EFILED
CLAYTON COUNTY, GA
10/01/2021 03:45 pm
Jacquline D. Wills
CLERK SUPERIOR COURT

CLAYTON JUDICIAL CIRCUIT

COMPREHENSIVE COURT OPERATIONS – ALL PHASES GUIDELINES

(Updated from the June 30, 2021 version that updated the December 7, 2020 Amended CJC Comprehensive Court Operations – Phase I Guidelines)

I. BACKGROUND

Following countywide meetings and discussions regarding the impending pandemic, officials of the Clayton Judicial Circuit (hereinafter "the Taskforce") held a meeting on March 11, 2020 regarding measures to be taken as a result of the possible impact of Coronavirus/COVID-19 on court and jail operations. The meeting was led by Superior Court Chief Judge Geronda V. Carter, Sheriff's Office Deputy Chief Roland Boehrer on behalf of Sheriff Victor Hill, and Interim Court Administrator Dr. Will Simmons. At that meeting, Deputy Chief Boehrer and other representatives of the Sheriff's Office, Court IT Coordinator Ben Cauble and various others in attendance formulated a plan to handle essential inmate matters, such as first appearances, virtually by video-conferencing.

The various levels of court agreed that Magistrate Court should be fitted first with the technology necessary for virtual capacity, and the other courts and court related offices (including the offices of the clerks, Solicitor General, and District Attorney) were prioritized by function. Clayton County Government and IT Departments were of great assistance to the Taskforce and Court Administration in getting the technology and resources in place to support our current system of functioning.

As had been the practice of our circuit, Chairman Jeffrey E. Turner of the Board of Commissioners consulted with Chief Judge Carter regarding the decision to close county government (except for essential functions). After consulting with judicial officers and partners, the decision was made to issue an order declaring a local judicial emergency (hereinafter "local order") for the circuit, in line with the executive action of Chairman Turner. Very shortly thereafter, Chief Justice Melton determined that he should act on a statewide level, and such resulted in the need for various local orders, including the one for our circuit, to be amended. In our case, to fall within compliance with the statewide order issued after our initial local order, we needed to open a courtroom for the availability of public access to virtual proceedings. The various offices and courts within the circuit posted guidelines and protocols for operations to inform the public that although access to the courthouse was limited (and appropriately restricted in some instances related to the emergency created by the spread of COVID-19), all essential services were still being provided.

We continued to meet via conference calls, texts, and ultimately via video-conferencing. We broke-out into "small groups" to target tasks relative to the various divisions of courts or responsibilities in order to more efficiently address the issues and effectively reach outcomes conducive to the fair administration of justice in the safest manner possible.

Before each new local order has been entered by Chief Judge Carter, each division of court represented has had an opportunity to provide input and express concerns, if any. In addition to consulting with partners of the judicial system, each division of court has agreed by a majority, if not unanimously, with the decisions made and directives in the local orders of judicial emergency. Notably, judges are given the opportunity to specifically request that matters of concern for them be accounted for in the local order. It is our intention to continue to work together for the common good of all our employees, our judicial partners, and the broader community that are served by each of our divisions of court.

Since the June 30, 2021 Order, the divisions of courts represented by the undersigned have continued to collaborate. Notably, the Chief Magistrate Judge consulted with the Chief Superior Court Judge to advise that Clayton County Government ensured the timely rollout of funding necessary to support the Magistrate Court's efforts to serve our community such that when the eviction moratorium was lifted, funds and resources were available to Clayton County tenants and landlord who qualified.

Additionally, since the June 30, 2021 Order, the Committee on Resuming Jury Trials (CRJT) amended its report to expand jury trials on the state court level. The judges of the superior and state courts have not requested any additional changes to the operation guidelines contained herein or the CRJT Report.

II. ACTIONS TAKEN TO "ADD-BACK" PERMITTED COURT PROCEEDINGS

(A) Since the March effectuation of our virtual capacity, we have taken the following actions:

(1) In April and May, we worked to create a more functional teleworking environment for employees and those characterized as at-risk for severe complications related to COVID-19. We also approved our Mandatory Clayton Judicial Circuit Employee (& Contractors) Onboarding Form, with a completion date prior to the entry into a new phase of reopening.

