



## UPDATED COURT PROCEDURES IN RESPONSE TO COVID-19

Pursuant to the Judicial Emergency Order of the Georgia Supreme Court, the recommendations set forth by Governor Brian Kemp and the Centers for Disease Control, the Rossville Municipal Court has implemented the following procedures:

- 1) The Rossville Municipal Court will accommodate no more than 18 people, plus staff, at one time in order to maintain the 6 foot social distancing recommended by CDC. The stationary chairs in the courtroom are clearly marked to maintain social distancing while seated.
  
- 2) Noncontact temperatures will be taken before the defendant enters the courtroom. Anyone with a fever over 100.4 will be continued to the next arraignment or trial date (whichever is applicable to their case.)
  
- 3) Signs will be posted on the door of the courtroom and City Hall reminding the public to practice virus and COVID-19

prevention. A copy of this Updated Court Procedures in Response to Covid-19 will also be posted at the entrance to the courtroom and City Hall.

4) The defendants who exceed the seating provided within the courtroom will either wait socially distanced apart outside the courthouse doors or in their car where they will be contacted by phone when it is time for them to enter the courtroom.

5) Hand sanitizer will be available for use before entering and exiting the courtroom.

6) All persons entering the courtroom will be required to wear a mask.

7) All defendants are encouraged to only bring their attorney or if the defendant is under 21 years of age, a parent or guardian inside the courtroom. The court encourages arrangements for child care to be made prior to court.

8) Any individual with a pending case who is considered a part of a vulnerable population should contact the Court Clerk's Office by calling (706)866-1325 to discuss arrangements for their case.

9) Any defendant who wishes to close their case prior to the expiration of the Judicial Emergency Order may close their case by paying before their court date if none of their citations require a court appearance. They may pay in person at the Rossville Municipal Civic Center with cash or money order. Payments with a debit or credit card may be made by calling NCourt at 1(800)701-8560 or pay through NCourt online at [www.cityofrossville.com](http://www.cityofrossville.com) .

10) Public restrooms will be available in the foyer of the courtroom during court hours. Based on the size of the restroom, no more than one person at a time will be allowed in the restroom.

11) All City of Rossville Court Employees as well as Probation Officers, Solicitor, and Court Appointed Atty. will wear face masks during court. There will be plexiglass barriers between the defendants and the employees to ensure safety.

12) A list of Constitutional Rights will be projected on the wall for the Judge to refer to as he addresses each defendant regarding their case.

13) All pens used by the public will be sanitized between uses.

14) A podium will be provided for the use of defendants whose case is called. The podium shall be located at least 6 feet from the court personnel. A sanitized pen will be provided for the defendant to sign their paperwork. Court shall be conducted in a way to minimize the amount of documents which must be signed by the defendants while still protecting the defendant's rights.

15) The courtroom will be sanitized before the next court session with a sanitizing fogger inside the entire building which is affected by the court.

SO ORDERED THIS 15 DAY OF AUGUST, 2020.

A handwritten signature in black ink, appearing to read "Ben Bradford", written over a horizontal line. The signature is stylized and cursive.

Judge Ben Bradford

Rossville Municipal Court

Rossville, Georgia