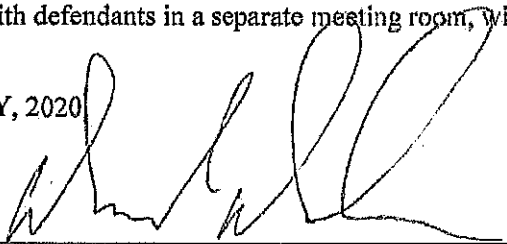


**COURT OPERATING PROCEDURES**  
**EFFECTIVE MAY 21, 2020**

In light of the issues related to the quarantine and the current judicial emergency, the Municipal Court of Austell will implement the following procedures to address the safety of the public and Court personnel.

1. Chairs will be removed from the courtroom so that no more than 30 defendants can be in the courtroom at any one time. Additional chairs will be placed in the lobby/hallway for those who are attending court. Appropriate social distancing will be maintained at all times in the Courthouse/Threadmill Building.
2. People who arrive for Court will sign in and then wait in the lobby with social distancing as directed by Court personnel. At sign in, defendants and counsel will have their temperature taken and will complete a form regarding their possible exposure. Those persons with a temperature in excess of 99.5 degrees or a risk of exposure will not be admitted and their case will be rescheduled.
3. Persons coming to court will be encouraged to wear masks, Those persons who cannot bring their own masks will be provided one by court personnel. No one, including children, will be permitted past the sign in table who is not wearing a mask and they must continue to wear the mask the entire time they are in the building.
4. While persons are waiting for their case to be called, they will be able to view a video advisement regarding court procedures and the rights held by defendants in criminal cases.
5. Court proceedings will also be broadcast outside the courtroom so that members of the public and those accompanying defendants will be able to observe and hear.
6. Court interpreters will be made available to non-English speaking defendants. They will have gloves, masks, and will observe social distancing.
7. The court will provide pin-pad equipment so that defendants can pay fines without submitting debit/credit cards to Court personnel.
8. If a defendant is entering a plea on a non-arrestable charge or one which would be a non-appear, the defendant shall not be brought before the Judge, but shall wait as directed by the bailiff for the Judge to review the plea agreement and return the plea paperwork to the bailiff. At the conclusion of the case the defendant shall receive a copy of the sentence sheet. For all other cases the defendants shall come before the Judge for review of the plea agreement, entrance of sentence (if approved) and further processing. The defendant shall receive a copy of the sentence sheet at the conclusion of the proceedings. If the defendant is receiving a probated sentence, the defendant will receive the sentencing sheet and information regarding probation after meeting with probation officials, and providing a valid current mailing address.
9. Prosecutors shall be made available to confer with defendants in a separate meeting room, with screens and social distancing.

SO ORDERED THIS 8 DAY OF MAY, 2020

  
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JUDGE DAVID P. DARDEN  
CHIEF JUDGE  
MUNICIPAL COURT OF AUSTELL