

THE MUNICIPAL COURT OF THE CITY OF CONYERS  
STATE OF GEORGIA

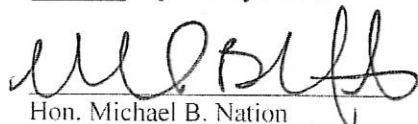
**STANDING ORDER FOR COURT PROCEDURES**  
**DURING JUDICIAL EMERGENCY**

IN ACCORDANCE WITH the Second Order Extending Declaration of Statewide Judicial Emergency entered on May 11, 2020, by the Hon. Harold D. Melton, Chief Justice of the Supreme Court of Georgia, the Municipal Court for the City of Conyers, in conjunction with guidelines of the Georgia Department of Public Health, recommendations by the Governor of the State of Georgia, and also the Council of Municipal Court Judges Best Practices & Guidelines for Operating Municipal Courts During the COVID-19 Recovery, hereby adopts the following guidelines for in-court proceedings.

1. Purpose. The purpose of these guidelines is to provide for public access to judicial proceedings and to uphold defendant's rights to confrontation and open courtrooms, while making reasonable provision for the health and safety of all persons attending court and/or working in the City of Conyers Municipal Court.
2. Definitions.
  - a. "Face mask" means a covering of the mouth and nose but not the rest of the face.
  - b. "Court Building" means the interior space of the building at 1194 Scott Street, Conyers, Georgia, to include the Courtroom **and** the adjacent hallways thereto, the first floor lobby, stairway(s), restroom(s), elevator space and exit lobby.
  - c. "Public area" means all parts of the Court Building not reserved for staff.
3. Directions for those who have been exposed to, or are especially vulnerable to, COVID-19.
  - a. Persons who have been diagnosed with COVID-19; who have been exposed to COVID-19 within the last fourteen (14) days; or who are experiencing fever or cough, should NOT attempt to enter the Court Building, but should call the telephone number provided with your court notice, or at the door, to speak with someone from the Court.
  - b. Persons with other health limitations which make them especially vulnerable to COVID-19 are invited to call the telephone number provided with your court notice, or at the door, to speak with someone from the Court.
4. Admission to the Court Building. All persons entering the Courthouse SHALL:
  - a. Answer all screening questions (related to recent exposure to COVID-19) that are asked by Court staff prior to entry.
  - b. Wear a face mask at all times while in the public areas of the Court Building (provided at the door if needed).
  - c. Due to the mandatory wearing of masks within the Court Building, defendants and witnesses shall produce a valid State photo identification if requested by court personnel and/or security.
  - d. Comply with directives of court and security personnel regarding appropriate distancing.
5. Movement within the Court Building. Persons within the Court Building, outside of courtrooms, SHALL:
  - a. Stay at least six feet from all other persons (except those with whom they are related or with whom they traveled to court), to the extent practicable, and
  - b. Not board elevators without both permission from and assistance of a court staff member.
  - c. Wear a face mask at all times while in the public areas of the Court Building,

- d. Not congregate or loiter in the hallways in a way which obstructs other persons' access to hallways, offices or the courtroom, and
  - e. Comply with directives of court and security personnel regarding appropriate distancing.
6. Admission to courtroom. Persons entering the courtroom of the City of Conyers Municipal Court SHALL:
- a. Sit in one and only one designated area/seat at a time, and
  - b. When notified that the courtroom is full, follow instructions for waiting for entry to the courtroom.
  - c. Wear a face mask at all times while in the courtroom or any adjacent hallway, and
  - d. Comply with directives of court and security personnel regarding appropriate distancing.
  - e. Due to the limited seating, persons with business before the Court are encouraged not to bring nonessential persons with them, especially children.
  - f. Anyone using a pen supplied by the Court must return it as directed for cleaning.
  - g. To allow for distanced seating, each person SHALL sit in an unoccupied chair as directed by court personnel as said seating becomes available. Any chair marked with tape shall not be available for seating. Persons with cases on the calendar SHALL be given priority for seating in the courtroom, but every effort will be made to accommodate the right to an open and public courtroom.
7. Special court procedures. Due to the ongoing judicial emergency, the Court is employing special procedures to minimize the health risk to all court personnel as well as to the public. To this end, the Court is scheduling more court sessions, with fewer cases summoned per session; seating in the courtroom is being limited to designated seats, designed to require distancing; and distancing will be enforced by court personnel and security. To the extent practicable, handling of paperwork will be kept to a minimum. Court personnel will sanitize counsel/defense tables in the courtroom between users.
8. Effective immediately, non-attorneys attending court in the Municipal Court for the City of Conyers may bring one cellular telephone into the Court Building, on the condition that said telephone is powered off. It is not sufficient that the telephone is on silent; rather, the telephone must be powered off. If the telephone is heard by the Judge or by court staff while court is ongoing, or operation of the telephone is disruptive to court proceedings, the telephone will be subject to being confiscated.
9. An attorney may continue to possess and operate a cellular telephone while in the Court Building, but said telephone must be operated on silent mode and must not disturb the ongoing proceedings of the Court. Just as with non-attorney attendees, if the telephone is heard by the Judge or by court staff while court is ongoing, or operation of the telephone is disruptive to court proceedings, the telephone will be subject to being confiscated.
10. Contempt of court. The procedures outlined in this Order are necessary for the safe, efficient operation of the Court. Persons failing to observe these procedures may be attached for contempt of Court.

SO ORDERED, this the 29 day of May, 2020.



Hon. Michael B. Nation  
Judge, City of Conyers Municipal Court