(2) In April and May, we expanded the types of matters that could be heard virtually, to include non-essential matters. In preparation for what we planned to roll-out in June, certain members of our taskforce conducted a walk-through with our local public health officials and discussed recommendations for social distancing, temperature checks, appropriate use of space, protective equipment, elevator use, courtroom capacity, etc.

Following the recommendations received from our local public health officials, published by the CDC, and those as contained in the Georgia Court Reopening Guide, we updated our courthouse rules and operating procedures, as now consolidated and summarized below.

(3) In June and July, we instituted the use of an in-court, out-to-bond/civil litigant/witness pod (hereinafter "Court Pod"), operative in one courtroom or conference room in each courthouse. Our small group concluded its first-stage discussions and issued its recommendation on staggering court times, types of matters to be heard, and staff report times for our consideration when we believe our circuit is ready to transition to Phase II.

(4) Each month, we discussed how and when to "add-back" anything that we have not already begun doing, whether it be virtually or to the pod designated for such purpose.

(B) Since the August 11, 2020 filing of our initial comprehensive guidelines, we have taken the following actions:

(1) In August, each level of court was authorized to operate a Court Pod, if the volume of scheduling of in court matters consistent with the emergency orders supported additional pods.

(2) In September, an additional Court Pod was opened at the main courthouse.

(3) In September, our circuit convened the Committee on Resuming Jury Trials as ordered by Justice Melton, and Chief Judge Carter additionally convened a Committee on Resuming Grand Jury.

(4) On December 17, 2020, the trial judges of our circuit received the final report of the Committee on Resuming Jury Trials.

(C) Since the December 22, 2020 filing of our comprehensive operating guidelines, our circuit has taken the following actions:

(1) On April 5,2021, the chief judges of superior, state, and magistrate court met with a broad spectrum of the defense bar to discuss the circuit's management of the pandemic and to get input from the defense bar as to what matters counsel would like to see remain virtual via Zoom and what matters counsel would like more courtroom space to open for in-person proceedings;

(2) As a result of the meeting with defense bar, the chief judges reported back to their respective bench to encourage continued use of virtual technology as has been taking place and as supported by the defense bar, and subsequently opened new expanded pods in May and June to host the matters mentioned by defense bar for in-person proceedings;

(3) The superior court resumed grand jury for the May term, seating four separate panels. At the time of the signing of the June 30, 2021 court operations guidelines, the district attorney reported that backlogged cases in need of grand jury consideration should be up-to-date before the next grand jury term, that was to start August 2021;

(4) The respective resumption committees for grand jury and jury trials hosted mock exercises in preparation for the resumption of the proceedings. All partners responsible for the aspects of the processes were invited to participate as volunteers in the mock activities.

(D) Since the June 30, 2021 filing of our comprehensive operating guidelines, our circuit:

(1) After having resumed jury trials on June 28, 2021, held the first jury trial the week of July 7, 2021, and has not as of yet had to again suspend jury proceedings;

(2) Completed the May term of grand jury, and seated a single panel of grand jurors for the August term;

III. COURTHOUSE RULES & OPERATING PROCEDURES

Upon following the March 2020 directive of Justice Melton regarding opening the doors to the courthouse, though activities conducted therein could be restricted, we implemented CDC guidelines regarding those who are permitted entry. We began to add various other restrictions as such were recommended from time to time. Under our current Chief Justice of the Supreme Court of Georgia, Justice David E. Nahmias, the statewide Judicial COVID-19 Taskforce continues to recommend the implementation and maintenance of various restrictions. Our circuit shall continue to maintain the following:

(A) No person (public or employee) shall be permitted entry or permitted to maintain entry into a courthouse within the Clayton Judicial Circuit:

(1) who has tested positive for COVID-19 (Coronavirus) and has not subsequently been medically cleared or has symptoms thereof;

(2) who has within the past 14 days (a) been notified of his/her contact with someone who has tested positive for COVID-19, (b) traveled to a country, state, or city considered a hot spot for the spread of COVID-19, or (c) has a COVID-19 related symptom (such as fever, cough, shortness of breath, chills, repeated shaking, headache, sore throat, loss of sense of taste or smell, etc.);

(3) who is not properly wearing a protective face covering over his/her nose and mouth at all times in the public area or any shared private areas of the courthouse premises;

(4) who refuses to have his/her temperature checked or who has a temperature of 100.4 degrees or more; or

(5) who refuses to maintain social distancing of at least six feet or upon whose admission would result in the courthouse being at capacity as determined by social distancing recommendations of local public health officials or the CDC.

