

**COURT ORDER FOR GUIDELINES FOR THE OPERATION OF THE
MUNICIPAL COURT OF THE CITY OF DUBLIN**

The following guidelines are hereby adopted and implemented for the conduct of the Municipal Court of the City of Dublin. All court personnel, attorneys, security, defendants, and attendees shall abide by the restrictions and rules set forth in this Order.


- 1) When you arrive for court, you will sign in on a form outside of the Police Department building and your case will be called by the clerk when it is ready. Please list your cell phone number and we can call you when your case is ready so you can wait in your vehicle, if you like. Names will also be announced as cases are ready so please make sure you can hear if you do not leave a cell phone number.
- 2) Limited numbers of people will be allowed in the building to allow for appropriate distancing.
- 3) Court staff will be checking temperatures of all individuals who have cases that are seeking to enter the building. Anyone with a fever registering 100.4° or higher will not be allowed into the building.
- 4) If you are sick or not feeling well, you should not come to court and should contact the clerk's office to reschedule your court appearance. Contact information for the clerk of court is below.
- 5) If you are aged 60 or older, and you are not comfortable coming to court due to increased risk, you may contact the clerk's office prior to the hearing date and request a continuance.
- 6) **Everyone must wear a facemask in the building.** The court will provide face masks and regularly clean frequently contacted surfaces throughout the court proceedings.
- 7) Defendants who require an interpreter for court proceedings, please contact the clerk's office prior to your court date. (Los acusados que requieran un interprete, comuniquense de inmediato al telefono (478) 277-5088 para obtener mas information).
- 8) All defendants and staff must observe at least six feet of social distance as much as is practicable.

To contact the clerk of court, please call Chief Municipal Court Clerk, Marissa Moon, or Deputy Court Clerk, Regina McDaniel, at (478) 277-5088.

If you do not have an attorney and would like information about resolving your case without a court appearance, contact the Municipal Court Prosecutor for the City of Dublin, Joshua W. Powell: (478) 277-5002 or email at powellj@dublinga.org. There is no cost to you for contacting the Municipal Court Prosecutor and you may be able to accept a plea recommendation to resolve your case without appearing in court.

If you are appearing in court for a speeding citation and you simply want to pay your citation without appearing, you may do so and the Municipal Court Prosecutor will automatically reduce your speed on your citation so that no points will be reported to your drivers license. Please pay your citation on or before your court date to take advantage of this standing plea offer from the municipal court prosecutor.

SO ORDERED this 15th day of JUNE, 2020.


HAROLD D. MCLENDON, JUDGE
MUNICIPAL COURT OF DUBLIN