttorney  
P.O. Box 813102  
Smyrna, Georgia 30081

### Your Information

|                  |       |           |       |                                     |
|------------------|-------|-----------|-------|-------------------------------------|
| Name             |       | _____     | _____ | _____                               |
|                  |       | Last      | First | MI                                  |
| Street Address 1 | _____ |           |       | Gender                              |
| Street Address 2 | _____ |           |       | Male <input type="checkbox"/>       |
| City             | _____ |           |       | Female <input type="checkbox"/>     |
| State            | _____ |           |       | Age _____                           |
| Zip Code         | _____ |           |       | Date of Birth _____                 |
| Tell No.         | Cell  | ( _____ ) | _____ |                                     |
|                  | Home  | ( _____ ) | _____ |                                     |
| email            | _____ |           |       |                                     |
|                  |       |           |       | CDL? Yes <input type="checkbox"/>   |
|                  |       |           |       | No <input type="checkbox"/>         |
|                  |       |           |       | Don't Know <input type="checkbox"/> |

### Court Information

**Location** (Currently, eTicketAttorney limits itself to Cobb County)

|                         |                          |
|-------------------------|--------------------------|
| Cobb County State Court | <input type="checkbox"/> |
| City of: Acworth        | <input type="checkbox"/> |
| Austell                 | <input type="checkbox"/> |
| Marietta                | <input type="checkbox"/> |
| Smyrna                  | <input type="checkbox"/> |
| Powder Springs          | <input type="checkbox"/> |
| Kennesaw                | <input type="checkbox"/> |

**Court Date** \_\_\_\_\_

**Court Time** \_\_\_\_\_ [ ] am [ ] pm

### Ticket Information

**Speeding Ticket** I'm not charged with Speeding

Ticket No. \_\_\_\_\_

Fine Amount \_\_\_\_\_ \$

Speed Limit \_\_\_\_\_

Cited Speed \_\_\_\_\_

eTicketAttorney Fee \_\_\_\_\_ \$ 125.00

**No Tag/  
Invalid Tag**

Does Not Apply     [ ]      
Ticket No. \_\_\_\_\_  
Fine Amount \_\_\_\_\_ \$ \_\_\_\_\_  
Did you have a Tag now?     [ ] Yes    [ ] No      
eTicketAttorney Fee \$ 150.00  
Note: Please us send a copy of your Current Driver's License

**No License/  
Suspended  
License**

Does Not Apply     [ ]      
Ticket No. \_\_\_\_\_  
Fine Amount \_\_\_\_\_ \$ \_\_\_\_\_  
Did you have a license when Cited     [ ] Yes    [ ] No      
Is your License Reinstated     [ ] Yes    [ ] No      
eTicketAttorney Fee \$ 175.00  
Note: Please us send a copy of your Current Driver's License

**Following Too  
Closely**

Does Not Apply     [ ]      
Ticket No. \_\_\_\_\_  
Fine Amount \_\_\_\_\_ \$ \_\_\_\_\_  
Did you Have Insurance when Cited     [ ] Yes    [ ] No      
Do you have Insurance Now     [ ] Yes    [ ] No      
eTicketAttorney Fee \$ 175.00

**No Insurance**

Does Not Apply     [ ]      
Ticket No. \_\_\_\_\_  
Fine Amount \_\_\_\_\_ \$ \_\_\_\_\_  
Did you Have Insurance when Cited     [ ] Yes    [ ] No      
Do you have Insurance Now     [ ] Yes    [ ] No      
eTicketAttorney Fee \$ 200.00  
Note: Please send us a letter from your insurance company stating you were covered on the day of the Ticket (A copy of the insurance card or policy is not sufficient, as the policy may have lapsed. That is why we need a letter from your insurance company)

