

GENERAL INSTRUCTIONS --IF YOUR CASE GOES TO TRIAL

You may view, "How do I do business in Magistrate Court" on the Magistrate court Web Page. You may view this page at (<http://www.georgiacourts.org/councils/magistrate/index.html>) . Click on Public Information and then you will see different video about Magistrate Court. If you have never filled in Magistrate Court before, you may wish to look at all the video, they may be very helpful

Additionally, you must be prepared and **ON TIME**. Bring all of your witnesses, documents, photographs, etc. to court with you. If you are late, you may automatically lose your case and you may not have an opportunity to present your side of the issue. If you must be late, contact the court well in advance during normal business hours so that the calendar can be properly marked.

The following may help you in preparing your claim or defense:

- All parties shall notify the Clerk of Court in writing of any address change, or daytime telephone number change.
- All court notices come by regular mail. If you fail to provide your new address, you may miss your trial & lose your case.
- The following evidence may help you prove or defend your:
 - * Written contracts, leases, IOUs. Notes, and all written documents applicable to the case.
 - * Bills or estimates, invoices, (The person(s) who prepared the bills or estimates should accompany you to court)
 - * Canceled checks
 - * Photographs
 - * Witnesses (Should accompany you. Notarized statements CANNOT be accepted as evidence at a trial.)
 - * All other evidence you consider relevant(having a bearing on the case at hand).
- Any witnesses having firsthand knowledge of my case (they have not heard evidence from someone else) may be brought to court with you. [Note:] Impartial witnesses who have no stake in the outcome of the case are generally more believable.
- Subpoenas (orders to appear) may be received from the Clerk of Court to make certain witnesses appear for court.
- Subpoenas are also required for certain kinds of documents.
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