

IN THE MUNICIPAL COURT OF THE CITY OF BROOKHAVEN  
DEKALB COUNTY  
STATE OF GEORGIA


City of Brookhaven  
Municipal Court  
Received and Filed:

IN RE: Court Procedures for COVID-19

Date: July 20, 2020

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This 21<sup>st</sup> of July, 2020

  
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Court Signature

**SECOND STANDING ORDER ON COURT PROCEDURES**

WHEREAS, the Governor of the State of Georgia determined that a Public Health State of Emergency exists in the State of Georgia due to the spread of the Coronavirus/COVID-19;

WHEREAS, the Chief Justice of the Supreme Court of Georgia determined that a Statewide Judicial Emergency exists pursuant to O.C.G.A. § 38-3-60 et seq., and entered multiple Orders on the subject, that may be amended or renewed;

WHEREAS, the City of Brookhaven is situated in DeKalb County, Georgia, and is likewise experiencing the Public Health State of Emergency and the Judicial Emergency;

WHEREAS, the Judicial Emergency substantially restricts the normal functioning of the judicial system as it relates to interaction between individuals, including public court sessions;

WHEREAS, Brookhaven Municipal Court (the "Court") formulated a plan to reopen the Court, dated June 4, 2020, and pursuant to the Supreme Court's Order dated July 10, 2020, updated that plan to reopen Court, dated July 20, 2020, incorporated herein by reference;

NOW THEREFORE, the Court hereby Orders as follows:

Regularly scheduled in-person Court sessions shall resume on June 15, 2020. All in-person Court sessions shall be conducted using the following procedures:

1. Prior to entry into the building individuals, including court personnel, will be required to:
  - a. Have their temperature taken with non-contact thermometer (cleaned and disinfected according to manufacturer's instructions) and will be refused admittance if the temperature reading is 100.4°F (38.0°C) or above.
  - b. Respond to the following screening and be refused admittance with any affirmative answer to:
    - i. Are you feeling ill?
    - ii. Have you recently had chills or a fever?

- iii. Have you recently had a cough, shortness of breath, or difficulty breathing?
    - iv. Have you recently had a sore throat?
    - v. Have you or anyone you've been in close contact with tested positive for COVID-19 within the past 14 days?
    - vi. Are you or anyone you've been in close contact with suspected of having COVID-19 within the past 14 days?
  - c. Wear a face mask covering the nose and mouth at all times while inside the Brookhaven Public Safety Building. Masks will be provided to individuals who do not bring their own.
  - d. Use hand sanitizer provided by the court when entering the court room.
  - e. Anyone who refuses a, b, c, or d, above, will not be admitted into the building except to obtain a reset notice at the clerk's window after all other cases have been resolved and all other defendants have left the building.
  - f. Anyone who violates these rules after entering the building may be held in direct contempt of Court and be subject to fines and incarceration.
2. No one under the age of 17 will be admitted to the building unless that individual is a victim or witness on a case. If a defendant does not have available childcare, their case will be reset to a future date.
3. Family and friends will be discouraged from entering the building except in cases where a parent or guardian is accompanying a defendant who is 17 to 21 years old or a victim or witness under the age of 17.
4. The general public will not be allowed to wait in the lobby except for one person at the clerk's window and one person undergoing security screening.
5. The number of individuals in the courtroom shall be limited to 30, including court personnel.
6. Every individual shall maintain a minimum of six feet of space between themselves and other individuals except when consulting with counsel or a family member or exchanging required paperwork.
7. Chairs in the courtroom shall be spaced to maintain six feet of distance between individuals. The floor will be marked where chairs should be placed. Extra chairs and tables will be removed from the courtroom.
8. Defendants and their attorneys will be given the opportunity to meet with the solicitor in the courtroom prior to or during the playing of the court's audio recording, and again after playing the audio recording.
9. Hand sanitizer will be available to individuals leaving the building.

10. Pens used to sign requisite documents shall be discarded.
11. Individuals will be asked to avoid touching surfaces such as the podium, tables, etc. except when necessary to sign documents.
12. The courtroom will be cleaned and sanitized between court sessions.
13. Online and outside the building general guidelines will be posted in English and Spanish.
14. A copy of this Order shall be posted outside the building for public review.

**IT IS SO ORDERED** this 20<sup>th</sup> day of July, 2020.

*Jonathan R. Granade*

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**Jonathan R. Granade, Chief Judge**  
Brookhaven Municipal Court  
DeKalb County, Georgia

*Laura Stevenson*

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**Laura Stevenson, Judge**  
Brookhaven Municipal Court  
DeKalb County, Georgia

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