

**DULUTH MUNICIPAL COURT - CHANGE OF COURT DATE REQUEST**

All requests must be turned in five (5) business days before your present court date.  
All requests for a change of court date will be addressed to this Court's sound discretion.

Today's Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ When is your current scheduled court date?: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_@\_\_\_\_\_

Citation Number(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Cell)

\_\_\_\_\_  
(Work/Home)

**NO CHANGE OF COURT DATE WILL BE GRANTED FOR PAYMENT OF FINES**

Give specific details regarding your reasons for your request. Please write legibly. Write the reason why you need the change of court date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Every attempt will be made to notify you within 72 business hours of receipt regarding the status of your request being.

GRANTED or  DENIED

By: \_\_\_\_\_ /\_\_\_\_\_/20\_\_\_\_\_  
DATE

**It is your responsibility to contact the court, if you have not heard from us** regarding your change of court date request. It is your responsibility to check your inbox and your spam folder, to ensure you have received your e-mails. Your date may be moved to an earlier date, instead of a further date.

You may e-mail completed application back to [dmitchell@duluthga.net](mailto:dmitchell@duluthga.net); fax to (678).512.3806; turn in application in person, or you may mail to The Duluth Municipal Court, 3276 Buford Highway, Duluth, GA 30096. If you still need further assistance, please contact the court at (770).623.2771, or e-mail [continuance@duluthga.net](mailto:continuance@duluthga.net)