(B) The Sheriff or his designee (or Police Officer, depending on the location of the court), Court Services, and Bailiffs shall document, on a form provided for such purpose, when anyone is refused entry into a courthouse or is removed from a courthouse after initially being permitted entry;

(C) No court may hold a court proceeding or compel the attendance of any person for a court proceeding not authorized by (1) the statewide and local declarations of judicial emergency, if in effect or (2) these court operations guidelines;

(D) No court may compel the attendance of any person for a court proceeding if the court proceeding or the court facility (courtroom, conference room or any location designated for court business) in which the proceedings is to be held is not in compliance with these court operations guidelines or any modifications thereto;

(E) Courts are prohibited from compelling in-person participation in any court-imposed alternative dispute resolution session that is to be conducted in a manner inconsistent with applicable public health guidelines;

(F) No court, judge, or agency within a courthouse may independently permit any action that is prohibited or restricted under these operations guidelines;

(G) Anyone who works in a court facility with known or suspected COVID-19 shall be isolated and any person with COVID-19 exposure likely to result in infection shall be quarantined in accordance with DPH administrative orders and guidelines and shall not be permitted in or on the premises of the court facility until such person has tested negative for COVID-19, has written documentation from his or her doctor reflecting a clearance to return to work, AND has complied with any additional restrictions as ordered or recommended by DPH or the local health department; and

(H) Whenever any judge, elected official or agency sharing space in any court facility has reason to believe anyone who works or has visited a court facility 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.

All these and other courthouse rules and operating procedures shall be enforced by and subject to the contempt powers of the Court and any other laws available to law enforcement. The undersigned judges may from time to time update the notices published at each court facility to reflect any updates in guidance from the DPH or CDC that the undersigned judges determine to be applicable to court proceedings.

IV. PHASE I – POD OPERATIONS

(A) Pod operations began in March 2020, with the jail pods. Pods expanded to the courtroom in June 2020. The initial expansion included one courtroom or conference room within each level of court for in-court proceedings, with restrictions on who could be in attendance. Rules for the use of the initial Court Pod (for example 406 and 304) included that: (1) use of the pod shall be limited to defendants that are not incarcerated or litigants who do not elect to appear virtually without having to appear in court or who do not have the technological resources necessary for virtual appearance; (2) only the defendant in criminal cases, one party to a civil matter or one witness in either a criminal or civil matter will be permitted to appear before the court via the pod; all other participants must appear via video-conferencing, except as determined by the judge in hearings related to a death penalty case or as approved by the designated members of the Taskforce on a case by case basis as detailed below; and (3) defendants, litigants, and witnesses who are noticed to appear before the court via the pod must be given options to appear virtually on or before his/her noticed pod appearance date and time, provided he/she is not subject to incarceration as a possible outcome from the hearing.

As it pertains to (2) above, designated members of the Taskforce shall include the Chief Superior Court Judge, the Chief Judge of the division of court making the request, the judge assigned to

the case to be heard, and the Sheriff or his appointee assigned to the Court Services Division. If the Chief Superior Court Judge is also the chief judge of the division of court making the request, the Chief State Court Judge shall serve as a designated member for purposes of provision (2) above.

(B) In March 2021, magistrate court added a pod in courtroom 204, thus expanding the availability of pod space throughout the main courthouse.

(C) In May 2021, the court added an additional pod for motions and bench trials in criminal cases. Rules for the use of the additional expanded Court Pod (for example 403 and 303) included that: (1) the judge, court judicial services, and the bailiff enforce social distancing and the wearing of approved masks; (2) initially limited to criminal proceedings (except jury trials) requiring the presentation of a witness or witnesses in cases where there was no waiver from the defense to proceed virtually; (3) the prosecutor or defense counsel was not required to attend in person if he/she elects to proceed virtually or requests a continuance based on COVID related issues; (4) in-person court staff was limited to only those whose in person presence was essential; (5) the court reporter and clerk had the option to appear virtually; (6) electronic transmission of documents/exhibits were handled the same as if the proceeding were to be totally virtual; and (7) the judge provide advance notice to court judicial services as to whether she/he will appear in person or virtual. In June, the use of the additional pod was expanded to include nonjury civil proceedings.

