

**IN THE MUNICIPAL COURT FOR THE CITY OF CUMMING  
STATE OF GEORGIA**

**ADMINISTRATIVE ORDER 20-1 REGARDING  
COVID-19 OPERATING GUIDELINES**

To protect the health and safety of those persons visiting or working at the Cumming Municipal Court, the Court enters this Administrative Order implementing operating guidelines for the operation of the Court. This Administrative Order is entered pursuant to the direction of the Supreme Court of Georgia and shall continue until otherwise amended or withdrawn.

- (1) All persons entering the court building or courtroom shall be screened for fever and recent exposure to COVID-19. Individuals with a temperature of 100.0 degrees or greater will not be permitted to enter the court building or courtroom. A mask will be provided at the entrance if needed.
- (2) All persons entering the court building or courtroom shall wear a face mask or be outfitted with a protective mask as a condition of entry. Masks may be removed when counsel is addressing the court, questioning witnesses, or making argument. Parties and witnesses may remove masks when testifying.
- (3) Occupancy in the courtroom shall be not more than 3 cases/defendants at a time and 20 or less persons including the clerk, prosecutor, court security officer, interpreter (if necessary) and judge.
- (4) Social distancing - maintaining a minimum of a six (6) foot distance between individuals who do not reside together - shall be required for all persons entering the court building or courtroom.
- (5) Hand sanitizer shall be provided within the courtroom for frequent usage. Persons entering the court building are encouraged to wash their hands frequently.

- (6) Cleaning and disinfection of tabletop surfaces, chairs, witness stand, lectern and any other common surface or area in frequent use shall be performed frequently.
- (7) Court visitors shall comply with directives of court staff and security personnel regarding appropriate distancing.

This 20<sup>th</sup> day of July, 2020.

  
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Richard Neville, Judge

Copies to:

Honorable Pamela D. Boles  
Jonah B. Howell, Esq.