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GUIDELINES FOR HOLDING COURTCOWETA COUNTY, GA.
SHEILA W. ECHOLS, CLERK


For purpose of complying with ¶. 4 of Chief Justice Melton's "Second Order Extending Declaration of Statewide Judicial Emergency", now comes, John Herbert Cranford, Chief Judge of the State Court of Coweta County hereby developing this written guideline for operation of the State Court of Coweta County, Georgia.

- 1) Anyone that is symptomatic of the COVID-19 virus (fever, cough, headache, nausea) should not attempt to enter the Coweta County Justice Center. If you are symptomatic, you should notify the Clerk of State Court's office (770-254-2699) and your court date will be continued.
- 2) Body temperature of all individuals entering the Justice Center will be electronically monitored. If it is indicated that any individual has a fever, that individual will not be allowed to enter the building. They will be provided with a paper notice that will assist them in obtaining a new court date.
- 3) Some court calendars have been split (alphabetically) to reduce the number of individuals in the courtroom. No one may enter a courtroom until their designated (noticed) time slot.
- 4) At all times, within the Justice Center, all individuals are to respect social distancing (6 feet of separation).
- 5) At all times, within the Justice Center, all individuals are required to wear a mask or facial covering. Mask will be available at the entrance to the building to ensure compliance. Individuals may wear their own mask or face covering, provided their mouth and nose area remain covered.
- 6) Non-essential party members (family, friends, etc.) should not be brought into the Justice Center.

- 7) Those outside the courtroom, awaiting their time slot, should respect social distancing and not congregate in any area. No more than 2 individuals at a time should be seated on any of the benches provided outside of the courtrooms.
- 8) Once inside a courtroom, individuals should only be seated in designated areas. Appropriate seats will be indicated and closed off benches are to remain empty. Bailiffs shall assist and instruct individuals on entering and being seated in the courtroom.
- 9) In order to assist with traffic flow and social distancing concerns, certain areas will be quarantined off. Only designated court officials shall be allowed within these areas.
- 10) No one is to approach court personnel or officers within the courtroom unless acknowledged first. If anyone has any concern or questions, they may get the attention of the court or a court official by raising their hand.
- 11) The Coweta County Building Department shall clean/sanitize the courtroom(s) before and after each session of court.

Any individual who violates or fails to comply with these guidelines will be:

- 1) Ask to comply with the specific guideline.
- 2) If any individual then fails to comply, they will be instructed to quietly leave the building.
- 3) If any individual refuses, the request of a law enforcement officer to leave the building, they will be subject to arrest.



John Herbert Cranford, Chief Judge
State Court of Coweta County

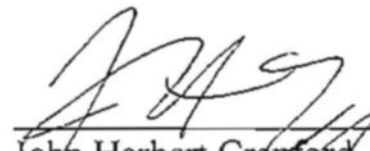
IN THE STATE COURT OF COWETA COUNTY
STATE OF GEORGIA

FILED IN OFFICE
CLERK OF STATE COURT
2020 JUL 13 AM 10:25
COWETA COUNTY, GA
SHEILA W ECHOLS, CLERK

ADDITIONAL GUIDELINES FOR
HOLDING COURT

- 1) Any individual who works in the Coweta County Justice Center (State Court of Coweta County, Georgia) shall:
 - A. If the individual/employee has or suspects that they have COVID-19 the individual shall be isolated in accordance with the Department of Health (DPH) Seventh Amended Administrating Order for Public Health Control measures.
 - B. If the individual/employee is exposed to COVID-19, that individual shall be quarantined in accordance with the Department of Public Health (DPH) Seventh Amended Administrative Order for Public Health Control Measures.
 - C. When there is reason to believe that anyone who works or has visited the Coweta County Justice Center (State Court of Coweta County, Georgia) has been exposed to COVID-19, the DPH or the local health Department shall be notified and notifications of persons who may have been exposed shall occur as directed by the DPH or the local health department.

D. All the guidelines for operation of the State Court of Coweta County, Georgia shall be submitted to the Administrative Office of the Courts to be posted at their centralized website. Furthermore, all such guidelines shall be prominently posted at the Justice Center entrances and, on the court, and local government websites to provide advance notice to litigants, Lawyers and the public.



John Herbert Cranford, Chief Judge
State Court of Coweta County