

	Municipal Court of Atlanta	
	Department: All Departments	Catalog group: Subject/Topic/Area: Standard Operating Procedure: COVID-19 Operations Guidelines
	Staff: All Staff	Attachments: Exhibit A – Georgia Council of Municipal Court Judges Best Practices and Guidelines for Operating Municipal Courts During the COVID-19 Recovery Exhibit B - Municipal Court of Atlanta COVID-19 Mobilization and Re-Opening Guidelines
	Chief Judge: Hon. Christopher T. Portis	Court Administrator/Chief Clerk: Rashida A. Davis

Introduction

Due to the spread of COVID-19, Governor Brian Kemp determined that a Public Health State of Emergency exists in the State of Georgia. Pursuant to O.C.G.A § 38-3-61, Chief Justice Harold D. Melton of the Supreme Court of Georgia, declared a Statewide Judicial Emergency on March 14, 2020. The nature of the emergency is the continued transmission of Coronavirus/COVID-19 throughout the State and the potential infection of those who work in or are required to appear in our courts. The Chief Justice’s Order has been extended, with modifications, by orders issued on April 6, 2020, May 11, 2020, June 12, 2020, July 10, 2020, August 11, 2020 and September 10, 2020 currently in effect through October 10, 2020 at 11:59PM.

The Municipal Court of Atlanta is unique in the volume of cases handled in its ordinary course of operation. Before the COVID-19 pandemic, the Municipal Court of Atlanta averaged over 13,400 cases filed per month; averaged over 960 calendar positions per day; averaged over 5,270 filings in the Clerk’s Office per week; and over 2,250 individuals entered the courthouse on average each day. Additionally, the courthouse is home to over 460 City of Atlanta employees, 142 of which work specifically for the Court. Therefore, due to the frequency of in-person traffic at the Municipal Court of Atlanta, serious and comprehensive planning is necessary before resuming operations under the circumstances presented by the COVID-19 pandemic.

The adoption of guidelines necessary to ensure public safety and protect the health of the general public, litigants, court personnel, lawyers, and all others with whom the court comes in contact, is required. In preparation to safely expand to in-person proceedings, the guidelines contained in the attached exhibits have been developed in compliance with public health guidance and with the requirements of the Statewide Judicial Emergency Orders signed by the Chief Justice

of the Georgia Supreme Court, as well as the Constitutions of the United States and State of Georgia, including applicable court rules.

Summary of Standard Operating Procedure

The following steps and measures will be implemented as the Municipal Court of Atlanta prepares for continued operation during the COVID-19 pandemic and while under the Statewide Judicial Emergency:

(1) The Court will continue the use of and increase the use of technology to conduct remote judicial proceedings as a preferred alternative to in-person proceedings, both to ensure that essential court functions are continued and to conduct non-essential proceedings to limit the backlog of such matters when the Judicial Emergency is terminated. The court may compel the participation of litigants, lawyers, witnesses, and other essential personnel in remote judicial proceedings. Such proceedings, shall however, be consistent with public health guidance, must not impose undue burdens on participants, and must not be prohibited by the requirements of the United States or Georgia constitutions or applicable statutes or court rules;

(2) In accordance with the Georgia Supreme Court's Second Order Extending Declaration of Statewide Judicial Emergency on May 11, 2020, this court may conduct essential and non-essential in-person judicial proceedings, but only in compliance with public health guidance and with the requirements of the United States and Georgia constitutions and applicable statutes and court rules, including the public's right to access judicial proceedings and a criminal defendant's right to confrontation and open courtrooms;

(3) The Court will implement the Best Practices and Guidelines for Operating Municipal Courts During the COVID-19 Recovery. These guidelines address how in-court proceedings generally and types of proceedings will be conducted to protect the health of litigants, lawyers, judges, court personnel, and the public. These guidelines were adopted and published by the Council of Municipal Court Judges of Georgia and are attached hereto as Exhibit "A." The guidelines will be posted at courthouse entrances and on court and government websites of the City of Atlanta, Georgia to provide advance notice to litigants, lawyers and the public;

