

**ALL EMAILS DIRECTED TO THE COURT AT EITHER OF THE BELOW EMAIL ADDRESSES MUST INCLUDE THE FOLLOWING IN THE SUBJECT LINE: Hearing Date (if applicable); Case Style (or if a criminal case the Defendant's Last Name); Case Number; Document Name (or Exhibit Number and Description).**

[StateDivisionB@forsythco.com](mailto:StateDivisionB@forsythco.com)

This email address is a "shared" mailbox and is to be used **only** for submitting proposed orders, consent judgments, rule nisi, or any other documents not associated with an immediate hearing. This will apply for both civil and criminal matters. All emails sent to this email address are reviewed by the judge's staff before the submitted documents are forwarded to the judge for signature.

[Courtroom401@forsythco.com](mailto:Courtroom401@forsythco.com)

This email address is a "shared" mailbox which is **not** monitored and is to be used **only** for submitting documents to be signed by or reviewed by the judge during or immediately following court proceedings.

#### **DOCUMENTS USED IN CRIMINAL PROCEEDINGS:**

The following documents will be submitted to [Courtroom401@forsythco.com](mailto:Courtroom401@forsythco.com) in criminal cases:

- (1) Proposed orders, including probation revocation orders, and probation waivers;
- (2) Sentences prepared by the Clerk;
- (3) Any other documents as directed during court proceedings; and
- (4) Signed "Waiver of Rights and Petition to Enter Plea of Guilty/Nolo Contendere" Forms (Petition and Waiver Form) and Plea Offer Sheets **to be submitted by the State** after all plea paperwork has been completed and signed as provided below.

**IMPORTANT INFORMATION REGARDING PLEAS!** Defense counsel or defendant, if not represented by counsel, must submit all signed plea paperwork to the assigned prosecutor prior to the court date. The prosecutor will submit the fully executed Petition and Waiver Form and the Plea Offer Sheet to [Courtroom401@forsythco.com](mailto:Courtroom401@forsythco.com) **at least two (2) business days prior to the scheduled hearing court date**. The prosecutor will also be responsible for e-filing the remaining fully executed plea paperwork with the Clerk on or before the scheduled hearing date.

#### **EXHIBITS**

All exhibits to be tendered at an in-person court hearing or virtual court hearing must be copied to opposing counsel and submitted to the [Courtroom401@forsythco.com](mailto:Courtroom401@forsythco.com) address no later than 5:00 p.m. on the business day immediately preceding the date of the hearing. Acceptable formats are PDF, JPG, PNG, and MP4. No other file types will be accepted.

Each exhibit should be submitted as a separate document and separately labeled, but may be transmitted in one email, subject to the county's space limitations for email attachments. The subject line of the email should contain all the information required above, plus the Exhibit number(s) being submitted.

These email instructions apply for both civil and criminal matters, except as otherwise noted.