

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

INTERNAL OPERATING PROCEDURE 01-03

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

RE: Bench Warrant Procedure

ORDER

A previously ordered internal operating procedure of this Court, known as Internal Operating Procedure 01-02 is hereby rescinded in its entirety and replaced with the following:

1. If an individual is charged with a offense under the jurisdiction of the Traffic Violations Bureau as provided in Internal Operating Procedure 99-8 and its subsequent amendments, and the individual fails to appear on the date specified on the summons, then no bench warrant shall issue but the individual's driver's license shall be suspended in accordance with section 7 (H) of Internal Operating Procedure 99-8.
2. If an individual is charged with any other offense under the jurisdiction of this Court and fails to appear on the specified court date, then the Solicitor General shall prepare a bench warrant for the State Court Judge's signature. Once a bench warrant is issued for an individual, only the Solicitor General can present a bench warrant recall order for the judge's signature.
3. If the Solicitor General prepares a bench warrant recall order for the judge's signature, then said proposed order shall be presented in person to the judge. Upon the judge's signature, the Solicitor General shall immediately transmit the order to the Forsyth County Detention Center via facsimile, sign the bench warrant recall order in

the appropriate space and indicate the date said order was sent via facsimile. Then the Solicitor General shall immediately file the original bench warrant recall order with the Clerk of Court.

4. If an individual with a bench warrant appears at the Office of the Clerk of Court desiring to dispose of his or her case, the Clerk of Court shall instruct the individual that the bench warrant must be resolved first. The Clerk of Court shall direct the individual to report to the Forsyth County Detention Center to be processed for the bench warrant or speak with the Office of the Solicitor General.
5. If an individual reports to the Forsyth County Detention Center to be processed for the bench warrant, then 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. It will be the responsibility of the Forsyth County Detention Center to issue a new bond sheet which includes a new court date and serve same upon the Defendant prior to release from the detention center.
6. 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 without express permission from the State Court Judge David L. Dickinson.

So ORDERED, this 26th day of July, 2001.

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