

CITY OF JACKSON & JENKINSBURG

Municipal Court
132 South Mulberry St.
P.O. Box 838
Jackson, Georgia 30233
678-774-8303

Kent Lawrence / Natalie Sundeen
Judge

Brandy Berry
Clerk

Dear citation holder,

Due to recent COVID-19 pandemic and the Emergency Judicial Order, Jackson/Jenkinsburg the court will resume conducting in-person hearings.

If you have already paid your citation and if your appearance is not mandatory, you do not need to come to court. If you wish to dispute the violation, it is your right to appear in court and that is why you are receiving this notice. If you are not sure whether you must appear for court, please contact the clerk's office at 678-774-8303 or by email brandy.berry@cityofjacksonga.com

New procedures will be implemented to protect the health and safety of everyone appearing in court. We hope that you understand that these changes are not to inconvenience you, but to ensure that everyone has the opportunity to handle their judicial matter safely and efficiently.

We ask that you follow the guidelines below for a safe, effective and efficient experience:

1. Court times will be staggered in the morning for arraignments if your last name begins with **A-H you will need to come at 9:00 a.m., I-R 9:45 a.m. and S-Z 10:30 a.m.** If you had plead not guilty and was set for a trail, please call to see what time you will need to be there. When you arrive, you will have to check in with court staff, then asked to return to your car and wait. If you are unsure what time you need to come, please call the clerk before your hearing.
2. We ask that only the Defendant listed in the citation, their attorney, and necessary witnesses come into the courtroom. Children under 14 years of age are not permitted into the courtroom without prior approval from the Judge.
3. Defendants who are 60 years or older or have underlying health issues and are not comfortable coming to Court may have their case continued. Please contact the clerk's office prior to the hearing.
4. Witnesses who are not comfortable with coming to court may testify by video conference. It is your responsibility to have a method to call your witness (Skype,

Facetime, Zoom, etc.). Mobile phone will be permitted in the courtroom if you plan to have a witness testify by video conference.

5. Any Defendant who is ill or has been in contact with anyone infected with COVID-19 within two weeks prior to the court date should not come to court. A continuance will be granted in such cases and you should contact the clerk's office prior to the hearing
6. Defendants who require an interpreter for court proceedings please contact the clerk's office prior to your court date.
7. Last but not least, court staff will be using temperature scanners to ensure that defendants with temperatures higher than the CDC guidelines are not allowed in the courthouse. While we will sanitize the building daily and in between court sessions, we welcome your use of masks for your protection.

As always, we continue to have the following payment options available.

- Money order by mail
- Credit/debit card by phone at 1-800-262-0123
- Credit/debit card online at www.ezcourtpay.com

Please stay safe and we look forward to serving you.

Sincerely,

Brandy Berry
Clerk of Court