(4) The Municipal Court of Atlanta COVID-19 Mobilization and Re-Opening Guidelines, (Exhibit "B") will be incorporated. Exhibit "B" sets forth the method and means by which the Court may resume operation by progressive phases. Each phase is interdependent upon the immediately preceding phase, and there shall be no progression to subsequent phases unless and until the requirements of the immediately preceding phase have been met and satisfied. In no event shall mobilization under the guidelines begin unless the prerequisites to mobilization have been satisfied as set forth in Exhibit "B" and;

(5) The Municipal Court of Atlanta will submit its operating guidelines to the Administrative Office of the Courts at <https://georgiacourts.gov/covid-19-court-operating-guidelines-form/> to be posted at <https://georgiacourts.gov/covid-19-court-operating-guidelines/>.

Conclusion

Pursuant to O.C.G.A. §38-3-61, the Chief Justice of the Georgia Supreme Court declared a Judicial State of Emergency in the State of Georgia on March 14, 2020, which has been extended until October 10, 2020 at 11:59PM. Accordingly, this Court will continue to operate under the restrictions set forth in the initial Georgia Supreme Court Chief Justice’s Order Declaring Judicial Emergency of March 14, 2020 as extended and modified thereafter by Chief Justice Melton.

The procedures and requirements set forth in this Standard Operating Procedure will govern the day-to-day operations at the Municipal Court of Atlanta for the duration of the Judicial State of Emergency and the COVID-19 pandemic. Consequently, to the extent modifications and adjustments are needed this Standard Operating Procedure may be amended and republished from time to time as the ends of justice require.

The Court Administrator/Chief Clerk of Court for the Municipal Court of Atlanta will notify and serve a copy of this Standard Operating Procedure and attachments upon the judges, prosecutors, and clerk within the jurisdiction of the Municipal Court of Atlanta via reasonable means to assure expeditious receipt. Additionally, this Standard Operating Procedure will be published upon the City of Atlanta Municipal Court website and shall be posted prominently upon all entrances to the City of Atlanta Municipal Court and offices of the City of Atlanta Municipal Court Clerk.

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CERTIFICATION

The foregoing **Standard Operating Procedure: COVID-19 Operations Guidelines** have been certified by me, RASHIDA A. DAVIS, as the official custodian of records for the Municipal Court of Atlanta, and made a part of the Standard Operating Procedures for the Municipal Court of Atlanta this 6th day of OCTOBER, 2020.



Rashida A. Davis
RASHIDA A. DAVIS
Court Administrator/Chief Clerk of Court

EXHIBIT
“A”



Council of Municipal Court Judges

Council of Municipal Court Judges Best Practices & Guidelines for Operating Municipal Courts During the COVID-19 Recovery

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District One
Judge Chris Middleton
Judge Billy Tomlinson

District Two
Judge Vernita Bender
Judge Gregory T. Williams

District Three
Judge Fred Graham
Judge Bill NeSmith

District Four
Judge Michael Nation
Judge Davis Will

District Five
Judge Tiffany Carter Sellers
Judge Parag Shah

District Six
Judge J. Kristi Lovelace
Judge Clayton Davis

District Seven
Judge Robert Cowan
Judge Nathan Wade

District Eight
Judge Joseph Sumner
Judge Dexter Wimbish

District Nine
Judge Pamela Boles
Judge Claude Mason

District Ten
Judge Graham McKinnon
Judge Ryan S. Hope

With the gradual expansion of services offered by the Courts, certain guidelines will have to be followed in order to ensure the safety of both the Court staff and the public that come in contact with the Courts. Given the diversity of the Municipal Courts, it is impossible to create a one-size-fits-all policy that will suit big city and small city Courts alike. However, there are certain principles that apply across the board. These guidelines and best practices are presented by the Council of Municipal Court Judges in order to help each Court create its own individual policy conducting business during COVID-19 recovery.

