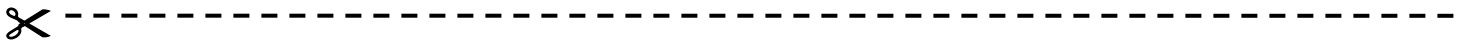


**GEORGIA DEPARTMENT OF CORRECTIONS
OFFENDER ADMINISTRATION
COURT SERVICES**

Video Hearing Offender Notice

(Give top copy to Offender)

Offender's Name			
Offender's GDC#			
Facility Name		Court Date	
Court/County		Judge's Name	
Type of Hearing			
<ul style="list-style-type: none"> ➤ This scheduled hearing will be conducted via live video conference. ➤ You are expected to behave as you would in a courtroom. ➤ You will be clean, presentable, and fully state dressed. ➤ You will address the court appropriately: <i>'Yes Your Honor'</i> <i>'No Your Honor'</i>. ➤ The microphone will be muted until the Court addresses you. ➤ If you have any questions throughout the hearing, raise your hand and request to speak with your attorney privately. ➤ When the hearing is completed, you will remain seated inside of the Video Court Room until the Judge has excused you. 			



Video Hearing Offender Notice Served Receipt

(Retain in Facility File)

Offender's Name		GDC#	
Facility Name		Judge's Name	
Court/County		Type of Hearing	
<p align="center">By signing below, you confirm that you have been notified of your video hearing scheduled on _____ at _____ AM/PM.</p>			
Offender Signature		Date	
Staff Signature		Date	

Retention Schedule: Upon completion the Offender Notice shall be given to the offender and the Notice Served Receipt shall be placed in the offender's institutional file and retained according to the retention record for that file.