**Other:**

1 Charge: \_\_\_\_\_  
Ticket No. \_\_\_\_\_  
Fine Amount \_\_\_\_\_ \$ \_\_\_\_\_  
eTicketAttorney Fee \$ \_\_\_\_\_

2 Charge: \_\_\_\_\_  
Ticket No. \_\_\_\_\_  
Fine Amount \_\_\_\_\_ \$ \_\_\_\_\_  
eTicketAttorney Fee \$ \_\_\_\_\_

3 Charge: \_\_\_\_\_  
 Ticket No. \_\_\_\_\_  
 Fine Amount \$ \_\_\_\_\_  
 eTicketAttorney Fee \$ \_\_\_\_\_

**Totals**

Please Total the Fine Amounts and eTicketAttorney's Fees that apply to you.

Fine Amount \$ \_\_\_\_\_  
 eTicketAttorney Fee \$ \_\_\_\_\_

**Agreement**

- 1 You agree to the terms and conditions in the "Agreement" that is available on this same page as this Information Sheet of the eTicketAttorney's website. (The Agreement is hereby incorporated by reference and becomes part of this document).
- 2 You also agree to send eTicketAttorney the following:
  - A. This Information Sheet fully completed and signed by you.
  - B. Two United States Postal Money Orders, one for the Fine Amount above (made payable to the "Clerk of Court") and one for eTicketAttorney's fees above (made payable to "eticketAttorney")
  - C. The "Plea in Absentia" signed and notarized.
  - D. eTicketAttorney must receive the above at least 24 hours ahead of your scheduled Court appearance
- 3 You also understand that eTicketAttorney will attempt to negotiate a "plea bargain" in your case to reduce the effect this ticket(s) will have on your driving history and does not make any guarantees, warranties or promises to the outcome of your matter.
- 4 You also agree to cooperate with eTicketAttorney regarding any followup matters or requirements that may be needed and to timely pay any FollowUp fees that may be requested.
- 5 eTicketAttorney is not obligated to represent you until eTicketAttorney agrees to the representation.

**X** \_\_\_\_\_  
 Your Signature

**Notes:**

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IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_

**STATE OF GEORGIA**

STATE/CITY,

Case No

v.

\_\_\_\_\_,'

\_\_\_\_\_

Defendant.

**PLEA IN ABSENTIA**

I, the above-named Defendant, hereby certify that I am now residing in \_\_\_\_\_, \_\_\_\_\_ and that it would be expensive and burdensome for me to travel to this Court, to dispose of this case. It is my understanding that my case is scheduled for disposition on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, and that I have been charged with the following:

\_\_\_\_\_.

It is my understanding, through my attorney, that the Solicitor will recommend a fine of \$\_\_\_\_\_.00 and will plead to \_\_\_\_\_, with the sentence being suspended upon payment of the fine. I understand that the recommendation is not binding upon the trial judge. I understand that upon conviction the court can impose a sentence of up to 12 months imprisonment and a fine of \$1,000.00, or both, for each charge against me.

I hereby authorize my attorney to enter a plea of Guilty/Nolo Contendere on my behalf and in my absence to all charges related to the above-styled matter and sign all necessary documents regarding same. I hereby request and consent that my case be disposed of in my absence, and I hereby waive my presence at such trial.

My attorney has fully explained to me the following rights which I understand and which I waive:

1. The right to trial with or without a jury.
2. The right to confront and cross-examine any witness and evidence in my behalf.
3. The right to present witnesses and evidence in my behalf.
4. The right to examine all physical and documentary evidence against me.
5. The right to remain silent.
6. The right to have free counsel appointed to represent me if I am indigent.
7. The right to appeal to a higher Court except in certain circumstances.
8. The right to require the State to prove its case against me beyond a reasonable doubt.

This the \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
Defendant

Sworn to and subscribed before me this the  
\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public  
Commission Expires

Approved, Defendant's Attorney:

\_\_\_\_\_  
David J. Casey  
Bar No. 115603  
Unit 7H  
707 Whitlock Avenue  
Marietta, Georgia 30064  
770/424-4535