We recognize that resources vary widely throughout the State and not all of these best practices will be available in every Court but they should be followed to the extent practicable.

PERSONNEL/STAFF

- Implement staggered shifts for all possible workers and /or implement teleworking for all possible workers;
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment;
- Where possible, stagger workstations to avoid employees standing adjacent to one another or next to each other. Where six (6) feet of separation is not possible, consider spacing options that include other mitigation efforts with increased frequency of cleaning and sanitizing surfaces;
- Require all employees to wear face coverings at all times;
- Consider temperature checks of employees upon entering work each day; and
- Require workers who exhibit signs of illness to not report to work or to seek medical attention.

NOTIFICATION

The standard notification for hearings for defendants and other witnesses and necessary parties will need to be modified.

At a minimum, in addition to the standard information regarding date, time, and location of the hearing, include information about how to contact the Court to request an automatic 30-60 day continuance in the event that the noticed party:

- is a member of an immune-compromised population (or living in a household with someone who is immune-compromised);
- if they are over 65; and
- if they have small children and do not have child care.

You may want to include information about interpreters or other reasonable and necessary accommodations so that people know how to request an interpreter or other accommodations ahead of time to avoid an unnecessary trip to the building. Consider having a separate calendar for those who need interpreters to avoid additional trips to the Courthouse for the interpreter.

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Individuals who feel uncomfortable leaving their homes during the pendency of the Shelter-in-Place order should be allowed a courtesy reset upon request.

COURTROOM MANAGEMENT

Low-Density Population

Governor Kemp's Executive Order dated April 23, 2020 provides certain guidelines to ensure the safety of individuals required to be in proximity to one another for business purposes. The Executive Order does not allow for any municipal government to allow gatherings of persons outside their residence who do not reside together, with only limited exceptions.

In order to meet with those exceptions, the following is necessary:

- Maintain a six (6) foot distance between individuals who do not reside together.
- Do not schedule more individuals to arrive at the Courtroom (including staff) than the dimensions of the courtroom can accommodate to allow a six (6) foot distance between the individuals.
- Calculate this by measuring the square footage of the seating area of the room. There should be no more than one defendant for every six (6) square feet of space.
- Consider a maximum of 25 people total per session considering the allowance per the formula.

Staggered Scheduling

Although it is common practice in most Courtrooms under normal circumstances to have large calendar calls, under these unusual circumstances, stagger the arrival of defendants and other necessary individuals so that there are not a large number of individuals arriving at the same time. For example, if your Courtroom can accommodate twelve (12) people, do not schedule your normal fifty (50) person calendar for 8:30 a.m. Schedule the first 12 for 8:30, the second 12 for 10:00, and so on.

Screening

Consider having some sort of screening process for individuals before they enter your Courtroom.

- Have a series of questions you ask each individual upon entry to the building, such as:
 - whether or not they have traveled to or from any areas in which COVID-19 is particularly active;
 - if they or anyone in their household have experienced symptoms of COVID-19; or
 - if they have been tested for the virus.
- If possible, their temperature can be taken and anyone with a fever higher than 100.4 degrees should be refused admission and their case continued.

Staging

Do not allow patrons to congregate in waiting areas or common areas. Design a process to ensure patron separation while waiting to be seated that can include:

- Floor markings;
- Outdoor distancing;
- Waiting in cars; or
- Utilization of tenting.

TYPES OF HEARINGS

Initial hearings, preliminary hearings, and bond hearings, have long been authorized by statute to be done by video conference. See O.C.G.A. 17-4-47. Consistent with Chief Justice Harold Melton's April 6, 2020 Order Extending Declaration of Statewide Judicial Emergency, the use of video and teleconferencing is

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encouraged □to reduce backlogs when the judicial emergency ends.□ Municipal Court Rule 15.2 also allows for the expanded use of video conferencing to take pleas in criminal cases, conduct probation revocation hearings, and other cases.

