

Navigate to the PAC website [www.pacga.org](http://www.pacga.org)

➤ On the Home page, Click on **Member Login**



The screenshot shows the website header with the PACGA logo on the left. Navigation links include Home, Calendar, Contact Us, and Member Login. A search bar is present with a Go button. Below the header is a red navigation bar with links for Training, Publications, Resources, Find Your Prosecutor, Departments, and About PAC. The main content area features a 'CaseLaw Updates' section with a search box and a 'News Flash' section with a 'FYI: State v. Hill' article. A 'Calendar' section lists an event for June 27: 'Domestic Violence & Commercial Sexual Exploitation of Children - Canton... [Read More]'. A 'TEAMWORKS Travel & Expense (Concur)' section describes the PAC's participation in the state's online travel and expense system.

➤ A Warning Message will appear, Click **OK**

The dialog box is titled 'Message from webpage' and contains the following text:

**!** You are accessing a restricted website that is maintained by the Prosecuting Attorneys' Council of Georgia (PACGA), an agency of the Judicial Branch of Georgia State government, and is provided for the conduct of official state business only. Users are legally responsible for their activities pursuant to Chapter 9 of Title 16 of the Official Code of Georgia Annotated, (the Georgia Computer Systems Protection Act), as well as all other applicable state and federal laws and regulations, including PACGA Council IT Policy 6.3. By using this website you agree to abide by all established Prosecuting Attorneys Council of Georgia policies on computer use.

By accessing this site, you also are consenting to the following conditions:

The PACGA routinely intercepts and monitors communications on this site for purposes including, but not limited to, penetration testing, personnel misconduct and law enforcement investigations. At any time, PACGA may inspect and copy information stored on this site.

Except as indicated below, communications using, or data stored on, this site are not private and are subject to routine monitoring, interception, and search. Communications and data may be disclosed or used for any PACGA authorized purpose.

Information contained on this site, including information contained in the discussion forums, may be subject to disclosure pursuant to the Georgia Open Records Act. Communications by or among authorized prosecuting attorneys and their non-lawyer assistants and information related to specific cases which has not been filed in open court are attorney work product.

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OK

➤ Enter your Username & Password



# Prosecuting Attorneys' Council of Georgia

PACGA Main Site » Board index

FAQ Register Login

### Login

Username:

Password:

I forgot my password and/or username

Log me on automatically each visit

Hide my online status this session

### REGISTER

In order to login you must be registered. Registering takes only a few moments but gives you increased capabilities. The board administrator may also grant additional permissions to registered users. Before you register please ensure you are familiar with our terms of use and related policies. Please ensure you read any forum rules as you navigate around the board.

[Terms of use](#) | [Privacy policy](#)

Board index

The team • Delete all board cookies • All times are UTC - 5 hours [ DST ]

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➤ Once logged in, click on Member Resources



# Prosecuting Attorneys' Council of Georgia

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Search

[Member Resources](#) Tracker FirstClass Lexis Nexis

Training Publications Resources Find Your Prosecutor Departments About PAC

- Conference Materials
- Discussion Forums
- Manuals
- Capital Litigation Resources
- Ethics for Prosecutors
- Human Resources
- Legal Forms & Templates
- Video Library
- Newsletters
- Grand Jury Handbook
- Experts
- Council Rules
- Accountability Courts

## Member Resources

### CaseLaw Updates

Search for updates by keyword or case number:

Search

### Important News

#### FYI: State v. Hill

In State v. Hill, A13A0610 (April 30, 2013), the Court of Appeals holds that right of State to take direct appeal from dismissal of less than all counts of Indictment or Accusation under O.C.G.A. § 57-2(b) (2) does not apply retroactively to any offense occurring prior to July 2, 2012. FYI: State v. Hill... [\[read on\]](#)

#### TEAMWORKS Travel & Expense (Concur)

The Prosecuting Attorneys' Council (PAC) has elected to participate in the State's online TEAMWORKS Travel & Expense (TTE) system (CONCUR) with the State Accounting Office (SAO). Through this system the entire travel and expense process is automated, with the goal of providing faster service to you and increasing efficiency for PAC staff. Effective July 1, 2013, state employee... [\[read on\]](#)

### Calendar

What's Happening?

June 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

➤ Click on HR & Fiscal :: Web-Based Forms (NEW)



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Training Publications Resources Find Your Prosecutor Departments About PAC

Conference Materials  
Discussion Forums  
Manuals  
Capital Litigation Resources  
Ethics for Prosecutors  
Human Resources  
Legal Forms & Templates  
Video Library  
Newsletters  
Grand Jury Handbook  
Experts  
Council Rules  
Accountability Courts  
HR & Fiscal :: Web-Based Forms (NEW)

## Member Resources

### CaseLaw Updates

Search for updates by keyword or case number:

Search [Go](#)

### Important News

**FYI: State v. Hill**  
In State v. Hill, A13Ao610 (April 30, 2013), the Court of Appeals holds that right of State to take direct appeal from dismissal of less than all counts of Indictment or Accusation under O.C.G.A. § 57-2(b) (2) does not apply retroactively to any offense occurring prior to July 2, 2012. FYI: State v. Hill... [\[read on\]](#)

**TEAMWORKS Travel & Expense (Concur)**  
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**Passing of Fellow Prosecutor Ronald Lewis Jones II**  
It is with heavy hearts that we announce the passing of one of our fellow prosecutors. Ronald Lewis Jones II, Sr. Assistant District Attorney in the Atlanta Judicial Circuit passed away on April 26th

### Calendar

What's Happening?

