

*Municipal Court of Leesburg  
Leesburg City Hall  
P. O. Box 890  
Leesburg, Georgia 31763*

*John Wheaton  
Judge*

*(229) 759-6465  
Fax (229) 759-6249*

*Cathy Daniels  
Clerk of Court*

**Leesburg Municipal Court COVID-19 Response Plan**

The Court will resume conducting in-person hearings as of July 14, 2020. Pursuant to the orders of the Supreme Court of Georgia and recommendations of Governor Brian Kemp and the Center for Disease Control, safety measures will be put into place to protect the health and safety of all present.

Procedures

1. Court schedule notices with assigned times and a Court procedure letter will be mailed to the defendants.
2. Court time is based on the first letter of the defendants last name.
3. All individuals entering the building are required to wear a face mask. If they do not have one, we will provide one.

Court Room Set up

1. An empty chair is placed between the Judge and Court Personnel.
2. 10 chairs are placed apart for the defendants.
3. Signs for 6-foot distancing, One Customer at a Time, Payment Line, Probation Line, Sanitize Hands and Mask Required are posted
4. A four-car awning outside the entrance to the Court room is set up as defendants enter to First sanitize hands and to receive a face mask. The second is to have their temperature checked and to fill out a health screening questionnaire. The fourth is to where they check in and receive their court papers and a pen to keep.
5. Hand sanitizer will be located at each entrance.

Day of Court

1. The defendants go through the check in station before entering into the Court room.
2. We are allowing 10 defendants in the Court room at a time.
3. Probationers are escorted through a separate exit and lined up in front of an isolated office with an exterior entrance.
4. The defendants that need to pay exit back through the door they entered through. They go to the front door to City Hall and pay their fine.
5. The defendants that need to speak to the Indigent Defense Attorney are seated spaced apart at the back wall of the Court room.

# COURT COVID-19 PLAN

## POST SIGNS

- ONE CUSTOMER AT A TIME
- PAYMENT LINE
- PROBATION LINE
- 6 FEET SOCIAL DISTANCING
- SANITIZE HANDS
- Mask Required

1. HANDSANITIZER / FACE MASK
  2. TEMP check / HEALTH SCREENING
  3. CHECK IN
- PARKING Awaiting