Use of conference calls, computer programs such as WebEx, Zoom, Skype, Google, and others are relatively low-technological solutions that are widely available and inexpensive and can be used creatively for all sorts of hearings with the active and informed consent of all parties involved. When doing so, ensure compliance with the recordation required in Municipal Court Rule 26.

If your Court does not already have one, consider instituting a policy which would allow defendants to waive arraignment. When allowing defendants to do so, make sure that the policy ensures the preservation of all constitutional rights protected by the arraignment process.

COURTROOM MANAGEMENT

Protective Equipment

All courtroom staff should be properly equipped with masks and should be educated on and given the opportunity to wash their hands frequently. Equipment such as telephones and computer keyboards should not be shared.

If possible, handwashing or hand sanitizing stations should be available to both staff and the public. Suggestions include:

- Directing individuals to the sinks in the bathroom
- Separate sanitation stations,
- Frequently placed hand sanitizer dispensers, or
- Providing sanitizing wipes for people to disinfect surfaces they must touch, such as door handles, chair arms, and pens.

Enact policies and procedures to encourage Social Distancing for patrons and employees. Measures may include:

- Protective Plexiglass screens at service counters and at payment windows;
- Decals on the floor or aisles with messaging on Social Distancing;
- Signs throughout the Court giving visuals and information on Social Distancing;
- Allowing anyone who brings their own protective equipment to wear it;
- Providing masks for individuals who do not have their own;
- Allowing each individual who signs a document to retain the pen he or she uses to avoid cross-contamination.
- Disallowing the gathering of large groups in common areas like lobbies and parking lots.

Flow

Consider the route that people will take through your building and/or Courtroom. Enact policies and procedures that encourage Social Distancing, such as:

- Roping or taping off certain seating areas or hallways;
- Placing arrows on the floors to direct foot traffic; or
- Require people to enter through one door and exit through another.
- Coordinate with other stakeholders located in your building to maximize efficiency of effort.

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Open Courtroom Concerns

Many individuals bring support persons when they come to Court. While this is normally encouraged in Georgia's open Courtrooms, this may prove difficult when ensuring the low-density population in the Courtroom to provide the necessary social distance safety requires. When possible, allow anyone in the Courtroom who wishes to be there, so long as the low-density population rules and Social Distancing rules are followed. When this is not possible, have a policy in place that limits the constrictions on an open courtroom. Consider having a live YouTube or Facebook or Zoom or other link that you can provide for individuals who want to see what is going on in the Courtroom. Consider rotating individuals in and out as quickly as possible.

SIGNAGE

Place a sign near the entry of the building/Courtroom and in other prominent places that states that individuals who have a fever or other symptoms of COVID-19 shall not enter the Courthouse.

Place a sign in prominent places reminding individuals to wash their hands frequently and to cover their mouths and noses when they cough and sneeze.

Use arrows and tape to direct the flow of foot traffic through the building.

SANITATION

Do your best to keep the Courtroom and the Courthouse sanitized at all times. Use disinfectant wipes and sprays on chairs, benches, tables, and other shared furniture and equipment between uses, including between each Court session.

Request that the bathrooms and other shared facilities be cleaned and sanitized regularly. Check to see that bathrooms are cleaned and well-stocked with soap and paper towels at all times.

Be sure to coordinate with the stakeholder located in the building with your Court to combine efforts.

GRANTS

Many of these measures cost money, which can be hard to come by. There are some grants available, notably some through the [Georgia Emergency Management](#) (email request) and the [Department of Justice](#).

CONCLUSION

This is uncharted territory for all of us, and we are trying our best to come up with reasonable policies that take into account the needs of the Courts and the public while keeping everyone's safety in mind. If you have any further questions or concerns, please do not hesitate to contact the Council or your local district representative.

