

CHIEF JUDGE REUBEN M. GREEN

SUPERIOR COURT OF COBB COUNTY
COBB JUDICIAL CIRCUIT



SUPERIOR COURT OF COBB COUNTY
70 HAYNES STREET
MARIETTA, GEORGIA 30060
(770) 528-1860

MEMORANDUM

TO: All litigants, attorneys and members of the public
FROM: Chief Judge Reuben M. Green, Superior Court, Cobb Judicial Circuit *rmg*
DATE: June 16, 2020

In accordance with the Chief Justice's THIRD ORDER EXTENDING DECLARATION OF STATEWIDE JUDICIAL EMERGENCY, Cobb County Courts will handle matters to the extent feasible and consistent with this Order, public health guidance and the United States and Georgia constitutions and applicable statutes and court rules, including the public's right of access to judicial proceedings and a criminal defendant's right to confrontation and open courtrooms. These procedures shall remain in effect while the Judicial Emergency is in place or until further Order of the Chief Judge of the Cobb Judicial Circuit.

Updated court information is posted on the Cobb County website at <https://www.cobbcounty.org/communications/info-center/covid-19-updates>

GENERAL SAFETY GUIDELINES FOR COBB SUPERIOR COURT, STATE COURT, PROBATE COURT, JUVENILE COURT AND MAGISTRATE COURT

1. Where appropriate 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 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 four questions below. If your answer to any of the 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 above 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 courthouses shall have a mask or face covering on 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. Where there are markings on the ground establishing safe spacing, they are to be followed.
9. **Temperature checks.** As you enter the courthouse your temperature may be taken. If you have a fever and are turned away from the courthouse, contact the Assigned Judge's office to be excused and to have your case rescheduled.
10. You will then answer the above COVID-19 questions again, and if your answer to any of the above questions is YES, then contact the Assigned Judge's office to be excused and to have your case rescheduled.
11. **The social distancing rules are in effect in and around all Cobb County courthouses.** Everyone shall maintain at least six feet distance from anyone else.
12. **Elevators and stairs.** People entering the courthouses are encouraged to use the stairs. 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.
13. **Hand sanitizer stations are on every floor by the restrooms.** Everyone is encouraged to use it frequently.
14. **Restrooms are located on every floor and everyone is encouraged to wash hands frequently.**
15. **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.
16. **In the courtrooms, observers may sit in the gallery on the marked "X" only.** No one may approach the bench without the permission of the Assigned Judge. Everyone is 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.
17. **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.

Reuben M. Green
Chief Judge, Superior Court
Cobb Judicial Circuit