

IN THE MUNICIPAL COURT  
FOR THE CITY OF LOCUST GROVE  
STATE OF GEORGIA

ORDER ESTABLISHING COURT PROCEDURES AND PROTOCOLS  
DURING COVID-19 PANDEMIC

Due to the existing viral pandemic, the Court hereby enters this Order for the protection of court attendees and staff and for the prevention of further transmission of COVID-19. This Order shall remain in effect until July 31, 2020 unless extended by this Court.

1.

Before entry into the courthouse, it shall be required that all attendees have their temperature taken with a non-touch thermometer by a court official. Entrance into the courthouse shall be denied to any person with a temperature of 100.4 degrees or higher. Such person shall be given a court official's contact information for their case to be rescheduled.

2.

Before entry into the courthouse, it shall be required that all attendees assess their physical symptoms. If they have within the past 14 days traveled overseas or have knowingly been in the presence of anyone who has traveled overseas within the past 14 days, such attendee shall be denied entrance into the courthouse and will be given a court official's contact information to have their case rescheduled.

3.

Before entry into the courthouse, it shall be required of all attendees to wear a face mask or face covering; such face mask or face covering shall remain **ON AT ALL TIMES** while in the courthouse unless they are given permission to remove the face mask or face covering by the judge or other court official.

4.

Social distancing of at least six (6) feet shall be maintained **AT ALL TIMES**, including while standing in line to enter the courthouse. Upon entry to the courtroom, seating shall be arranged or marked by court officials so that social distancing measures continue to be maintained by all attendees.

5.

It shall be required that hand sanitizer be placed throughout the courthouse facility by court officials. Restrooms will be easily accessible to all attendees. Attendees are encouraged to wash their hands frequently. Hard surfaces in the courtroom shall be sanitized by court officials after each court session.

6.

Due to limited courtroom seating incorporating social distancing guidelines, the parties, their counsel, and their witnesses will be seated first. Other attendees will be allowed in once parties, counsel, and witnesses are seated and proper space is available. If it is anticipated that a case will require more people in the courtroom than the social distancing guidelines permit, a court official should be notified in advance of the scheduled hearing date so that accommodations can be made.

7.

Exhibits shall be provided ELECTRONICALLY to Clerk of Court Kim Jones by email at this address: [kjones@locustgrove-ga.gov](mailto:kjones@locustgrove-ga.gov), 24 hours prior to the scheduled hearing, pursuant to Covid-19 safety guidelines.

8.

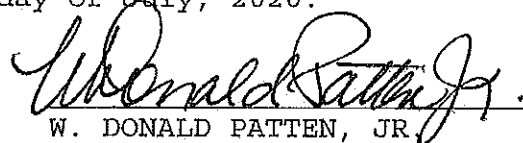
All non-essential attendees are encouraged to not enter the facility, but rather to stay at home, including all children, the elderly, and any personal suffering from underlying health concerns.

9.

The Clerk of Court is directed to post this Order at the entrance to the courthouse facility and on the City of Locust Grove Court's website.

SO ORDERED, this 10th day of July, 2020.

FILED IN OFFICE  
MUNICIPAL COURT  
HENRY COUNTY, GA

  
W. DONALD PATTEN, JR.  
Judge, Locust Grove Municipal Court

JUL 15 2020

PAGE 2 OF 2

KIM S. JONES  
CLERK OF LOCUST GROVE MUNICIPAL COURT  
HENRY COUNTY, GA