(D) As of the time of our signing of the June 30,2021 update to the CJC Comprehensive Court Operations, our local health district was reporting that only 30% of Clayton County residents were fully vaccinated for COVID-19 (national average at the time was 46%). The CDC was reporting a possibility of resurgence of the infection rate based on COVID variants. Thus, there was and still remains the need to keep the public, court employees, litigants, and attorneys as safe as possible.

Virtual court proceedings are still the preferred manner of holding court, where appropriate. Matters such as arraignments, calendar call, dependency hearings and routine matters including jail cases should continue to be held virtually, whenever possible. Pleas and bench trials with the consent of the parties may also continue to be held virtually, where the law allows and as determined by the judge. At least two courtrooms or conference rooms within each level of court for in-person proceedings shall continue to be used as court pods, to ensure that all judges will have access to courtrooms when her/his designated courtroom is being used as a jury trial or remote viewing courtroom. Note that virtual court protocols will ensure a process remains in place such that court is not interrupted in the event of a need to close a facility or isolate/quarantine staff.

In the event of a resurgence of the infection rate based on COVID or any variant thereof, the restrictions initially placed on Court pods 304 and 406, as provided in subsection (A) above, shall be reinstituted upon the instructions of the chief judge of the state or superior court, respectively. In such an event, the expanded use of any other Court pods, such as 303 and 403, may be temporarily suspended by the chief judge. Until such time, all court pods may function with the expanded capacity as provided in subsection (B).

SCHEDULING CASES: In scheduling cases for in person court, judges and staff shall be mindful not to schedule more cases than the courtroom can hold in the spaces as designated in the courtroom. In so scheduling, the judge shall consider the nature of the matter being scheduled and the number of persons required to appear per case being scheduled. Certain matters may provide the opportunity to schedule 12 cases per hour, whereas others may provide the opportunity for only two cases per hour.

(E) The chief judges of the superior, state, and magistrate courts shall establish the schedule of use for the jail and court pods, and court administration shall maintain the schedule for use by all levels of court within circuit and where space permits, courts from other jurisdictions. Magistrate court, due to the volume of cases to be heard daily, shall have its own designated jail and court pods.

The undersigned chief judges believe it is important to maintain all established pods as their use, among other things, (1) helps control the volume of individuals requiring entry into the courthouse and thereby supports the maintenance of social distancing and (2) secures the ability for continuity of court proceedings in the event of needed isolation or quarantine.

V. PHASE II – GRAND JURY

Given that the number of individuals required to report to any of the courthouses necessarily effects the way each court or other offices within the courthouses conduct business, the undersigned chief judges desire to ensure that court protocols remain in place that continue to follow local public health guidance and considers the impact on other levels of court. With that desire in mind, Phase II (except for the additional pod referenced above) was limited to the addition of grand jury.

Based on the review of space and seating layout as approved by the local PHD, courtroom 205 was determined to be the best location to hold grand jury. Superior court approved the empaneling of four grand jury panels for the May term. One grand jury panel was seated for the August term, and it is expected that only one panel will be seated for the November term. In light of the jury trial expansion on the state court level and the need for twelve-member juries in civil cases, grand jury will continue deliberations on Mondays (as opposed to Wednesday) in courtroom 205.

VI. PHASE III – JURY TRIALS

At the time of the June 30, 2021 update to the operations guidelines: Given the status of the statewide judicial emergency order and the need to not continue the delay in the offering of jury trials, the trial courts in conjunction with the Committee on Resuming Jury Trials (CRJT) formulated a plan for resumption of jury trials despite our circuit having the lowest percentage in the metro-area of citizens who were fully vaccinated. The chief judges within each level of court shall continue to work together to ensure the best use of space for holding jurors while waiting to be moved to the courtroom, conducting voir dire, holding jury trials, and jury deliberations.

