



E. Scott Carter  
Chief Judge

**Doraville Municipal Court**  
3765 Park Avenue  
Doraville, GA 30340  
770-455-1001/fax 770-455-7148

Corally Rivera  
Clerk of the Court

---

**DORAVILLE MUNICIPAL COURT**  
**COVID-19 PANDEMIC POLICY AND PROCEDURES**  
(Effective June 2, 2020)

**PURPOSE**

The City of Doraville Municipal Court is open to the public as of June 15, 2020. For the duration of the COVID-19 pandemic, we will continue to operate in a manner consistent with the guidance, and stay abreast of new recommended practices, issued by the Centers for Disease Control and Prevention (CDC) and the Georgia Department of Public Health (GDPH).

To accomplish this objective, these COVID-19 pandemic policy and procedures detail the specific steps the Court is taking to safeguard the staff and the public's health and wellbeing, while ensuring the Court maintains its daily operations and services. In addition, this document provides guidance on how the Court will respond to defendants with new varying challenges produced by the pandemic.

**SECTION I: EXTENDED COURT CALENDARS, NEW COURT NOTICES AND COVID-19 POLICY AND PROCEDURES INFORMATION MAILED TO DEFENDANTS**

*Extended Court Calendars.* Additional court sessions have been added and court times staggered to maintain the recommended six feet (6 ft.) safe distancing among defendants, the public, and court staff as defendants and others enter and complete his/her business in the building.

- Court will be held each Monday, Tuesday, & Friday at 9:30 am, 12:00 pm, 2:30 pm.
- Defendants will enter the court in organized groups of 10 individuals every 15 minutes. These times will be noted on the reset notice mailed to each defendant and are scheduled as follows:
  - 9:30 am, 9:45 am, & 10:00 am
  - 12:00 pm, 12:15 pm, & 12:30 pm
  - 2:30 pm, 2:45 pm, & 3:00 pm
- All defendants with pending cases will receive a reset notice mailed to the address on his/her citation, unless an updated address was provided to Court staff. The reset notice contains the date and time of the scheduled court date and the appointed time to enter the court house building.

*Reset Notices.* This same required list of procedures is included in the Court Reset Notice:

- A face mask is REQUIRED to be worn at all times while inside the courthouse (except for a child under two years of age). Refusal to wear a mask, or removal of the mask at a later time, will deny entrance to, or result in removal from, the Municipal Court building.
- Markings have been placed outside and inside the courthouse at six-foot (6 ft.) intervals, as recommended by the CDC, to ensure a safe distance between individuals.
- Upon entering the courthouse, your temperature will be checked using a no-touch thermometer. If you have a fever of 100.4°F or higher, you will not be allowed in the building, and you will call the Clerk to have your case rescheduled.
- If you have been exposed to Covid-19, are the caretaker of an individual with Covid-19, have experienced Covid-19 related symptoms, or you, or a member of your household, have tested positive for Covid-19 within 14 days prior to your court date, please contact the Clerk in advance to have your case rescheduled.
- Only the defendant listed on the citation will be allowed to enter the courthouse (and attorney, if applicable). To accommodate social distancing, space is limited, therefore, friends, family members, or children may not enter the courthouse. If you feel the need to have someone with you, that person must wait in his/her vehicle, and can be contacted by phone when your case is called.
- Defendants under 21 years of age may have been instructed by the court to be accompanied by parents/guardians. At this time, only one (1) parent/guardian may be present as instructed by the court.
- If you have childcare issues, contact the court to have your case rescheduled.
- We will have a stack of “clean” pens for your use. When finished, place the pen in the “used” container. Feel free to bring your own blue/black ink pen to use.
- In order to maintain as safe an environment as possible, the Doraville Municipal Court and City of Doraville staff will thoroughly sanitize the courthouse building in between each court session, and hand sanitizer stations will be provided throughout the courthouse for your use.
- When entering court, the following items are not allowed in the courtroom: laptops/tablets, newspapers/magazines, backpacks, food & beverages. The following is NOT appropriate attire for court appearances: ripped/torn jeans, baggy pants that fall below the waist, shorts, tank tops/sleeveless shirts, clothing showing midriff or underwear, revealing/see-through attire, clothing/attire depicting or promoting illegal or inappropriate activity, hair curlers, hats, flip flops, bare feet, sunglasses.