Sincerely,

*Judge Dale "Bubba" Samuels, President
Council of Municipal Court Judges*

EXHIBIT
“B”



MUNICIPAL COURT OF ATLANTA

COVID-19 Mobilization and Re-Opening Guidelines

PHASE	GENERAL DESCRIPTION
Prerequisites to Phase 1 Mobilization	Building and Workforce Preparation for Mobilization <ul style="list-style-type: none"> Emergency Cleaning and Sanitization of Courthouse Inventory of PPE Employee Exposure & Risk Survey Employee completion of COVID-19 safety and PPE training Procurement of Critical Technology Deployment of Plexiglass and CDC Signage
1	<ul style="list-style-type: none"> COVID-19 Safety and Security Procedures Management Returns/ PPE Distribution Staff Returns/ PPE Distribution Employee Monitoring and Responsiveness Plan COVID-19 Emergency Court Operations and Procedure
2	<ul style="list-style-type: none"> Deployment and Implementation of Critical Technology (Automated Check-In & Space Management Tool) Opening Procedures
3	<ul style="list-style-type: none"> Deployment and Implementation of Critical Technology (Online Case Resolution and Virtual Court Platform) Transitioning into the Courtroom

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 COVID-19 Mobilization and Re-Opening Guidelines

PHASE	DESCRIPTION	SUMMARY OVERVIEW
Prerequisites to Phase 1 Mobilization	Building and Workforce Preparation for Mobilization	<ul style="list-style-type: none"> • Two Part Viral Disinfection and Decontamination of MRSA, Coronavirus, Staph, Influenza, and any other communicable disease for entire Courthouse. <ul style="list-style-type: none"> • Part A – Fogging of the Entire Courthouse • Part B – Hand Wipe of All Hard Surfaces with Disinfectant (Including door handles, handrails, desks, sinks, water fountains, toilet handles, keyboards, table tops, telephones, computer monitors, etc. • The Court will continue to be cleaned and “hot-spot” surfaces disinfected on a daily schedule by DEAM: fogging and hand wiping courtrooms, restrooms, and heavily trafficked areas after each court session. • Inventory of Personal Protective Equipment sufficient to sustain Court employees for at least 90 days: <ul style="list-style-type: none"> • Rubber (nitrile) gloves • Face masks • Hand sanitizer • Facial shields • Disinfectant wipes • Individual Exposure and Risk Survey for all employees. <ul style="list-style-type: none"> • All employees will complete a COVID-19 Pre-Screening Survey. • Employees failing to complete the survey or the requirements of the survey or safety screening will be prohibited from entering the building. • All employees must complete COVID-19 safety and PPE training. • Procurement of critical technology: <ul style="list-style-type: none"> • Online Dispute Resolution platform to afford public with greater access and options to resolve cases • Building check-in and space management software to safely monitor flow of building occupation • Deployment of Safe Distancing items: <ul style="list-style-type: none"> • Floor markers in all common areas, including courtrooms, lobby, stairwells, and elevators • Plexiglass installation for greatest traffic, frontline employees • CDC signage throughout building

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1	COVID-19 Safety and Security Procedures	<ul style="list-style-type: none"> • Visitors will be encouraged to wear face masks/ coverings. • Employees will be required to wear face masks and face shields in all public facing areas of the courthouse. Masks are always required in all areas. • Employees are required to self-report to their immediate supervisor if they are feeling sick. • Floor markings will be placed throughout the building to enforce safe social distancing guidelines. • In assembly areas (including courtrooms), seating will be marked to show safe distance spacing. • Customer Experience Ambassadors will constantly monitor courthouse floors, restrooms, elevators, and stairways to enforce social distance guidelines and report concerns. • Employee Shuttle will limit close contact of passengers while still providing reasonable service. (Recommendation: 3-4 passengers per ride; increase vans operating in morning and afternoon hours) • All employees entering building will be temperature scanned prior to entry with a touchless thermometer. • Deployment of automated building check-in and space management technology. • Deployment of CDC signage throughout the courthouse displaying COVID protocol and best practices. • Installation of plexiglass barriers in high-traffic areas for greatest risk frontline employees.
1	Management Returns/ PPE Distribution	<ul style="list-style-type: none"> • Managers will return. • Managers will be screened under the new Safety & Security Procedures and issued PPE (training on PPE will be provided to all managers). • PPE issuance to managers will be tracked. • Managers will be advised of the following prior to Staff and Visitors arriving: <ul style="list-style-type: none"> • Identify vulnerable employees and assign duties that minimize their contact with customers. • Consider Microsoft Teams or conference calls instead of face-to-face meetings. • Staggering of staff at the Windows (Finance, Bonds, FTA Sign-up, Clerk’s Office, and Warrants) and cubicles. • Managers to test functionality of all department related equipment, including inventory of work supplies on hand.