The collaboration needed on June 30, 2021 is still currently needed as our community data regarding the spread of COVID variants reflects. An example of the continued, current need for collaboration is (1) the juvenile court's offering the first floor conference room for the holding of extra jurors, when needed; (2) the magistrate court's offering of courtrooms for overflow viewing of trial level court proceedings; (3) the state court's offering of courtroom 205 for certain superior court level court operations; and (4) the superior court's offering of courtroom 401 for certain state and probate level jury trials, when needed.

VII. COMPREHENSIVE COURT OPERATIONS TASKFORCE

The Taskforce shall include the chief judge for each division of court and the sheriff or his/her appointee. The Taskforce shall meet regularly to determine if there is any need to adjust court operations. The Taskforce will also meet whenever there is a request to conduct any court business that is inconsistent with the comprehensive guidelines or has the potential of jeopardizing public safety or the safety of court employees and staff.

VIII. FORMS & COURT WEBSITES

Parties can consult the websites for each division of court for additional specifics regarding court operations per division. Such specifics may be more restrictive, but shall not be less restrictive than the operations guidelines contained herein. Various websites may contain additional forms than those included here. Attached forms include: Mandatory Clayton Judicial Circuit Employee and Contractor Onboarding Forms; Sample Court Pod Notice (Criminal); Sample Court Pod Notice (Civil); Sample Notice of Probation Hearing (VOP); Virtual Court Notice; and Denied Entry Form.

SO ORDERED, CONSOLIDATED, AND ADOPTED, THIS **1ST** DAY OF **OCTOBER**, **2021**, AND SHALL REMAIN THE COMPREHENSIVE COURT OPERATIONS GUIDELINES FOR THIS CIRCUIT UNLESS AND UNTIL FURTHER AMENDED, MODIFIED, OR RESCINDED BY A MAJORITY OF THE CHIEF JUDGES OF THE COURTS REPRESENTED.

Geronda V. Carter, Chief Judge
Superior Court, Clayton Judicial Circuit

Linda S. Cowen, Chief Judge
State Court

Keisha Wright Hill, Chief Judge
Magistrate Court

Pamela Ferguson, Judge
Probate Court

Deitra Burney-Butler, Chief Judge
Juvenile Court

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CLAYTON COUNTY, GA
10/01/2021 03:45 pm
Jacquline D. Wills
CLERK SUPERIOR COURT

Mandatory Clayton Judicial Circuit Employee Onboarding Form

The information disclosed by the employee in this form will only be retained by the immediate supervisor of the employee and will be used to determine when the employee is phased into the onboarding process of the offices within the Clayton Judicial Circuit that are subject to the statewide and/or local judicial declarations of emergency (hereinafter declarations). By completing this form, the employee aids attempts to ensure his/her and others' safety.

Due to the nature of the onboarding process and the directives of compliance within the declarations, as well as the current guidelines as established by the Centers for Disease Control and Prevention (CDC) and our local department of health, you are being asked to acknowledge the items in Part I and complete the items in Part II. Part III provides an opportunity for you to reject the completion of the items in Part II of the form. Every employee is required to return the form to his/her supervisor before **May 29, 2020**.

PART I. Please initial each of the following acknowledging your understanding of each.

1. _____. I have read the statewide and local judicial declarations filed May 11th and May 13th, 2020, respectively.
2. _____. I understand that under no circumstances am I to report to the office if I have a positive COVID-19 diagnosis or have been advised to self-quarantine because a family member, co-worker, or someone I have come in contact with has been diagnosed with COVID-19.
3. _____. I understand that I must immediately notify my employer/supervisor of the occurrence of any of the circumstances in #2 above.
4. _____. I understand that the published CDC guidelines, at the time I was asked to complete this form, include the recommendations that a cloth face covering be worn in public settings, social distancing should be practiced, and that persons should try to keep at least 6 feet of distance between them and others. CDC.gov
5. _____. I further understand that the published CDC guidelines, at the time I was asked to complete this form, include the recommendations that sick people stay home and that individuals 65 years or older and individuals with serious underlying medical conditions (including asthma, chronic lung disease, diabetes, serious heart conditions, chronic kidney disease, severe obesity, immunocompromised or liver disease) take special precautions. CDC.gov
6. _____. I understand that if in the past 14 days, prior to my participation in the onboarding process, I have traveled to any of the countries with travel restrictions for entering the United States or I have been exposed to anyone who is diagnosed with COVID-19, displaying symptoms for the disease, or awaiting test results, I should not report to work, but should notify my supervisor immediately.

