

**NOT GUILTY PLEA and TRIAL DATE REQUEST FORM- St. Francis County Arkansas District Court**

PLEASE READ THE ENTIRE FORM AND PRINT A COPY FOR YOUR RECORDS BEFORE SUBMITTING.

- TO SUBMIT: 1. Bring to the window at the Clerk's office, or  
2. SAVE AS AN ATTACHMENT AND EMAIL TO [sfccourt@cityofforrestcityar.com](mailto:sfccourt@cityofforrestcityar.com) or  
3. FAX TO (870-261-1411).

**THIS FORM MUST BE FILED BEFORE 12:00 PM ON THE DAY BEFORE THE COURT DATE LISTED ON YOUR TICKET**

By entering a plea of Not Guilty, you are saying that you are contesting the charges against you.

A plea of Not Guilty results in a trial. Please read the following, and provide the information requested.

If you enter a plea of Not Guilty, you must return to court on your trial date ready to dispose of your case by trial. If you desire to have an attorney, you should contact a private attorney of your choice or apply for court appointed attorney by speaking with a Court Clerk at (870-261-1410).

At trial you will have an opportunity to confront and question witnesses against you, and you will have an opportunity to present a defense on your own behalf, if you wish to do so. You are not obligated to do either as you are presumed innocent until the case is proven against you beyond a reasonable doubt. You have a right to remain silent at trial and not participate in any manner, and this will not be held against you. If you want to present evidence or testimony, you will be given the opportunity to do so. If you want to subpoena witnesses on your own behalf, you can obtain subpoenas in the Court Clerk's Office. If you want to present documents, charts, photos, etc., you will be given an opportunity to do so.

If you are convicted at trial, you are expected to pay any fine that may be assessed against you immediately.

If you are convicted at trial you have the right to appeal the conviction by filing appeal within 30 days of the date of your conviction.

You also have the option of entering a plea of Guilty at trial or paying your ticket in full before your trial date.

I have read the above and wish to enter my plea of Not Guilty electronically, understanding that this will result in a reset to a trial calendar for a bench trial. I understand that I will receive a notice email or fax and that I must reappear and be prepared for a bench trial on my trial date.

Citation # \_\_\_\_\_ Court Date on Citation \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Signature \_\_\_\_\_  
Email address or fax number \_\_\_\_\_ Phone Number \_\_\_\_\_

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This is to be completed by the Clerk's Office

Your Trial Date is: Monday or Wednesday Date: \_\_\_\_\_  
(circle one) (circle one) Month Day  
At 9:00 AM or 1:00 PM  
(circle one)

**Failure to Appear for Trial will result in a Warrant for your arrest and suspension of your driver's license**