

JUN 15 2020

APRIL JACKBURN, CLERK FOR  
MAGISTRATE COURT, HENRY COUNTY, GA

MAGISTRATE COURT OF HENRY COUNTY  
STATE OF GEORGIA

STANDING ORDER FOR COURT PROCEDURES  
DURING JUDICIAL EMERGENCY

**IN ACCORDANCE WITH** the Third Order Extending Declaration of Statewide Judicial Emergency entered on June 12, 2020, by the Honorable Harold D. Melton, Chief Justice of the Supreme Court of Georgia, the Magistrate Court of Henry County, Georgia hereby adopts the following operating guidelines for in-court proceedings.

**I. OPERATING GUIDELINES FOR SHARED COURTHOUSE FACILITIES**

The Henry County Magistrate Court shares courthouse facilities with the Henry County State and Juvenile Courts. The Henry County State Court has previously adopted and implemented operating guidelines for common areas. In order to maintain consistency among the courts, The Henry County Magistrate Court hereby adopts and fully incorporates the State Court Guidelines regarding admission to and movement within the Judicial Center, as they may be amended from time to time.

**II. ADMISSION TO MAGISTRATE COURTROOMS**

The Henry County Magistrate Court will be conducting all hearings via video conferencing. Where an objection to video conferencing is raised, and after a ruling on the same, in-person hearings may be scheduled according to the guidelines listed below.

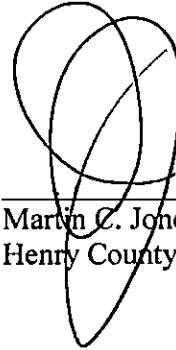
- a. The number of individuals allowed inside the Magistrate Court courtrooms shall be limited to no more than 10 persons at a time, including litigants and court personnel.
- b. All litigants and court personnel are required to wear a face mask or covering at all times while inside the courtrooms, conference room or staging areas.
- c. Upon entering the Magistrate Court courtrooms, litigants must sit in one and only one designated seat, which has been pre marked and which will be at least six (6) feet away from all other designated seats.
- d. As a result of social distancing requirements, seating inside of the courtrooms will be limited. As such, individuals who have official business with the courts will be given priority with regard to seating inside the courtroom.
- e. All proceedings will be made available for viewing via a live, audio-video stream.
- f. The Courtroom shall be sanitized in between each in-person hearing session.
- g. The use of hand sanitizer shall be required by each individual before handling any paperwork.

The Henry County Magistrate Court will continue to amend these guidelines in accordance to public health recommendations and requirements.

It is hereby ORDERED, that a copy of these guidelines be posted on the Henry County Magistrate Court website.

The Clerk of Court is hereby DIRECTED, to transmit a copy of this Order to the Administrative Office of the Courts.

This 15<sup>th</sup> day of June 2020.

A handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke, positioned above a horizontal line.

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Martin C. Jones, Chief Judge  
Henry County Magistrate Court