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1	Staff Returns/ PPE Distribution	<ul style="list-style-type: none"> • Staff will return at staggered times by department to receive and be trained on PPE. • Managers will assist with the distribution of PPE to staff. • PPE will be distributed at stations located outside of the Employee Entrance: <ul style="list-style-type: none"> • Hand Sanitizer (Do Not Discard – Will be replenished as necessary) • Face Masks • Face Shields • Gloves • Distributed PPE will be accounted for using a PPE Tracker. • Staff will be advised of the following: <ul style="list-style-type: none"> • Must wear face masks and face shields at all times. • Must properly wear/dispose PPE. • Must not discard distributed hand sanitizer bottles. • Must notify management when new face masks and face shields are needed. • Must notify management when hand sanitizer needs to be replenished. • Must self-report if exhibiting signs of illness and to seek medical attention if necessary. • Must wipe down and disinfect workstations and surfaces prior to leaving the office daily.
1	Employee Monitoring and Responsiveness Plan	<ul style="list-style-type: none"> • Managers will monitor employee wellness and identify departmental preparedness plan for individuals who fall ill at work. • Managers will keep and turn in a daily roster of employee attendance. • Employees with symptoms should immediately be isolated and sent home. • A list of any individuals believed to be sick will be maintained. • All areas used by the sick individual will be closed off until thoroughly cleaned and sanitized. • Inform those who had close contact with the sick individual to stay home and self-monitor for symptoms. • PPE will be monitored and ordered so that there is an adequate supply (ie. soap, hand sanitizer, gloves, wipes, and spray). • Signs will be posted around the Court on how to stop the spread of COVID-19. • Daily emails will promote healthy hygiene behaviors and safe social distancing in office spaces and meeting rooms. • Hand washing, covering coughs/ sneezes and using face masks/ shields will be enforced. • Staff will be required to refrain from sharing work phones, desks, and other office equipment.

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		<ul style="list-style-type: none"> • Staff Define personal contact protocols: Limit the number of employees in one place, prohibit handshakes/ hugging, require social distancing, provide contactless pickup and delivery of products. • Update secured access to all areas to “deed-only.”
1	COVID-19 Emergency Court Operations and Procedure	<ul style="list-style-type: none"> • All initial court appearance (as set on citation) are automatically waived to be reset by the Clerk’s Office. • All cases scheduled during COVID closure will be reset. • Reset notices will be mailed to the address on the citation. • No FTAs/ warrants were issued during the closure of the Court. • Most traffic citations are payable online and will remain payable until the trial date. • If an individual fails to appear at the trial date, at that time an FTA and warrant will be issued. • In-Custody Calendar: <ul style="list-style-type: none"> • Sunday-Friday will continue via Microsoft Teams. • The initial appearance calendar will remain bond-only. • Any defendant unable to make bond within 24-48 hours will be reset for bond reconsideration. • Calendar blocks to be capped at 25 positions. (Courtroom size approximately 2,500 sq./ft.; Average calendar runs at 70% show-up) Courtroom audience capacity with recommended social distancing is 20.
2	Opening Procedures	<ul style="list-style-type: none"> • All steps from the previous phase are incorporated. • The Court will reopen the Clerk’s Office and Administrative Offices to assist the public as initial step and “soft” opening to the public. • Modified Court Hours – 7:30am – 4:00pm. Early closure will allow for additional work station and building cleaning. • Screening stations will be installed outside of the Main Entrance for visitors to be screened by Security and checked-in by staff. <ul style="list-style-type: none"> • Floor markings will be placed to enforce safe social distancing guidelines. • Visitors will be encouraged to wear face masks/ coverings when approaching the Stations (and entering the building). • Court Clerks, Case Managers, Finance Clerks, and Courtroom Support will be located at the stations and equipped with computers and printers to assist visitors. • Automated building check-in and space management technology will be used to ensure visitor load remains at recommended levels. (Automatic check-in and space reservation software is an

