

IN THE MUNICIPAL COURT OF THE CITY OF SUWANEE

STATE OF GEORGIA

STANDING ORDER

SECOND AMENDED GENERAL SAFETY GUIDELINES FOR ALL COURTS IN THE CITY OF SUWANEE

On June 30, 2021, the Statewide Judicial Emergency Order expired requiring the individual courts to establish their local COVID-19 protocols. The following protocols are hereby mandated by local order and have been put in place in order to maintain public safety and instill confidence in the Suwanee Municipal Court procedures for reducing the possibility of COVID-19 infection in those individuals that have been designated as being in a vulnerable population.

1. To the extent possible all parties, attorneys, and witnesses should appear via teleconference or videoconference.
2. The courthouse will remain open for the public, but they are encouraged to stay home. Only parties, attorneys and necessary witnesses should appear and only if the hearing cannot be handled via teleconferencing or videoconferencing.
3. Please leave all non-essential people at home. Avoid bringing children or family members, especially the elderly, to court.
4. No one should come to court if they are not feeling well or have a temperature above 100.4 degrees. Contact the Assigned Judge's office to be excused and to have your case rescheduled.
5. Before you come to the courthouse, please answer the following questions below. If your answer to any of the first four questions is YES, then you should not come to the courthouse. Instead contact the Assigned Judge's office to be excused and to have your case rescheduled.
 - a. Have you had a recent onset of coughing?
 - b. Have you had any recent difficulty breathing?
 - c. Have you been around anyone who has been outside of the country in the last 14 days, or
 - d. Have you been around anyone who has been diagnosed with or is under investigation for potential COVID-19 infection?
6. Prior to entering the courthouse, you should answer the above questions again, and if your answer to any of the first four questions is YES, then contact the Assigned Judge's office to be excused and to have your case rescheduled.
7. **Mask or face covering required.** EVERYONE COMING TO THE COURTHOUSE SHALL BE REQUIRED TO HAVE A MASK OR FACE COVERING ON IN ORDER TO ENTER THE BUILDING. THE MASK OR FACE COVERING SHALL REMAIN ON WHILE IN THE COURTHOUSE UNLESS YOU ARE GIVEN PERMISSION TO REMOVE THE MASK OR FACE COVERING BY THE JUDGE OR OTHER COURT STAFF MEMBER.
8. Entering the courthouses. If you are entering the courthouse and there is a line, maintain social distance of three (3) feet. Where there are markings on the ground establishing safe spacing, they are to be followed.
9. The **social distancing rules are in effect in and around all City of Suwanee courthouses.** Everyone shall maintain at least three feet of distance from anyone else.

10. Elevators and stairs. People entering the courthouses are encouraged to use the stairs, if necessary. The elevators have the number of people that can safely use them marked, they are limited to 1 or 2 people at a time based on their size.
11. Hand sanitizer stations are on every floor by the restroom. Everyone is encouraged to use them frequently.
12. Restrooms are located on every floor and everyone is encouraged to wash hands frequently.
13. Courtrooms. There are limits on the number of people who may safely enter a courtroom to comply with the social distancing requirements. If you anticipate that your case will require more people in attendance at your hearing than can safely fit into the courtroom, then notify the Assigned Judge's office sufficiently in advance of the hearing so that accommodations can be made for overflow.
14. In the courtroom, observers may sit in the gallery marked "X" only. No one may pass the bar without the permission of the Assigned Judge. People are encouraged to remain outside the courtroom until their case is called. Witnesses are encouraged to remain outside the courtroom until they are called. The witness will testify from the marked witness seat.
15. Exhibits should be made available in electronic format in advance of the hearing so that they are not passed back and forth between multiple people in the courtroom. Contact the Assigned Judge's office for instructions on exhibits.
16. As the CDC Guidelines are being amended as new information becomes available, the Courtrooms shall continue to follow the CDC protocols.

This 16th day of August, 2021.



Norman H. Cuadra
Chief Judge
City of Suwanee