

**IN THE STATE COURT OF STEPHENS COUNTY**

**STATE OF GEORGIA**

**STANDING ORDER OF THE STEPHENS COUNTY STATE COURT  
DURING COVID-19**

This Court recognizes the gravity of COVID-19 (coronavirus), and it is this Court's intent to best serve and safeguard the community from the spread of said virus during its re-opening;

THEREFORE, the Stephens County State Court hereby ADOPTS as its own the Mountain Judicial Circuit Superior Courts' *Standing Order for Online and In-Person Proceedings During the COVID-19 Pandemic* entered June 16, 2020 including, but not limited to, requirements for facial coverings, sanitation, courtroom capacity, and social distancing;

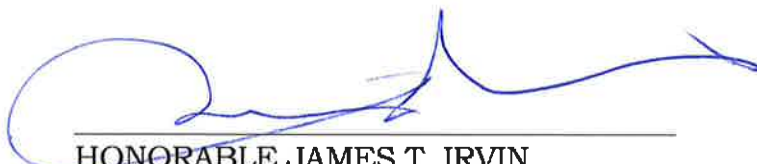
FURTHERMORE, in recognition of this Court's voluminous dockets, additional safety precautions have been instituted as follows:

(a) Notices to parties are adapted to address COVID-19 concerns including face masks mandate and an option for certain individuals to be placed on a calendar designated for those who are medically high-risk. Sample notices attached hereto as Exhibit A;

(b) In-person proceedings will be handled by hearing cases in a staggered manner to limit the number of attorneys and parties in the courtroom at any given time. Parties waiting to be called must remain outside the building until permitted to enter.

IT IS, THEREFORE, ORDERED that all parties to cases in this Court comply with this Order and the Mountain Judicial Circuit's Order incorporated herein and that the Clerk shall post and broadcast this notice to publicly announce the Court's change in procedure to the local community and affected parties.

SO ORDERED this 9<sup>th</sup> day of July, 2020.

A handwritten signature in blue ink, appearing to read 'James T. Irvin', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the beginning and a sharp peak towards the end.

HONORABLE JAMES T. IRVIN  
JUDGE OF STATE COURT  
STEPHENS COUNTY, GEORGIA

**IN THE «Court»  
STATE OF GEORGIA**

STATE OF GEORGIA  
VS.

**Case Number:** «Case»

**Offenses:** «Offenses»

«Name1»  
«Add1»  
«Add2»  
«City» «State» «Zip»

**NOTICE TO DEFENDANT AND CLERK'S CERTIFICATE OF SERVICE**

You, the defendant, are hereby notified that the case pending against you in the «Court» STATE OF GEORGIA will be called for «Notice» «Date1», at «Time» in «CourtRoom», «Court», Toccoa, Georgia. **You are required by law to be present.**

The following times are scheduled for your attendance at court  
Last names beginning with the letters:

**A-D** - Report at 9:00 am  
**E-K** - Report at 10:00 am  
**L-Z** - Report at 11:00 am

Some cases may be resolved by pretrial diversion, plea in absentia, or cash bond forfeiture. If you represent yourself and are interested in discussing a resolution of your case, with the Solicitor, you may email her at [apickett@stephenscountyga.com](mailto:apickett@stephenscountyga.com). Please be advised that she does not represent you and anything you say may be considered evidence in your case.

P. Ann Pickett, State Court Solicitor

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**DUE TO COVID 19 ALL PERSONS ENTERING THE COURTROOM WILL BE REQUIRED TO WEAR FACE MASKS.**

You are not required to report if you have contracted the Coronavirus or are considered medically "High Risk" as defined by the CDC as including:

- |   |  |
|---|--|
| • People 65 years and older                                     | • People with severe obesity (body mass index of 40 or higher) |
| • People living in a nursing home or long-term care facility    | • People with diabetes   |
| • People with chronic lung disease or moderate to severe asthma | • People with chronic kidney disease undergoing dialysis       |
| • People with serious heart conditions                          | • People with liver disease                                    |
| • People who are immunocompromised                              |  |
- 

If you wished to be placed on a "High Risk" calendar, contact the Clerk of Court at (706)886-9496 or email: [tquick@stephenscountyga.com](mailto:tquick@stephenscountyga.com).

I, the undersigned Clerk of Court, certify that I have on this date mailed to the above-named defendant, defendant's attorney, and bondsperson of record at the address shown above and of record in the above styled case a true and correct copy of the above and foregoing notice by depositing the same in the United States Post Office in an envelope properly addressed and stamped. You are required to be present or the bond will be forfeited. This is the only notice you will receive.

This «Date2»

«Clerk»  
«Court»  
(706) 886-9496

«Name1»  
«Add1»  
«Add2»  
«City» «State» «Zip»

**GEORGIA, STEPHENS COUNTY**

«Court»

«Notice» NOTICE

«Name1»

DOCKET NO. «Case»

OFFENSES: «Offenses»

**TO THE PERSON ABOVE NAMED:**

You are hereby notified that the arraignment date on the above styled case has been set for «Date1», at «Time», in «CourtRoom», of the Stephens County Courthouse, Toccoa, Georgia.

If **COURT APPEARANCE** is stamped on this notice you must appear in **COURT**. If your notice has a dollar amount you may pay a **CASH BOND** by mail (no personal checks accepted), at our office, or online. The website to pay traffic fines is [www.stephenstickets.com](http://www.stephenstickets.com). Cash bond needs to be paid BY 4:30 P.M. ON THURSDAY in order to process your payment before COURT.

If you are unable to pay your fine in full prior to your court date you need to make a court appearance and the Court will set- up payments through the County Probation Office.

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This «Date2»

«Clerk»

«Court»

(706) 886-9496

**TO: «Name1»**

«Add1»

«Add2»

«City» «State» «Zip»