PART II. Please provide the information requested below.

Name:_____Office:_____

I meet the CDC definition of a person at higher risk of developing severe COVID-19 illness because

_____

I am asking my employer to consider my higher risk for severe illness status in determining which phase of the onboarding process I should participate in reporting to the office more frequently.

Signature:_____Employee#_____Date:_____

PART III. Complete this section if you decline to complete PART II.

Name:_____Office: _____

I decline to complete PART II of this form, and I am not asking for any consideration that would be provided to me if I were to complete PART II.

Signature:_____Employee#_____Date:_____

Mandatory Clayton Judicial Circuit Contract Worker Onboarding Form

The information disclosed by the contract worker (hereinafter CW) in this form will only be used to determine when the CW is phased into the onboarding process of the offices within the Clayton Judicial Circuit that are subject to the statewide and/or local judicial declarations of emergency (hereinafter declarations). By completing this form, the CW aids attempts to ensure his/her and others' safety.

Due to the nature of the onboarding process and the directives of compliance within the declarations, as well as the current guidelines as established by the Centers for Disease Control and Prevention (CDC) and our local department of health, you are being asked to acknowledge the items in Part I and complete the items in Part II. Part III provides an opportunity for you to reject the completion of the items in Part II of the form. Every CW is required to return the form before **May 29, 2020**.

PART I. Please initial each of the following acknowledging your understanding of each.

1. _____. I have read the statewide and local judicial declarations filed May 11th and May 13th, 2020, respectively.
2. _____. I understand that under no circumstances am I to report to the courthouse if I have a positive COVID-19 diagnosis or have been advised to self-quarantine because a family member, co-worker, fellow CW, or someone I have come in contact with has been diagnosed with COVID-19.
3. _____. I understand that I must immediately notify my Chief Bailiff/Court Administrator/Assigned Judge of the occurrence of any of the circumstances in #2 above.
4. _____. I understand that the published CDC guidelines, at the time I was asked to complete this form, include the recommendations that a cloth face covering be worn in public settings, social distancing should be practiced, and that persons should try to keep at least 6 feet of distance between them and others. CDC.gov
5. _____. I further understand that the published CDC guidelines, at the time I was asked to complete this form, include the recommendations that sick people stay home and that individuals 65 years or older and individuals with serious underlying medical conditions (including asthma, chronic lung disease, diabetes, serious heart conditions, chronic kidney disease, severe obesity, immunocompromised or liver disease) take special precautions. CDC.gov
6. _____. I understand that if in the past 14 days, prior to my participation in the onboarding process, I have traveled to any of the countries with travel restrictions for entering the United States or I have been exposed to anyone who is diagnosed with COVID-19, displaying symptoms for the disease, or awaiting test results, I should not report to work, but should notify the Chief Bailiff/Court Administrator/Assigned Judge immediately.

PART II. Please provide the information requested below.

Name:_____Office: _____

I meet the CDC definition of a person at higher risk of developing severe COVID-19 illness because

_____

I am asking the Chief Bailiff/Court Administrator/Assigned Judge to consider my higher risk for severe illness status in determining which phase of the onboarding process I should participate in reporting to the office more frequently.

Signature:_____Date: _____

PART III. Complete this section if you decline to complete PART II.

Name:_____Office: _____

I decline to complete PART II of this form, and I am not asking for any consideration that would be provided to me if I were to complete PART II.

Signature:_____Date: _____

IN THE SUPERIOR COURT OF CLAYTON COUNTY
STATE OF GEORGIA

STATE OF GEORGIA,	**CASE NO.:**
v.	
_____,	_____
Defendant.	