## **SECTION II. PROCEDURES AT COURT HOUSE BEFORE, DURING AND AFTER EACH COURT SESSION**

*Concerted effort.* During this difficult time we ask everyone to do their part to keep the court running on time.

- Each defendant needs to arrive at the time listed on his/her notice. If a defendant arrives early, he/she will wait in his/her vehicle until his/her scheduled time, or until there is no one else in line [if the defendant utilized public transportation, he/she will maintain at least 6 ft. distance from others while waiting outside the building].
- If a defendant arrives after his/her scheduled time, he/she will wait outside the building until a court officer calls for late-comers.
- For individuals unable to enter the court house for any reason, or who will need to contact the court for further information, a pre-printed instruction slip with contact information will be available at the door.
- Prior to entering the building, the following questions will be asked:
  - Have you, or anyone in your household, tested positive for Covid-19 within the last 14 days?
  - Have you, or anyone in your household, had a sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell or taste, or a fever of or greater than 100.4° F within the last 14 days?
  - To the best of your knowledge, have you, or anyone in your household, been in close proximity to someone with Covid-19 within the last 14 days?
  - Have you traveled outside of the country or been on a cruise ship within the last 14 days?Any individual answering yes to any question above, or who is unsure of the answer to any question above, will be asked to leave the building, and he/she will be given a court contact slip for communication with the court at a later time.
- Any individual entering the building during our scheduled court dates will have his/her temperature checked, prior to passing through the metal detector, using a no-touch thermometer. If an individual has a temperature of, or higher than, 100.4° F, he/she will be asked to leave the building, and he/she will be given a court contact slip for communication with the court at a later time.
- Any individual entering the building will be required to wear a face mask. Anyone refusing to wear a face mask will be denied entry into the building.
- To maintain 6 ft. of distance, the pavement outside the building will be marked to ensure a safe distance between individuals waiting to enter the building.
- Inside the building, the floor will be marked; in the lobby, in the courtrooms, hallways, and at the pay window.
- The number of defendants in the courtroom is limited to maintain at least 6 ft. of distance between one other.

- All seating in the courtrooms will be arranged so that there is at least 6 ft. of separation between each seat.
- In order to maintain safe distancing, individuals attending court will be called by name and directed by staff for each step of the process once they enter the courtroom until his/her appearance in court is complete.
- Signs will be posted throughout the building reminding everyone to maintain a safe distance from each other and to sanitize his/her hands. Hand sanitizing stations will be placed throughout the courthouse.
- After each court calendar, the courthouse will be thoroughly sanitized by City staff.

### **SECTION III. PROCEDURES AT COURT HOUSE ON NON-CALENDAR SESSION DAYS**

- When court is not in session, the courthouse will be open on a limited basis for individuals to handle additional court matters in person:
  - Wednesday, 9:30 am – 1:30 pm
  - Thursday, 12:30 pm – 4:30 pm
- Only four (4) individuals will be allowed in the lobby at a time.
- To minimize in-person contact, individuals are encouraged to make requests for dispositions over the phone (770-455-1001), by mail (Doraville Municipal Court, 3765 Park Avenue, Doraville, GA 30340), or through e-mail ([Corally.Rivera@doravillega.us](mailto:Corally.Rivera@doravillega.us)). Open Records Requests can be made through the records request portal, JustFOIA, at [www.doravillega.us/flyout link 1/index.php](http://www.doravillega.us/flyout_link_1/index.php).
- Defendants are encouraged to pay his/her fine(s) online, if applicable, at [www.municipalonlinepayments.com/doravillega](http://www.municipalonlinepayments.com/doravillega).
- Court procedures will be posted in front window, in lobby, and on the City's website.

If anyone has any questions, or if anyone wishes to have his/her case rescheduled based on one of the conditions mentioned above, please contact the court at (770) 455-1001, Monday through Friday from 9 am to 5 pm. (Note that due to limited staff, someone may not always be available to answer the phone at all times. Please be patient and keep trying.)

For further information regarding Covid-19, risk factors, safety recommendations, how to make your own face mask, and more, please visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/>.