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2	Opening Procedures	<p>integrated platform that allows the Court to control the amount of people in the courthouse. The technology allows individuals to check-in with their phone by capturing a picture of the quick response “QR” code. The code directs the individual to a registration link to enter their citation/case information and desired activity i.e. pay ticket, request a disposition, or register for a community court program. Program may be utilized by multiple users to manage multiple areas (ex. courtrooms separately, main lobby clerk’s office, as well as flow to other departments such as solicitor’s office). Additionally, court administration has master ability to maintain total building flow.)</p> <ul style="list-style-type: none"> • Individuals with future court dates will be provided a courtesy copy of their Court Notice and asked to return on that date. • Not eligible for entry into courthouse: <ul style="list-style-type: none"> • Individuals displaying signs or symptoms of COVID-19; • Individuals who indicate possible recent contact with someone infected with COVID-19; • Individuals awaiting testing results who are otherwise unsure of their COVID-19 status.
3	Transitioning Into the Courtroom	<ul style="list-style-type: none"> • All steps from the previous phase are incorporated. • Deployment of the online case resolution platform to afford the public additional options to resolve their case. (The user/defendant will have the ability to interact with the Solicitor, Private Attorney/Public Defender, and judge. The technology will utilize single sign-on, docket in the case history and alert users inside of the case management system, the decision/sentence of the judge will update the charge, fine, and docket history to close out the case. This online dispute resolution platform is compatible with ZOOM and affords options for video conference motions or hearings.) • Trial dockets for reset cases will begin. • Only individuals set for a hearing or trial will be allowed to enter and proceed to up courtrooms. (Courtrooms will also utilize the automated building check-in and space management technology which will allow them to monitor courtroom space in real-time and alert parties awaiting entry when safe space has become available.) • No more than 25 individuals shall be placed on a Trial Calendar. (Courtroom size approximately 2,500 sq./ft.; Average calendar runs at 70% show-up) • Floor markings will be located in each courtroom in accordance with safe social distancing guidelines. Space for seating will also be marked consistent with applicable safety guidelines. • Safety Ambassadors and Security Officers will continue to monitor the common areas, stairways, elevators, restrooms, and courtrooms.

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3	Transitioning Into the Courtroom	<ul style="list-style-type: none">• Safety and Security screening procedures for employees and visitors will continue.• Face masks/ shields will still be required for courtroom staff.• Visitors will be required to wear face masks/ coverings.• Employees will continue to wipe down and disinfect work stations and surfaces prior to leaving the office daily.• Staff will continue to assist with visitor needs under Phase II.• Prior to entry into the courthouse, staff will verify that the individual is:<ul style="list-style-type: none">• On a docket for that day, and• Requests to plead nolo or not guilty, or• Requests to speak with a Solicitor/ Attorney/ Victim Witness Advocate, or• Requests a trial, or• Is a witness(es) in a case that is on the trial docket, or• DUI case, and• Does not wish to plead guilty/ pay (payment can be accepted at the Finance station).• General public allowed to observe proceedings in person, provided safe distancing space is available.
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