

IN THE PAULDING COUNTY MUNICIPAL COURT

ADMINISTRATIVE ORDER

Response to COVID-19

The Court will continue to remain open and operate without interruption despite the challenges posed by the COVID-19 virus. Staff members and visitors are encouraged to practice social distancing – keep several feet away from others.

Much court business will be conducted online or by telephone. Documents can be filed electronically or payments made through the webpage.

All criminal and traffic defendants represented by attorneys are **NOT REQUIRED AND ARE ENCOURAGED NOT TO APPEAR IN PERSON** for the pre-trial conferences that are scheduled prior to and including March 31, 2020. Attorneys will appear on behalf of defendants and defendants must be available by telephone during the time scheduled for the pre-trial conference.

Any defendant not represented by an attorney, must appear personally at the pre-trial conference as previously directed.

Criminal and Traffic defendants who are required to appear for arraignments (initial appearance) must appear. At the initial appearance, a *pro se* defendant may request to appear by telephone at the pre-trial conference, but must sign a waiver of time to qualify for a telephone pre-trial.

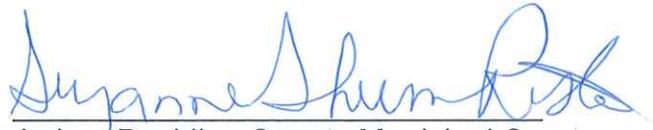
Pleas pay attention for potential COVID-19 symptoms including fever (100.4 degrees or higher), cough, and shortness of breath.

Court staff is practicing the following recommendations from the Department of Health:

- Clean and disinfect "High-Touch" surfaces often
- Wash hands often with hot water and soap (20 seconds or longer)
- Dry hands with a clean towel or air dry your hands
- Cover your mouth with a tissue or sleeve when coughing or sneezing
- Avoid touching your eyes, nose, mouth with unwashed hands or after touching surfaces

The COVID-19 situation continues to evolve rapidly, and the Court asks for flexibility and assistance as everyone adjusts and copes as best as possible. As the Court continues to serve the public, the focus remains on doing so in a way that promotes public health and safety.

Date: 03/17/2020



Judge, Paulding County Municipal Court
Suzanne Shuman Rister