

**CITY OF LAWRENCEVILLE**

**STATE OF GEORGIA**

**Guidelines for In-Court Judicial Proceedings**

Pursuant to the Chief Justice's May 11, 2020 *Second Order Extending Declaration of Statewide Judicial Emergency*, AND the May 13, 2020 Amended Order declaring Judicial Emergency by Chief Judge of the Municipal Court of Lawrenceville, the following guidelines for in-court proceedings are hereby established.

**Safety is a major concern for anyone entering the courthouse. Anyone exhibiting symptoms of infection such as fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, or having known close contact with a person who is confirmed to have COVID-19 are asked not to enter the building.**

**If you are sick and have concerns about appearing in person, please use phone or email to contact the Municipal Court Clerk. Contact information for Municipal Court Clerk can be found at [www.lawrencevillega.org](http://www.lawrencevillega.org)**

**MAXIMIZING THE USE OF TECHNOLOGY**

The Courts are working to limit or eliminate the need for close personal contact during judicial proceeding. The Courts may utilize video conferencing and other electronic meeting alternatives to the extent they are available and otherwise permitted by law.

**HEALTHY PRACTICES ARE ENCOURAGED**

We are requesting all visitors to the Courthouse to *frequently wash or clean their hands*. Public restrooms are available in the building with appropriate supplies. *Hand sanitizer stations* are located throughout the building and their use by all is encouraged. When possible, refrain from touching your face or mouth. *Please cover your mouth when you sneeze or cough*. Signage is placed throughout the building encouraging and reminding people to follow healthy practices recommended by the CDC.

*Everyone is encouraged to use face masks while in the building.*

## **SOCIAL DISTANCING TO BE MAINTAINED IN THE BUILDING**

We are requesting all visitors to the building to maintain appropriate *social distancing*, including maintaining a *6 foot separation* from others whenever possible. Please do not congregate in groups, particularly in public common areas, wells of the courtroom, hallways, elevators, restrooms, or other locations.

Seating areas have been marked out to assist in maintaining distance from others. Wayfinding markers and pathways will be marked to encourage distancing.

## **MINIMIZING EXPOSURE RISK**

Court personnel, other employees and visitors to the building are being temperature screened when entering the building. Employees have been instructed to report potential exposure to their supervisors and self-quarantine if necessary. Employees have been instructed not to report to work if experiencing symptoms. Offices have instituted teleworking policies and are staggering work hours in an effort to minimize exposure.

## **CLEANING & SANITIZING**

Public spaces are being frequently and appropriately cleaned within the building. Sanitizing supplies including wipes, sprays and hand sanitizers have been provided to staff for use in maintaining a clean and sanitary work environment. Court is anticipating that the courtrooms will be cleaned as needed.

## **COURT SCHEDULING**

Court schedules are being modified to limit the number of persons called in to the building by limiting the numbers of those summoned and staggering calendars. Courts may otherwise modify normal calendar practices by other means including remote hearings. Additional attention will be given to scheduling proceedings in the courtrooms with more limited seating capacity.

The court will ensure the public's right of access to judicial proceedings, but all parties are encouraged to minimize the number of persons accompanying them to any court proceeding. If possible, the parties should not bring family or friends, especially minor children to the courtroom, to minimize exposure to health risks to themselves and others. All persons entering the courtroom will be required to maintain social distancing and other secure health protocols to protect themselves and other persons health.

HIGH RISK INDIVIDUALS

All visitors who are members of a vulnerable population (such as persons over age 65, individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy) **are encouraged to bring that to the attention of the Court prior to any court appearance so that reasonable alternatives to appearing in person can be explored.** Contact information for the Court is found at [www.lawrencevillega.org](http://www.lawrencevillega.org)

*/s/ Dennis J. Still*

DENNIS T. STILL

CHIEF JUDGE,

MUNICIPAL COURT OF LAWRENCEVILLE

FILED IN OFFICE  
Municipal Court of Lawrenceville

*DM* MAY 13 2020

CLERK/DEPUTY CLERK MUNICIPAL COURT  
GWINNETT COUNTY GEORGIA