

**Norcross Municipal Court**

65 Lawrenceville Street

Norcross, GA 30071

770-448-2173

Kenneth Wickham

Chief Judge

Joy Williams

Chief Clerk of Court

**NORCROSS MUNICIPAL COURT**

**COVID-19 PANDEMIC POLICY AND PROCEDURES**

**(Effective June 15, 2020)**

**PURPOSE**

The **Norcross Municipal Court** is operational as of June 16, 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 Prevention (CDC) and the Georgia Department of Public Health (GDPH).

To accomplish this objective, these COVID-19 pandemic policies and procedures detail the 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 to the public.

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

Extended Court Calendars will be implemented as needed to maintain the recommended six feet (6ft) safe distancing among defendants, the public, and court staff as defendants and others enter and complete their business in the building.

- Court will be held each Tuesday, Wednesday beginning at 9:00 AM and Thursday for remote inmate calendar at 9:00 AM.
- Defendant will enter the court room in organized groups of 11 individuals at a time, others will be asked to wait until they are directed to come into the court room.
- All defendants with pending cases will receive a reset notice where required. The reset notice contains the date and time of the rescheduled court date.

The following list of requirements are necessary and applies to any defendant/attorney wishing to enter the court:

- A facemask or face covering is **REQUIRED** and should be worn at all times while inside the courtroom. Refusal to wear a mask, or removal of the mask at a later time, will deny entrance to, or result in removal from the courtroom.

- Markings have been placed outside and inside the building at six-foot (6 ft.) intervals, as recommended by the CDC, to ensure a safe distance between individuals.
- Upon entering the courtroom, your temperature will be checked. If you have a fever of 100.4 degrees Fahrenheit or higher, you will not be allowed in the courtroom, and you must follow instructions to have your case rescheduled.
- If you have been exposed to 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 courtroom (and attorney, if applicable). To accommodate social distancing, space is limited, therefore, friends, family members may not enter the courtroom, but may view via You Tube at [norcross municipal court](#) during court session **ONLY**.
- If you have childcare issues, please contact the court to have your case rescheduled
- In order to maintain a safe environment, the City of Norcross and Norcross Municipal Court will provide a cleaning staff to thoroughly sanitize the courtroom and provide sanitizer for your use

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

Concerted effort. During this difficult time, we ask everyone to do his or her part to keep the court operating on time.

- Each defendant needs to arrive at the time listed on the citation or his/her notice.
- When court is not in session, the Municipal Court is closed to the public. It is expected that Norcross Municipal Court and the City of Norcross will open to the public as of July 1, 2020 unless otherwise notified.
- Defendants are encourage to pay his/her fines(s) online where applicable at: [www.norcrosscourt@norcrossga.net](http://www.norcrosscourt@norcrossga.net).
- Court procedures will be posted as deemed appropriate and on the City's website.
- To minimize in-person contact, individuals are encouraged to make requests for dispositions or other court related issues at [court@norcrossga.net](mailto:court@norcrossga.net).

If anyone has questions, or there is a need to reschedule your case due to COVID-19 concerns, please contact the court at (770) 448-2173, Monday-Friday from 8:00 AM to 4:30 PM. (Note that due to limited staff, someone may not always be available to answer the phone at all times.

For further information regarding COVID-19 risk factors, safety recommendations, and how to make your own face mask, and more, please visit the CDC website at <https://www.cdc.gov/coronavirus/2910-ncov/>.