

# ***Lillian W. Garrett***

## **Rabun County Probate Court Judge**

25 Courthouse Square, Suite 215 \* Clayton GA 30525

Office (706) 782-3614

Fax (706) 782-9278

**September 14, 2020**

### **GENERAL GUIDELINES FOR COURT IN-PERSON REOPENING DUE TO COVID-19 (SUBJECT TO CHANGE) (see pages 2 & 3 for Traffic Court Related Guidelines)**

- **ALL** persons should wear nose and mouth covering when coming to do business in this Court. Physical distancing is maintained
- To protect the health and safety of the public and court staff, you will be subject to any and all screening by security to enter the courthouse
- This Court is accepting walk-ins.
- Please read **ALL** instructions at the office door to Room 215 as we are limited to 2 people in our reception area at a time. Ring the doorbell and **ONLY** when instructed to do so, please enter office reception area to conduct your business
- All hearings are set in advance and are open to the public unless otherwise restricted. Upon notice of an in-court proceeding to the interested parties, each party is to notify the Court as to how many people will be attending the proceeding and the Court shall accommodate accordingly. Public hearings are broadcast via Zoom
- Most filings may be done via mail. Please call the Court for details and filing fees
- Online applications with instructions may be found on our webpage (go to [rabuncounty.ga.gov](http://rabuncounty.ga.gov) and follow probate court links) to begin Georgia weapons carry license application or marriage license application which makes your office visit much faster. Once you complete the online application and submit it, **PLEASE CONTACT THE COURT FOR YOUR APPOINTMENT AND INSTRUCTIONS**
- Requests for birth and death certificates may be completed by phone and email in addition to in-person requests by appointment

We appreciate your patience as we must disinfect any office areas used between customers.

RABUN COUNTY PROBATE COURT  
25 COURTHOUSE SQUARE, SUITE 215  
CLAYTON GA 30525  
PHONE: (706) 782-4614  
FAX: (706) 782-9278

PROBATE TRAFFIC COURT IN-PERSON REOPENING PROCEDURES  
DUE TO COVID-19 (SUBJECT TO CHANGE)

Note: 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. For many traffic violations, appearance is not required.

Examples of violations that REQUIRE an appearance include (this is not a full list):

DUI  
Driving While License Suspended  
Driving While Unlicensed  
Suspended-Canceled/Revoked Registration  
No Insurance  
Hit and Run  
Leaving the Scene of an Accident  
Reckless Driving  
Fleeing or Attempting to Elude an Officer

If you are not sure whether you MUST appear for court, please contact the Court: 706-782-3614.

**In response to the threat posed by the COVID-19 virus, Rabun County Probate Court has implemented changes to traffic court procedures.**

Please be advised of the following:

- Due to COVID-19 guidelines, the courthouse is operating at limited capacity and everyone should wear a nose and mouth covering to enter
- You will be subject to ANY and ALL COVID-19 screening at Rabun County Courthouse entry by security personnel. If you are refused entry by security at screening you are to provide a cell phone number and/or mailing address to security where you may be reached by the court for a future court date
- Once you have passed security you will check-in on the 2<sup>nd</sup> floor hallway of the Courthouse with court personnel. You will be instructed to either enter the courtroom or to wait outside for the

next calendar call. You will be asked to provide a cell phone number so that you can be contacted by the clerk when it is time for your case

- Defendants who are 60 years of age or older and are not comfortable coming to court due to increased risk may contact the clerk's office PRIOR to your court date
- Defendants who are members of an immune-compromised population (or living in a household with someone who is immune-compromised) and are not comfortable coming to court due to increased risk may contact the clerk's office PRIOR to your court date
- Any defendant who is ill will not be permitted to enter the court. If you do not feel well, please stay at home and call the clerk's office. If necessary, leave a message with your phone number so that you can be contacted by the court for instructions
- Defendants who require an interpreter for court proceedings, please contact the clerk's office PRIOR to your court date
- All defendants and staff must observe at least six feet of social distance at all times
- Court proceedings are broadcast live via Zoom to the public

If you do not have an attorney and would like information about resolving your case that is NOT a must appear case without a court appearance, contact the court's public defender, W. Thomas Slowen, Esquire, at 706-782-5419.