

**IN THE STATE COURT OF FORSYTH COUNTY  
STATE OF GEORGIA**

INTERNAL OPERATING PROCEDURE 01-02

**TO: All Sheriffs, Jailers, Custodians of Pre-Trial Detention Facilities, Solicitor  
Generals, Magistrates, Pre-Trial Officers, Clerk of Court**

**RE: Bench Warrant Fees**

**ORDER**

In the event a person has an outstanding bench warrant issued by the State Court of Forsyth County, the following procedures shall be used:

1. If the individual is charged with a payable offense(s) and has an outstanding bench warrant, the Clerk of Court's office shall collect the proper fines and surcharges for the ticket(s) and a \$100.00 bench warrant fee. The Clerk of Court shall immediately notify the office of the State Court so that a bench warrant recall order can be issued.
2. If the individual is charged with a non-payable offense(s) and has an outstanding bench warrant, the Clerk of Court's office shall collect a \$100.00 bench warrant fee and direct the individual to the office of the State Court for the issuance of a new court date. The Clerk of Court shall immediately notify the office of the State Court so that a bench warrant recall order can be issued.
3. In the event that an individual does not want to pay the \$100.00 bench warrant processing fee, then the individual shall be directed to report to the Forsyth County Detention Center to be processed for the bench warrant. The individual shall be

required to make bond in double the amount of the original bond and pay the \$67.50 bench warrant fee before being released from the detention center.

4. In no event shall an individual with an outstanding state court bench warrant marked "Hold for Judge" be released from the Forsyth County Detention Center or allowed to pay the \$100.00 bench warrant fee to the Clerk of Court without express permission from the State Court Judge David L. Dickinson.

So ORDERED, this 18<sup>th</sup> day of June, 2001.

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David L. Dickinson, Judge  
State Court of Forsyth County  
Bell-Forsyth Judicial Circuit