June 2013

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						1
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30						

### Discussion Forum

Ask your colleagues a question or search past topics.

[Go](#)

➤ Click on the link titled Exemption Request Form



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Training Publications Resources Find Your Prosecutor Departments About PAC

Conference Materials  
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Human Resources  
Legal Forms & Templates  
Video Library  
Newsletters  
Grand Jury Handbook  
Experts

[Home](#) > [Resources](#) > [Forms](#) > HR & Fiscal :: Web-Based Forms (NEW)

## HR & Fiscal :: Web-Based Forms (NEW)

[Personnel Action Form](#)  
[Exemption Request Form](#)  
[Payment & Reimbursement Request](#)(for PAC Atlanta use ONLY)  
[Travel Reimbursement Form](#)

### Calendar

What's Happening?

June 2013

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

➤ **The Exemption Request Form will display:**



**Prosecuting Attorneys'  
Council of Georgia**

## Request for an Exemption to the Hiring Freeze

<b>Username</b>	<input type="text"/>
<b>Name *</b>	<input type="text"/>
<b>E-mail *</b>	<input type="text"/>
<b>Circuit *</b>	<input type="text"/>
<b>Number of Counties in your circuit</b>	<input type="text"/>
<b>Number of Judges</b>	<input type="text"/>
<b>Number of State Paid ADAs in your office</b>	<input type="text"/>
<b>Number of County Paid ADAs in your office</b>	<input type="text"/>
<b>Number of county-paid victim advocates in your office</b>	<input type="text"/>
<b>Attach a sheet indicating years of experience as an attorney and/or prosecutor of each ADA in your office</b>	<input type="text"/> <input type="button" value="Browse..."/>

### Requested Staffing Change

<b>Terminating Employee Name</b>	<input type="text"/>
<b>Effective Date</b>	<input type="text"/> 
<b>Salary</b>	\$ <input type="text"/>
<b>Requested Date of New Hire</b>	<input type="text"/> 

➤ Type in your Username



Prosecuting Attorneys'  
Council of Georgia

## Request for an Exemption to the Hiring Freeze

Username

mewilliams

Name \*

E-mail \*

Circuit \*

Number of Counties in your circuit

Number of Judges

Number of State Paid ADAs in your office

Number of County Paid ADAs in your office

Number of county-paid victim advocates in your office

Attach a sheet indicating years of experience as an attorney and/or prosecutor of each ADA in your office

Browse...

### Requested Staffing Change

Terminating Employee Name

Effective Date



Salary

\$

Requested Date of New Hire



➤ The Username field disappears & your job information will display.....



**Prosecuting Attorneys'  
Council of Georgia**

## Request for an Exemption to the Hiring Freeze

Username

mewilliams

Name \*

Mark Williams

E-mail \*

mewilliams@pacga.org

Circuit \*

Fiscal1

Number of Counties in your circuit

Number of Judges

Number of State Paid ADAs in your office

Number of County Paid ADAs in your office

Number of county-paid victim advocates in your office

Attach a sheet indicating years of experience as an attorney and/or prosecutor of each ADA in your office

Browse...

### Requested Staffing Change

Terminating Employee Name

Effective Date



Salary

\$

Requested Date of New Hire



➤ **Completely fill out the form, attach required information, and hit SUBMIT!**

Number of Counties in your circuit	<input type="text"/>
Number of Judges	<input type="text"/>
Number of State Paid ADAs in your office	<input type="text"/>
Number of County Paid ADAs in your office	<input type="text"/>
Number of county-paid victim advocates in your office	<input type="text"/>
Attach a sheet indicating years of experience as an attorney and/or prosecutor of each ADA in your office	<input type="text"/> <input type="button" value="Browse..."/>
<b>Requested Staffing Change</b>	
Terminating Employee Name	<input type="text"/>
Effective Date	<input type="text" value="7/1/2013"/> <input type="button" value="Calendar"/>
Salary	\$ <input type="text"/>
Requested Date of New Hire	<input type="text"/> <input type="button" value="Calendar"/>
Anticipated Salary of New Hire	\$ <input type="text"/>
<b>Current Vacancies</b>	
Number of State Paid ADA vacancies in your office	<input type="text"/>
How long have they been vacant?	<input type="text"/>
Number of CountyPaid ADA vacancies in your office	<input type="text"/>
How long have they been vacant?	<input type="text"/>
Other Vacancies in your office and length of time they have been vacant:	<input type="text"/>
<b>Justification of Request</b>	
Please explain why you consider this an emergency:	<input type="text"/>
Please explain any other dynamics of your circuit/ office that make it necessary for you to hire at this time	<input type="text"/>
	<input type="checkbox"/> By clicking here, I acknowledge that my statements above are true and accurate to the best of my knowledge
Please Type your name and click the "submit" button to continue.	<input type="text"/>
Approver	<input type="text"/>
<input type="button" value="Submit"/>	

**NEXT STEPS!**

- **An email is generated to the District Attorney (DA) for approval**
- **The DA clicks on the link contained within the email, to approve the form**
- **The Personnel Action Form is automatically routed to the Human Resources department**