

Due to the ongoing COVID-19 health concerns, 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 have questions about this, if you have small children and do not have child care, or if you are uncomfortable complying with this, please contact the Court Clerk, at the number on your notice, 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. Please bring your own face mask if possible. The court may 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. *Parking is limited due to construction.* If you have trouble parking, please notify an officer. Your notice will specify your court time, but this does not mean you will enter the building at this time. 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 you are notified to enter the building.
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. Please contact the Clerk to request an automatic 30-60 day continuance if the noticed party is a member of an immune-compromised population (or living in a household with someone who is immune-compromised) or is over the age of 65.
7. In order to reduce everyone's risk of exposure, we will be staggering seating in the courtroom. Please follow the directions given by the officers to the procedures that you will need to follow inside of the courtroom.

\*CONTINUED ON REVERSE\*

8. If for any reason you do not feel comfortable attending your court hearing or you are not feeling well 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 defendants that plead guilty and waive their right to have a trial. Please sign and date the form before your court hearing and bring it with you to court.

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.