



## *City of Covington Municipal Court*

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Covington, Georgia 30014  
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*M. Qader A. Baig*  
Chief Judge

*Stephanie Finnie*  
Court Clerk

*Kellie Key*  
Deputy Clerk

IN THE MUNICIPAL COURT OF THE CITY OF COVINGTON

STATE OF GEORGIA

### **ORDER ESTABLISHING PROTOCOLS AND PROCEDURES FOR IN COURT JUDICIAL PROCEEDINGS**

#### **DURING PANDEMIC EMERGENCY**

Due to the ongoing health crisis caused by COVID-19, the Covington Municipal Court has set forth the following guidelines to protect the health of attendees for court and the court's staff. The Court hereby enters this Order, which will remain in effect until further notice.

#### **1.**

All visitors entering the Covington Municipal Court shall submit to a temperature check and a brief questionnaire regarding current their health condition(s), before entering the courtroom. The attendee's entrance will be allowed if the body temperature is less than 100.0 degrees. If the body temperature is in excess of this, access will be denied and the defendant's court date will be rescheduled.

#### **2.**

Any person making entry into the courtroom will be asked to sanitize their hands, use a face mask and socially distance themselves (at least six feet apart) from others. If anyone needs a mask, one will be provided to that person, along with a clean writing instrument. Seating in the courtroom will follow these guidelines and no more than 13 people will be allowed in the courtroom, at one time. Public seating will be sanitized after each use. The courtroom and all hard surfaces will be cleaned and sanitized before and after each session.

3.

A defendant shall be allowed to have his or her attorney in the courtroom during their court proceeding. If a defendant who is under the age of 21, shall be allowed to have one parent or guardian with them for moral support. Any witness shall be allowed in the courtroom regarding the case in which they have been subpoenaed. Defendants are encouraged to make arrangements for childcare before coming to court. The Court shall offer online viewings of all court proceedings via some form of social media. The designated platform will be posted, along with a link, and a copy of this Order on the City of Covington and the Covington Municipal Court's official website.

4.

The Court will place shields/plexiglass partitions in designated areas for additional protection for patrons and staff. Anyone who has an underlying health condition will be given the opportunity to dispose of their case via Zoom or other social media platform. Arrangements will need to be made by calling the Covington Municipal Court, at least a week prior to the scheduled court date.

5.

The Clerk of Court shall submit these operating guidelines to the Georgia Administrative Office of the Court (A.O.C). A copy of this Order can be reviewed by going to <https://georgiacourts.gov/covid-19-court-operating-guidelines>. The Court will reach out to litigants and the attorney of record, regarding these implemented guidelines. An additional copy will be placed in the courthouse.

IT IS SO ORDERED this 1<sup>st</sup> day of October, 2020

  
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Chief Judge M. Qader A. Baig  
Covington Municipal Court

\*subject to amendment pursuant to federal, state, and local law