

**IN THE MUNICIPAL COURT OF THE CITY OF JEFFERSON  
STATE OF GEORGIA**

**IN RE: ORDER Establishing  
Operating Guidelines**

**Extended Declaration of Judicial  
Emergency Due to  
Coronavirus/COVID-19**

**ORDER ESTABLISHING OPERATING GUIDELINES**

WHEREAS, the both the Chief Justice of the Georgia Supreme Court (“Chief Justice”) and the Chief Judge of the Piedmont Judicial Circuit (“Chief Judge”) have declared a Judicial Emergency due to coronavirus/COVID-19 pandemic;

WHEREAS, the Judicial Emergency effects the safety and welfare of all participants in the City of Jefferson Municipal Court judicial system, including police officers, probation officers, court personnel, defendants, probationers, and members of the public;

WHEREAS, the Chief Justice’s Judicial Emergency Order has been extended four (4) times, most recently on July 10, 2020;

WHEREAS, the courts of the State of Georgia are required to submit their operating guidelines to the Administrative Office of the Courts (“AOC”);

THEREFORE, it is ORDERED that:

- i) This Order shall be submitted to the “AOC” in compliance with the most recent Judicial Emergency Order;
- ii) The City of Jefferson Clerk of Court and City Clerk shall post this Order on any public notification websites, at City Hall, at the Police Department, and at the Municipal Courtroom;
- iii) That the City of Jefferson Clerk of Court shall provide notice of this Order to all affected parties, attorneys and members of the public;

It is hereby FURTHER ORDERED that the following Operating Guidelines, in effect since the resumption of proceedings in the Municipal Court for the City of Jefferson on June 9, 2020, shall continue until further order of the Chief Justice, the Chief Judge, or this Court:

### **OPERATING GUIDELINES**

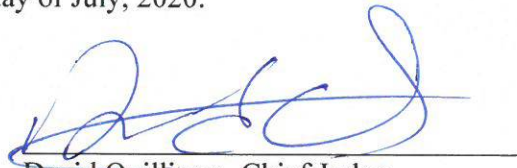
The coronavirus/COVID-19 pandemic, having greatly affected daily life, procedures are required to comply with social distancing and other public health requirements to safeguard the health of litigants, lawyers, judges, court personnel, and the public during in-court proceedings.

The following procedures and guidelines, in effect until further notice, are not designed for inconvenience, but rather to ensure that matters are handled safely, effectively, and efficiently:

1. Do not bring any non-essential members (e.g., children, spouses, other family members, friends, etc.) to court.
2. Contact the court clerk ([astudivant@cityofjeffersonga.com](mailto:astudivant@cityofjeffersonga.com); 706-367-5231) about your scheduled court date immediately so that your Court date can be reset or other arrangements can be made if:
  - a. You are a person subject to Section III of Executive Order 07.15.20.01 titled "Sheltering in Place" (<https://gov.georgia.gov/document/2020-executive-order/07152001/download>); or
  - b. You have small children and do not have childcare due to COVID-19; or
  - c. You are over the age of 65; or
  - d. You are currently infected with COVID-19 or in quarantine due to exposure to a person with COVID-19.
3. Defendants under 21 years of age may have one parent or their legal guardian attend the court hearing with them.
4. ALL litigants, lawyers, judges, court personnel, and the public will be required to wear a face mask. YOU MUST BRING YOUR OWN FACEMASK. The court will not be able to provide one for you.
5. Upon arrival to the building and parking lot housing the City of Jefferson Municipal Court:
  - a. PARKING: Please park in the front parking lot of the Jefferson Police Department.
  - b. SPECIFIC ARRIVAL/CHECK-IN INSTRUCTIONS: There will be a check-in area to notify the court that you have arrived. Once you check-in remain in your vehicle until an officer retrieves you for your hearing. Court starts at 9:00 A.M. but this does not mean that will be the exact time you will be called into the courtroom.

6. The courtroom, common areas, and the lobby of the police department will be measured out to reflect six feet (6 ft.) social distancing marks within the building. Officers will also be present to direct you of the procedures that will be taking place. Pay close attention to the officers' directions and adhere to the signs and markings that will be set in place.
7. Everyone's temperature will be taken before entering the building and will be asked screening questions. When screened, anyone who registers a fever of 100.0 degrees, or higher, will be refused admission and will be given documentation regarding a new court date.
8. To reduce everyone's risk of exposure, there will be twelve (12) chairs in the courtroom. Only twelve (12) individuals will be allowed in the courtroom at a time. Please do not move the seated chair. They are spaced six feet (6 ft.) apart for your safety. All chairs will be sanitized after each use. You may stand if you choose. Once inside the building, follow the directions given by the officers regarding the procedures that you must follow inside of the courtroom.
9. If your citation is a payable fine you can pay by phone 1-800-262-0128 or by website at [www.ezcourtpay.com](http://www.ezcourtpay.com).
10. If you have questions or concerns you may contact [astudivant@cityofjeffersonga.com](mailto:astudivant@cityofjeffersonga.com) or [kwallen@cityofjeffersonga.com](mailto:kwallen@cityofjeffersonga.com) or call 706-367-5231.
11. The courtroom will remain 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 for the business of the court to proceed through the practice of social distancing and other habits to reduce the risk of exposure to the virus that causes COVID-19.
12. Prior to your court date and every day thereafter, please remember: to practice social distancing [specifically, staying six feet (6ft.) 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.

IT IS SO ORDERED this 16<sup>th</sup> day of July, 2020.

  
David Quilliams, Chief Judge  
City of Jefferson Municipal Court