NOTICE OF HEARING

You are herein commanded to physically appear before the Superior Court of Clayton County, at the Harold R. Banke Justice Center, 9151 Tara Blvd., Jonesboro, GA 30236, before the Honorable Geronda V. Carter on the **19th** day of **August, 2020** at _____ am/pm in Courtroom ___. **Options for your virtual appearance are provided below. You are required by law to be present for this hearing. Failure to appear for this hearing or resolve your case prior to the above court date will result in the issuance of a bench warrant for your arrest and may result in the forfeiture of your bond.**

Social distancing practices will be strictly enforced. All persons entering the courthouse will be required to have their temperature checked and wear a face mask while in the building. Individuals will not be allowed to enter the courthouse if they: are sick; have a current positive diagnosis for COVID-19; have tested positive to COVID-19 within the past 21 days; have been exposed to anyone who has tested positive for COVID-19 or awaiting results for such testing; are under a quarantine recommendation; or have traveled to any country or city with travel restrictions or hot spot designation. To reduce the risk to the public, parties are encouraged to report alone, when possible.

You are directed to notify this Court of your retained or assigned attorney by having said attorney file an Entry of Appearance on or before 5pm on August 10, 2020. If you are not represented by counsel, you are ORDERED to apply for indigent representation with the Public Defender's Office by emailing: *email.address*@claytoncountyga.gov.

The Court will conduct this hearing via remote video conferencing that is open to the public. In light of public health concerns, the Court is providing the alternative option for you to appear virtually before the Court via Zoom video conferencing (instead of physically reporting to the Justice Center). The options for your virtual appearance are: August 4, August 11, and August 18, 2020 from 9am to 11am.

If you have access to Zoom and desire a virtual court date, you must contact your assigned attorney to be scheduled on one of the virtual court calendars indicated above. If you are not yet represented by counsel and desire to request a virtual court date, you must email your name, case number, full contact information, and preferred virtual court date to: *email.address*@ClaytonCountyGA.gov. The Court will respond with instructions for your virtual court hearing. If you do not receive those instructions and do not appear virtually, you must appear in-person on **August 19, 2020**.

Individuals with any other reason that they are unable to appear for Court, on the in-person or virtual dates and times listed, must file their request or motion with the Superior Court Clerk's Office prior to the in-person court date. Please note that e-filing is available. All requests must be made in writing. Our office is available by phone at (770) 477-3432. Courtesy copies of filed documents should be provided to the Court by e-mail at: *email.address*@ClaytonCountyGA.gov.

I certify this notice was mailed on the _____ day of _____, 2020.

_____

Staff Member of _____ Judge
Clayton Judicial Circuit

IN THE SUPERIOR COURT OF CLAYTON COUNTY
STATE OF GEORGIA

NAME, Petitioner / Plaintiff, v. **NAME,** Respondent / Defendant.	CIVIL ACTION FILE NO.: **20-DR-0-9**

RULE NISI FOR VIRTUAL CIVIL HEARING ON CONTEMPT

This case is before the Court on Petitioner's *Petition for Citation of Contempt,* filed ____ _____, 202_. In light of COVID-19, Courts are encouraged to continue the administration of justice using virtual technology, where possible and appropriate.

Based on the request for final hearing and consent of the parties and/or their counsel to the matter being heard virtually, the Court finds that the Petitioner(s) Respondent(s) hereby **WAIVE(S)** the right to appear in Court in-person and requests the matter be assigned to a civil virtual calendar for a hearing. This Court conducts videoconferences, which are accessible to the public, using Zoom. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited. Violations of Uniform Superior Court Rule 22 are subject to the penalties for contempt of court including incarceration and fines.

Said parties are ORDERED to appear before Judge _____, in **Virtual Courtroom __ via Zoom** on the _____ **day of August, 2020**, at **2:00 p.m.** for a final hearing on the contempt. The Respondent should cure all defects IMMEDIATELY and show cause why he should not be held in contempt and fined up to $1,000 and/or incarcerated for up to 20 days. Alternatively, the parties may submit a full settlement agreement that addresses and resolves all issues in the case at bar.

It is incumbent upon counsel for the parties to forward the parties and any witnesses the Zoom log-in information for the hearing. Exhibits, to be submitted into evidence, must be e-mailed to the Court at least 48 hours prior to the hearing at: email.address@claytoncountyga.gov. Parties requesting a court reporter to take down the proceedings should finalize arrangements no later than 48 hours prior to the hearing with: email.address@claytoncountyga.gov. Requests for an interpreter should be submitted no later

than 7 days prior to the hearing to: email.address@claytoncountyga.gov.

