



STATE OF GEORGIA

**OPERATING GUIDELINES ESTABLISHED PURSUANT TO THE SUPREME COURT'S ORDER DATED
JUNE 12, 2020**

Pursuant to O.C.G.A. § 38-3-61 a State of Judicial Emergency was declared by Harold D. Melton, Chief Justice of the Supreme Court of Georgia on March 14, 2020, extended April 6, 2020, May 13, 2020, and June 12, 2020.

If you have already paid your citation and your appearance is not mandatory, you do not need to come to court. If you want a trial, it is your right to appear in court. If you are not sure whether you must appear in court, please contact the clerk's office at (770) 834-4451.

Due to CDC social distancing guidelines, we are implementing staggered court times for all court dates. We ask that you follow the guidelines below for a safe, effective, and efficient experience.

- When you arrive for your court appearance, please stay in your vehicle until 5 minutes before your court time.
- As you approach the court entrance, please adhere to the six feet social distancing. We will only be allowing 19 defendants in the courtroom at a time.
- Defendants are encouraged to wear their own mask inside the courtroom
- Only the defendant named on the citation is allowed in the building. The only exception, defendants under 25 may bring 1 parent/guardian.
- No children will be allowed in the building. If a defendant has a childcare issue, they will be allowed a one-time courtesy continuance by calling (770) 834-4451.
- Defendants over 60 years old who are not comfortable with coming to court will be issued a one-time courtesy continuance by calling the clerks' office.
- All chairs will be 6 feet apart
- Sanitizing station will be in use
- The courtroom will be disinfected prior to each court session and areas that are shared by individuals will be disinfected between each person.
- Please call for a reschedule if you have
 1. If you have had contact with anyone confirmed or presumed to have COVID-19 within the last 14 days



2. If you have experienced symptoms of COVID-19, including cough, shortness of breath or with difficulty breathing, fever above 100.4 degrees, chills, muscle pain, sore throat, headache, or new loss of taste or smell
3. If you have tested positive for the virus

To Comply with the Fourth Judicial Emergency Order, The Carrollton Municipal Court

- Shall require isolation of any person with known or suspected COVID-19 and quarantine of any person with COVID-19 exposure likely to result in infection, in accordance with the DPH Seventh Amended Administrative Order for Public Health Control Measures."
- "When there is reason to believe that anyone who works or has visited a court facility has been exposed to COVID-19, DPH or the local health department shall be notified and notification of persons who may have been exposed shall occur as directed by DPH or the local health department."

As always, we continue to have the following payment options available:

- Money order by mail
- Credit/debit card by phone at 770-834-4451, option 3
- Money order, credit/debit card, cash, or an instate check with a limit of \$350 in person.

Again, if you have any questions, you may contact Court Services by email at courtclerk@carrollton-ga.gov or by phone at (770) 834-4451.

A handwritten signature in blue ink that reads "C. David Mecklin". The signature is written in a cursive style and is positioned above a horizontal line.

Judge, C. David Mecklin
Judge, Carrollton Municipal Court