

**IN THE MUNICIPAL COURT OF THE CITY OF SUWANEE
STATE OF GEORGIA**

**ORDER ESTABLISHING PROCEDURES AND PROTOCOLS DURING THE COVID-19
PANDEMIC**

As a result of the existing viral pandemic, the Court hereby enters this order for the protection of court users and staff and for the prevention of further transmission of COVID-19. This order shall remain in effect until July 12, 2020, unless extended due to the spread of the virus.

1.

Upon entering the courthouse, all visitors will have his/her temperature taken with a non-touch thermometer. Entrance to court will be denied to all with a temperature of 100.4 degrees or higher. Such person shall be given contact information for a court official to have their session rescheduled.

2.

Prior to entering the courthouse, all visitors must assess their physical symptoms, if they have or if they have been around an individual who as traveled overseas, or if they have come into contact with an individual infected with the virus or a potentially infected individual in the last 14 days. If the person is at risk of transmitting the virus, they shall contact a court official to have their session rescheduled.

3.

Mask or face covering is required for all persons entering the courthouse. The mask or face covering must remain on at all times while the visitor is in the courthouse unless they are given permission to remove the mask by the judge or other staff member.

4.

Social distancing of at least six (6) feet must be maintained at all times. Seating will be arranged and marked so that social distancing measures will be maintained at all times. If there is a line to enter the courthouse, visitors shall maintain social distancing. Visitors entering the courthouse are encouraged to use the stairs. Elevators are limited to 1 or 2 people at a time based on their size.

5.

Hand sanitizer stations are on every floor by the restroom. Restrooms are located on every floor, and visitors are encouraged to wash their hands frequently. Hard surfaces in the courtroom area will be wiped down before and after all court proceedings.

6.

Only parties, counsel and witnesses shall be allowed to enter the courtroom and adjacent areas. If one anticipates that their case will require more people in attendance than can safely comply with social distancing requirements, then notify a court official sufficiently in advance of the hearing so that accommodations can be made.

7.

Exhibits shall be made in electronic format in advance of the hearing in order to maximize safety.

8.

Visitors are encouraged to leave all non-essential people at home, especially children, the elderly, and those suffering from underlying health conditions.

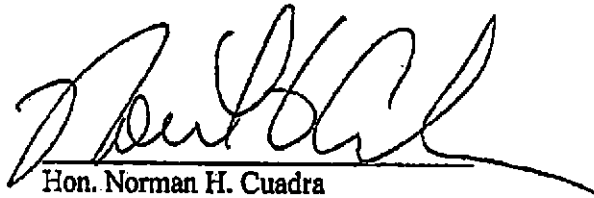
9.

To the extent possible, all parties, attorneys, and witnesses should appear via teleconference or videoconference. The courthouse will remain open for the public, but visitors are encouraged to stay home, and appear only if necessary.

10.

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

SO ORDERED this 12th day of June, 2020

A handwritten signature in black ink, appearing to read 'Norman H. Cuadra', written over a horizontal line.

Hon. Norman H. Cuadra
Chief Judge
Suwanee Municipal Court