



# MAGISTRATE COURT FLOYD COUNTY, GEORGIA

## GUIDELINES FOR MAGISTRATE COURT- PURSUANT TO THE ORDER OF CHIEF JUSTICE MELTON'S DATED MAY 11, 2020, as amended October 10, 2020.

**CHIEF MAGISTRATE**  
W. GENE RICHARDSON

**MAGISTRATES**  
LORIE HUGHES

**CLERK**  
KRISTY COOGLER

**COURT SUPERVISOR**  
KEYSHA PEED

**SENIOR DEPUTY CLERK**  
EMILIE GURLEY

**DEPUTY CLERKS**  
DEB-E RHOADES  
ANSLEY EDWARDS  
CARLOTTA SWIFT

1. Screening of individuals entering the Courthouse must be checked according to Georgia Department of Health (DPH) and the Centers for Disease Control and Prevention (CDC) guidelines; and, GEORGIA COURT REOPENING GUIDE.
2. All persons entering the Floyd County Courthouse will be required to wear a face mask at all times while in the Courthouse. The County may supply face masks to some individuals to meet these requirements, but it is anticipated that there may be insufficient masks available to supply all persons who appear at the Courthouse without their own mask. Entrance to the Courthouse may be denied to any individual without a face mask if no face mask is available to be supplied by the County.
3. Social Distancing: the courthouse interior areas and each Courtroom will be capped as to the number of individuals to be allowed according to the size of each area, to assure there is spacing of at least six feet between individuals. Each Courtroom will be marked assuring that the proper spacing is maintained. We will stagger our calendars to assure that the number of individuals does not exceed these guidelines.
4. Sanitation practices shall be in accordance with the guidelines established by the DPH and CDC, and sanitation dispensers will be available at every entrance to each Courtroom. We will fog and sanitize the Courtrooms before and after every court session.
5. Accommodations for high risk individuals shall also be in compliance with the public health guidelines. Anyone who is a high risk shall contact the Court as soon as possible, but no later than three business days prior to the hearing date, and provide to the Court documentation that the individual is a high risk in accordance with the public health guidelines and it would be a possible danger to their health to attend Court.
6. Anyone displaying any common symptoms of Coronavirus will be required to immediately leave the Courthouse.
7. We have installed a Video Conferencing System which is now being used for civil and criminal cases in the Magistrate Courtroom. The use of the system will insure the public's right of access to judicial proceedings as the Courtroom remains open to the public. While using the video conferencing system and to be sure everyone can hear in the courtroom over the mandated masks, a new public address system has been installed as well.
8. In order to assure social distancing we will install Digital Calendars to be located at the entrance to the Courthouse and in front of the Magistrate Courtroom in the near future.
9. In accordance with the DPH Seventh Amended Administrative Order for Public Health Control Measure, any Magistrate Court employee with known or suspected COVID-19 shall require isolation; and any employee with known or suspected COVID-19 exposure likely to result in infection shall be quarantined.
10. When there is reason to believe that a Magistrate Court employee or any member of the public visiting Magistrate Court has been exposed to COVID-19, DPH or the local health department shall be notified and notification of persons who may have been exposed shall occur as directed by DPH or the local health department.
11. As circumstances change, these Guidelines may be modified from time to time.

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