



## Dallas Municipal Court

### Updated Court Procedures in Response to COVID-19

**Dear Defendants with upcoming court dates located at 120 Main Street, Dallas, Ga. 30132:**

**If you have already paid your citation and if your appearance is not mandatory, you do not need to come to court.**

If you wish to dispute the violation, it is your right to appear in court and that is why you are receiving this notice. For many traffic violations, your appearance is not required.

This is uncharted territory for all of us. We are trying our best to come up with reasonable policies and procedures to protect everyone's health and well-being. Your patience and courtesy are appreciated.

Please contact us to make arrangements if you:

- are a member of an immune-compromised population (or living in a household with someone who is immune-compromised)
- are over the age of 65; or
- if you have small children and do not have child care

**If you are not sure whether you must appear for court, please contact the clerk's office at 770-443-8105 or 770-443-8102.**

- **No friends, family members, or children may enter the courtroom.** Only the defendant listed on the citation will be allowed to enter the courtroom, with their attorney, if applicable. **Individuals under 21 may be accompanied by one parent/guardian.** If you encounter a child care issue, please contact the clerk's office prior to your court date.
- **Court times are staggered for every 30 minutes.** Please be on time.
- **When you arrive for your arraignment, you will check in at security in the front of the court building.** You will be asked to provide your name and a cell phone number. If there is not enough space in the courtroom, you will be asked to return to your vehicle until space is available. **You will be subject to a temperature check and screening questionnaire upon entry.**
- **Any defendant who is ill will not be permitted to enter the court.** Please, if you do not feel well stay at home and call the clerk's office to discuss options.
- **Social distancing of at least six (6) feet shall be maintained at all times.** In order to ensure proper social distancing, courtroom seating shall be arranged so that no less than six (6) feet of distance is maintained at all times. Seating in the courtroom shall be limited to 14 people, excluding court personnel.
- **Defendants who are 60 years of age or older** and are not comfortable coming to court due to increased risk may contact the clerk's office prior to your court date.
- While we are taking every precaution possible, **defendants are encouraged to wear a face covering** (mask or cloth) the entire time while inside of the courtroom. Hand sanitizer will be provided. Hard surfaces in the courtroom area will be sanitized before and after each court proceeding.
- **Defendants who require an interpreter** for court proceedings, please contact the clerk's office prior to your court date.

Again, if you have any questions, you may contact Court Services by email [ladams@dallas-ga.gov](mailto:ladams@dallas-ga.gov) or [efowler@dallas-ga.gov](mailto:efowler@dallas-ga.gov) or by telephone at 770-443-8105 or 770-443-8102. Please stay safe and we look forward to working with you.

Sincerely,

Clerk and Staff of Dallas Municipal Court

