

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

The following guidelines are hereby adopted and implemented for the conduct of the Municipal Court of the City of McIntyre. 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, please wait outside until you are instructed that you may come into the building. A clerk or member of the police department will instruct you when you may enter. While waiting on the grounds you are to social distance.
- 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 having headaches, body-aches, difficulty breathing, fever, or any Covid related condition you are to inform the court, and you will be granted a continuance on that basis.
- 5) If you believe you have been exposed to a person with Covid you will be granted a continuance on that basis.
- 6) 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.
- 7) 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.
- 8) **Everyone must wear a facemask in the building.** The court will provide face masks and regularly clean frequently contacted surfaces throughout the court proceedings.
- 9) 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) 946-2037 para obtener mas information).
- 10) 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 478-946-2037

If you do not have an attorney and would like information about resolving your case without a court appearance, contact the Police for the City of McIntyre, 478-946-3483. There is no cost to you for contacting the Police Department 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.

SO ORDERED this 19th day of September, 2020.



**RALPH N. JACKSON, JUDGE
MUNICIPAL COURT OF McIntyre**