

## Ray City Municipal Court

### COURT PROCEDURES IN RESPONSE TO COVID-19

You are receiving this letter as a reminder of your upcoming court date, scheduled **Monday, June 22, 2020** at 9:00 AM at Ray City Municipal Court 8151 Main St., Ray City, GA.

**If you have already paid your citation and if your appearance is not mandatory, you do not need to come to court.** If you wish to dispute the violation, it is your right to appear in court.

If you are not sure whether you must appear for court, please contact the **clerk's office: (229) 455-2501**

In response to the threat posed by COVID-19 virus, Ray City Municipal Court has implemented changes to court hearing procedures. Please be advised of the following:

- When you arrive for your court hearing, you will check in outside of the Municipal Court building with court staff. You will be asked to provide your name and cell phone number, then asked to return to your car and wait in the parking lot. You will be contacted by phone when it is your time to meet with the Judge.
- Only the Defendant listed on the citation will be allowed to enter the court, with their attorney if applicable. Individuals under 21 years of age may be accompanied by one parent/guardian.
- **No friends, family members, or children may enter the courtroom.** If you encounter a childcare issue, please contact the clerk's office prior to your hearing. Continuances will be granted.
- Defendants who are 60 years of age or older and are not comfortable coming to court due to increased risk you may contact the clerk's office prior to the hearing date. Continuances will be granted.
- **Any Defendant who is ill will not be permitted to enter the court.** If you do not feel well, please stay at home and call the clerk's office. Continuances will be granted.
- **Defendants will be required to wear a face covering (mask or cloth) the entire time while inside of the Municipal Court building.** If you do not have a face covering, one will be provided for you.
- Defendants who require an interpreter for court proceeding please contact the clerk's office prior to your court date. **(Los acusados que requieran un interprete, comuniquense de inmediato al telefono (229) 455-2501 para obtener mas informacion).**
- All Defendants and staff must observe **at least six feet of social distance at all times.**

**The following payment options are available:**

- Money order by mail: Ray City Municipal Court, P.O. Box 128, Ray City, GA. 31645
- Credit/debit card by phone at (229) 455-2501.
- Credit/debit card online at [www.raycitygapay.com](http://www.raycitygapay.com)