



Court Operating Procedures in Response to COVID-19

City of Canton Municipal Court will resume operations, using Social Distancing, Gathering, and Personal Protective Equipment protocols as defined in Governor Kemp's Executive Order dated April 23, 2020. Individuals entering the City of Canton Municipal Court will proceed through the existing security screening process, and this process now includes a no contact thermometer screening. The courtroom and building will be frequently sanitized, including between morning and afternoon sessions. While City of Canton Court is open to the public, during this Continuing Statewide Judicial Emergency and in an effort to stop the transmission of Coronavirus/COVID-19, the Court requests, but does not order, the following accommodations of the public and litigants to further mitigate and stop the spread of illness:

- Individuals appearing in court should be limited to court personnel and litigants.
- Children should not attend court at this time.
- Litigants meeting criteria for higher risk of severe illness as defined by the Centers for Disease Control and Prevention should immediately contact the City of Canton Municipal Court Clerk if requesting to reschedule their case.
- Litigants are granted resets when there is a health concern, economic hardship, or lack of childcare.
- Court Security will be using temperature scanners to ensure that defendants with temperatures higher than the CDC guidelines are not allowed in the Public Safety / Municipal Court Building.
- Every person entering the Public Safety / Municipal Court Building will be required to use hand sanitizer provided by the court before entering the courtroom and before entering prosecutor office.
- All employees and the public are required to wear a mask or face covering when entering the Public Safety / Municipal Court Building. Masks will be provided for employees and members of the public seeking entry who do not have one.
- All individuals entering the building will be required to maintain social distancing requirements. This will include, but not limited to, remaining six feet apart and comply with all markings in the building.
- Based on the size of the courtroom no more than 20 individuals will be allowed to enter the courtroom at a time. The seating has been arranged by court personnel to maintain social distancing requirements.
- Courtroom personnel will direct how many people can enter the courtroom. If there are more people waiting to enter the building than are allowed, those individuals will be required to provide their phone number and wait in their vehicle. Court personnel will notify the individual by call or text when they may enter the courtroom.
- Signs are posted limiting restroom capacity.
- The public is provided with multiple hand sanitizer stations.

Regards,

A handwritten signature in black ink that reads "Teresa Fitts". The signature is written in a cursive, flowing style.

Teresa Fitts
Court Administrator

MUNICIPAL COURT

Teresa Fitts, *Municipal Court Clerk* • Daniela Parr, *Deputy Court Clerk* • Christine Davis, *Deputy Court Clerk*

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