



Bloomingdale Municipal Court
Yvonne Anderson, Court Administrator
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Dear citation holder,

As you know, the COVID-19 pandemic has affected many of us and our daily lives. Because of the recent expiration of restrictive Orders and because of the most recent Order by the Georgia Supreme Court, Bloomingdale Municipal Court is moving forward with court hearings that were set on the 07/14/2020 docket. You are receiving this letter because your case is one of the cases affected.

As you can imagine we are going to face a “new normal” and that will include some new procedures being put in place. We hope that you understand that these changes are not to inconvenience you, but to ensure that everyone has the opportunity to handle their judicial matters safely and efficiently.

We ask that you follow the guidelines below for a safe, effective and efficient experience.

1. In Order to comply with CDC physical distancing guidelines, we ask that only defendants and or their attorney should attend the court hearing. Please do not bring any non-essential persons (children, spouses, or other family members) to your scheduled hearing time. If you do not have childcare, or if you are uncomfortable complying with this, then please contact the Court, at the number above, as soon as possible so that your Court date can be reset or other arrangements can be made.
2. Defendants 21 and under may have one parent or guardian attend the court hearing with them.
3. All court staff and defendants will be required to wear a face mask. You must bring your own face mask. The court will not be able to provide one for you. Please notify our office at the number above if you are unable to obtain a face mask for your court hearing.

4. Upon arrival please park in the center parking lot between the Bloomindale City Hall building (where the courtroom is located) and the Bloomingdale Police Department. If there aren't any open parking spots please advise an officer that will be in the parking lot that you have arrived and need to park in a different location. There will be a check in area to notify the court that you have arrived. Once you check in please remain in your vehicle until an officer retrieves you for your hearing. **Court starts at the time listed on the notice attached to this letter, but this does not mean that will be the exact time you will be called into the courtroom.**
5. The courtroom, common areas, and the lobby of the police department will be measured out to reflect 6' social distancing marks by tape and or orange cones. Officers will also be present to direct you of the procedures that will be taking place. Please listen to the officer's directions and adhere to the signs and markings that will be set in place.
6. Before you enter the courtroom, your temperature will be taken. You will also be asked: Have you traveled to any high risk areas (or outside of the State of Georgia) in the last fourteen days; Have you had contact with anyone confirmed to have COVID19 (coronavirus) in the last fourteen days; Have you experienced a fever of 100 degrees or greater; difficulty breathing; or persistent cough in the last fourteen days; or are you experiencing fever of 100 degrees or greater; difficulty breathing; or persistent cough now. If the answer to any of these questions is yes then you will not be allowed in the Courtroom and your Court date can be reset or other arrangements can be made. You may call the Clerk in advance to request a continuance if your answer to any of these questions will be yes.
7. In order to reduce everyone's risk of exposure, there will be no chairs out to be able to sit. If you need a chair or standing is difficult, please let us know in advance when you check in or by calling the office at the number listed above for us to make arrangements for you. Please follow the directions given by the officers to the procedures that you will need to follow inside of the courtroom.
8. 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.
9. Along with this letter you will also find a Waiver of Rights Form that is usually signed and dated by defendant's that plead guilty and waive their right to have a jury trial at the end of their court hearing. We are asking that if this is applicable to your case please sign and date the form before your court hearing and bring it with you to court. You may turn the form into a specified location at the end of court. This will minimize physical contact with surfaces.

10. 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.

As always, we continue to have the following payment options available:

1. Cashier's check or money order by mail
2. Credit/debit card by phone at (800) 262-0128
3. Credit/debit card online at www.ezcourtpay.com

Please stay safe and we look forward to working with you

Sincerely,

Yvonne Whitfield
Court Administrator