

WOODSTOCK MUNICIPAL COURT

COURT PROCEEDINGS DURING COVID-19 PANDEMIC

- Defendants will come to the court entrance where court security officers will be stationed. Blue tape will be placed on the concrete sidewalk prior to court to help ensure social distancing occur.
- Officers will ask for the Defendants name to make sure they are listed on the court docket and to determine if the case is a mandatory court appearance or if a Defendant is pleading not guilty.
- If a Defendant's case is a mandatory court appearance or if a Defendant is pleading not guilty, an officer will check the Defendant's temperature and inquire about recent illnesses or travel.
- If a Defendant's temperature is less than 100.4 degrees, but greater than 98.6 a review of any other possible symptoms of illness will take place prior to the Defendant being allowed to enter the court room. If a Defendant is not wearing Personal Protective Equipment (PPE), the officer assigned to the roster will offer masks and/or gloves to the Defendant.
- If a Defendant's temperature is above 100.4 degrees, the court staff will issue a new court date to the Defendant and they will be allowed to leave.
- Court staff will have their temperatures taken and follow the same procedures.

- High risk defendants, such as elderly persons, persons with respiratory illnesses and those person with weakened immune symptoms will be issued a new court date prior to being allowed into the court room.
- If a Defendant's case is not a mandatory court appearance and they wish to speak with the Solicitor in an attempt to negotiate their case/fine, the Defendant will give their contact number to the officer and will be allowed to return to their vehicle.
- Once the court room has reached capacity, currently 24 defendants, the Judge will enter the court room and give his introductory speech to the Defendants in attendance.
- Seating and queue placement within the court room will be in accordance to CDC social distancing guidelines.
- Court staff will maintain appropriate social distancing and will at all times make an effort to keep the bench or its adjacent tables between themselves and the public.
Interior court room security will maintain adequate social distancing unless the need arises for immediate physical control over an individual.
- Traffic flow patterns will be marked in blue tape on the walkway flooring suggesting appropriate traffic flow.
- While the Judge is giving his speech, court staff will begin to pull paperwork for cases.
- Solicitor #1 will be given the names and contact numbers for all Defendants whose cases are not mandatory.
Solicitor #1 will call the Defendants and negotiate the

cases via phone. Once the case has been negotiated, the Defendant will be advised to return to the building to dispose of the case or sign for a new court date (if needed) at the court services window and exit the building.

- Solicitor #2 will speak with the Defendants whose cases are mandatory court appearance to negotiate their cases. Defendants will be called into the Solicitor's office one at a time to speak with the solicitor about their case. Once the case has been negotiated, the Defendant will re-enter the court room and sit in their seat and await the Judge to call their case to accept the plea or to receive a new court date if they have chosen to plead not guilty.
- If a Defendant pleads not guilty, they will receive their trial date from the court staff in the court room and exit the building.
- If a Defendant is required to pay a fine as part of their sentence, they will exit the court room and pay their fine at the court services window and exit the building.
- If a Defendant is given probation as a part of their sentence, they will be called into the Probation office to review their sentence with the Probation officer. To help ensure a safe distance the probation officers will be seated across the table from the defendants. After reviewing their sentence, the Defendant will be given a copy of their court order and will exit the Probation office and the building.

- All persons who are attempting to pay fines at the window of Courts/Records will maintain an accepted social distance from each other, as indicated by blue tape on the floor in front of the cashier window.
- Between court sessions, the court room's chairs and hard surfaces, i.e. podium, counter tops, door handles will be sanitized by the City's janitorial staff.

By Order of Chief Justice Harold D. Melton, Supreme Court of Georgia

Approved by Judge Robert Tidwell on June 5, 2020