

## **Ludowici Municipal Court**

Ludowici Municipal Court will begin holding court on June 11, 2020. Entry into the court room will be limited. See details below.

### **Court dates and time(s):**

Those who have been issued a court date either by citation or subpoena are expected to be present on the date and time listed on their citation/subpoena. If you have questions about either the date or time of your court date you need to contact the Ludowici Municipal Court Clerk at 912-545-2832 Monday through Friday from 8 AM until 4:30 PM. Note we will not reschedule court date on the day of court.

If for any reason you do not feel comfortable attending your court hearing or you are not feeling well or if you are a member of an immune-compromised population (or living in a household with someone who is immune-compromised) or are over the age of 65 please call our office at the number listed above and we will gladly continue your case to a later date.

### **Staging Area**

All of the area in front of City Hall will be the staging area for all individuals coming to court. There will be marks on the concrete identifying six (6) feet of separation for individuals to stand. All individuals will remain in this area until the court room has been cleared and (17) seventeen more individuals are allowed in.

- **All individuals entering Ludowici Municipal Court will be asked the following the questions.**
  1. Have you traveled internationally or on a cruise ship or riverboat in the last fourteen days?
  2. Have you had contact with anyone confirmed to have COVID-19 in the last fourteen days?
  3. Have you experienced any of the following symptoms in the last fourteen days:
    - a) Fever of 100.4F or greater
    - b) Difficulty breathing or shortness of breath
    - c) Persistent Cough
  4. Receive temperature screening.
    - a) Any person experiencing a temperature of 100.4 degrees or higher will be denied entry.
  5. Any individual responding yes to two or more of the above-referenced questions shall be denied entry.
  6. Any individual refusing a temperature screening will be denied entry.
  
- **All individuals will need to review the documents they are giving upon entering the courtroom. These documents will consist of their rights during court and the option to enter a plea or send their case to a higher court. Each individual will be asked to sign these documents.**

### **Court room entry**

- **The number of individuals allowed into the court room will be limited to sixteen (16) at a time.**
- **All individuals will apply hand sanitizer before entering the court room and wear a face covering the entire time while in the Courthouse.**
- **All individuals entering the court room shall maintain six (6) feet of separation at all times.**

Court room conduct:

Those who have entered the court room will stand in the designated assigned areas which will allow all to maintain six (6) feet of separation. When an individual's case is called, they will approach the front of the court room and follow the instructions of where to stand by either the Judge or the bailiff(s) working inside the court room.

At the conclusion of the individual's case they will exit through the rear door of the court room and go see the clerk at the window. There will be markers on the floor designating where to stand to maintain the six (6) feet of separation.

Probation:

During this time Probation will only be allowed to get pertinent information about the individuals given probation or those who choose to go on probation for payment. They will give each individual a date and time to report to their office.

Public:

The Courtroom remains open to the public as required by Law. The above guidelines are intended to be in compliance with public health guidance and with the requirements of the United States and Georgia constitutions and applicable statutes and court rules. These guidelines are intended to allow all of us to move forward together by practicing social distancing and other daily habits to reduce our risk of exposure to the virus that causes COVID-19. Please remember: to practice social distancing (specifically, staying 6 feet away from others when you must go into a shared space); frequently wash your hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available; wear face coverings (mask or cloth); avoid touching eyes, nose, and mouth; stay home when sick; and avoid frequently touched objects and surfaces.

SO ORDERED this 25<sup>th</sup> day of May, 2020.



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Chief Judge Billy Tomlinson  
Ludowici Municipal Court