



## Georgia Department of Driver Services

2206 East View Parkway • Conyers, Georgia 30013 • 678.413.8650

### ELECTRONIC COURT REQUEST TO FILE HARDCOPY CITATIONS

#### M-E-M-O-R-A-N-D-U-M

To: **Georgia Department of Driver Services**  
**Customer Service Licensing & Records**  
**Record Monitoring Unit**

From: Court Contact Name: \_\_\_\_\_

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

Court NCIC Number: \_\_\_\_\_

Court Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Court Contact Fax: (\_\_\_\_\_) \_\_\_\_\_

Court Contact Email ID: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Our court system is currently unable to file our Uniform Traffic Citations and/or FTA notices/withdrawals electronically to DDS because of technical difficulties we are currently experiencing with our computer software. Therefore, we are filing the enclosed hardcopy documents in lieu of electronic documents.

We understand that it is our responsibility to assure that there is no duplication of citations submitted to DDS once our system is again operational.

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_