

# **Alpharetta Municipal Court**

## COURT PROCEDURES IN RESPONSE TO COVID-19

If you are not sure whether you must appear for court, please contact the **court office at 678-297-6250**.

In response to the threat posed by the COVID-19 virus, Alpharetta Municipal Court has implemented changes to court hearing procedures. Please be advised of the following :

- When you arrive for your court hearing, you will check in outside the building with Alpharetta Municipal Court staff. You may be asked to provide your cell number, then asked to return to your car and wait in the parking lot. You will be contacted by phone when it is your time to meet with the Solicitor and Judge
- Only the defendant listed on the citation will be allowed to enter the court, with their attorney if applicable. Individuals under 21 years of age may be accompanied by one parent / guardian.
- **No friends, family members, or children may enter the courtroom.** If you encounter a childcare issue, please contact the court office. Continuances will be granted.
- Defendants who are 60 years of age or older and are not comfortable coming to court due to increased risk may contact the court office and a continuance will be granted.
- **Any defendant who is ill will not be permitted to enter the building.** Please stay home and call the court office. Continuance will be granted. Upon arrival, anyone seeking admittance to the Court will have her/his temperature checked by Court staff using a no-contact thermometer. Anyone registering a temperature of 100.4 or above will not be admitted.
- **Defendants and staff will be required to wear a face covering the entire time while inside the Alpharetta Municipal Court building and be required to adhere to signage.**
- Defendant and staff must observe **at least six feet of social distance at all times.**

If you do not have an attorney and would like information about resolving your case without a court appearance, contact the court office at 678-297-6250 or email **[courts@alpharetta.ga.us](mailto:courts@alpharetta.ga.us)**