

As we work through new procedures, we hope that you understand that these changes are to ensure that everyone who enters our Courtroom has the opportunity to handle their judicial matter safely and efficiently.

We ask that you follow the guidelines below for a safe, effective and efficient experience:

- Due to social distancing guidelines, seating has been reserved for the person who received the citation. We ask that you not bring additional support persons with you during this time. As an additional safety precaution, please do not bring infants or children to court. If childcare is an issue, please contact the court at virtualcourt@sandyspringsga.gov to request virtual court or municipalcourts@sandyspringsga.gov to request a one-time courtesy reschedule.
- If you are a non-English speaker and require the services of an interpreter, please email the court at municipalcourts@sandyspringsga.gov prior to the date and time noted on the enclosed reschedule notice to allow court personnel time to reschedule you for an interpreter court date.
- The court asks that defendants under the age of 21 bring only one (1) parent or guardian to attend the court hearing with them, although not required by law.
- Court times have been staggered in an effort to continue social distancing guidelines. Therefore, you must be checked in at the security check point at or before your court time. The Court is requesting defendants to come only at their scheduled court time.

What to expect at the Security Check Point:

- Please bring your rescheduled notice with you to court.
- Your temperature will be taken and if you have a temperature higher than the CDC guidelines you will not be allowed in the courtroom.
- You will be asked to sanitize your hands.
- The use of your own personal mask is highly encouraged.

What to expect if you fail to appear in Court:

- Failure to appear in court or pay your citation prior to court may result in a warrant being issued and your driver's license submitted for suspension by the Georgia Department of Driver Services.
- Most citations can be paid online at www.sandyspringsga.gov or via the automated phone system by calling 770-206-2075.
- In the event you are sick or do not feel comfortable appearing in court, please contact us at municipalcourts@sandyspringsga.gov and we can discuss other possible options.

Virtual Court:

If you are interested in handling your case virtually please email the court at virtualcourt@sandyspringsga.gov or call at 770-206-2075.

Please stay safe and we look forward to serving you.

MUNICIPAL COURT

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