IT IS SO ORDERED this _____ **day** of _____, **2020**.

_____

JUDGE
CLAYTON JUDICIAL CIRCUIT

IN THE SUPERIOR COURT OF CLAYTON COUNTY

STATE OF GEORGIA

STATE OF GEORGIA, **v.** _____, **Defendant**.	**CASE NO.:** _____

NOTICE OF PROBATION HEARING

You are herein commanded to physically appear before the Superior Court of Clayton County, at the Harold R. Banke Justice Center, 9151 Tara Blvd., Jonesboro, GA 30236, before the Honorable Geronda V. Carter on the **14th** day of **July, 2021** at _____ am/pm in Courtroom **406**. **You are required by law to be present for this hearing. Failure to appear for this hearing or resolve your case prior to the above court date will result in the issuance of a bench warrant for your arrest and may result in the forfeiture of your bond.**

Social distancing practices will be strictly enforced. All persons entering the courthouse will be required to have their temperature checked and wear a face mask while in the building. Individuals will not be allowed to enter the courthouse if they: are sick; have tested positive for COVID-19; have been exposed to anyone who has tested positive for COVID-19; are under a quarantine recommendation; or have traveled to any country with travel restrictions. To reduce the risk to the public, parties are encouraged to report alone, when possible.

You are directed to notify this Court of your retained or assigned attorney by having said attorney file an Entry of Appearance on or before 5pm on June 28, 2021. If you are not represented by counsel, you are ORDERED to apply for indigent representation with the Public Defender's Office by emailing: Regina.Sampson@claytoncountyga.gov.

Individuals with any reason that they are unable to appear for Court on the date and time listed must file their request or motion with the Superior Court Clerk's Office. Please note that e-filing is available. All requests must be made in writing. Our office is available by phone at (770) 477-3432. Courtesy copies of filed documents may be provided to the Court by e-mail at: JudgeCarterCourtesyFilings@ClaytonCountyGA.gov.

I certify this notice was mailed on the _____ day of _____, 2021.

_____
Staff Member of Geronda V. Carter, Chief Judge
Superior Court
Clayton Judicial Circuit

Judge _____

Virtual Court Notice

(1) Attorneys, please ensure your client is aware of and abides by all provisions of this notice.

(2) This notice is for open Court. All virtual participants and attendees are expected to behave appropriately.

(3) The screen name/ID name must be displayed as the attendee's full name (first and last name) before the court will admit a virtual attendee.

(4) Participant's video is to remain on at all times during their hearing (absent specific excusal from Court).

(5) Remain in a stationary place (at a desk/table).

(6) Court observers and members of the public, who are not participating in the hearing, should keep their audio on mute.

(7) Use the best internet connection and plan ahead for Zoom meetings to ensure reliable connectivity. Desktops and laptops are preferred for a better video and audio quality. Mobile cellular devices are permitted as a last option.

(8) Access to any exchanged evidence should be provided to the client **prior** to the hearing/trial.

(9) Exhibits, to be admitted into evidence, must be e-mailed to the opposing party and the Court **PRIOR** to the hearing at: *email.address*@claytoncountyga.gov

(10) Upon the Court or either party invoking the rule of sequestration, no witness may observe or listen to any portion of the proceeding until the witness has been called to testify. Witnesses listening to or observing the proceedings, without permission from the Court, is strictly prohibited and violators will be subject to contempt of court.

(11) Any video or audio recording, photographing, taking screenshots, and/or reproducing of the livestream, if any, is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited except as provided in Uniform Superior Court Rule 22. Violations of Rule 22 are subject to the penalties for contempt of court.

Videoconference Link / Access Instructions: _____

Clayton Judicial Circuit
Harold R. Banke Justice Center
Record of Refused Entry

Visitor's Name: _____

Visitor's E-mail: _____

Visitor's Phone: _____

Date of Visit: _____ Time of Visit: _____

Reason for Visit: _____

_____

_____

Related Case: _____ Judge: _____

Reason Entry Not Permitted: _____

_____

_____

_____

Courthouse Staff: _____