

MAGISTRATE COURT OF BUTTS COUNTY

835 ERNEST BILES DRIVE
JACKSON, GEORGIA 30233
OFFICE: (770) 775-8220
FAX: (770) 775-1954

REBECCA J. PITTS
CHIEF MAGISTRATE

LAUREN W. KERSEY
CLERK

MEGAN H. KINSEY
MAGISTRATE

BRAD L. CHRISTENSEN
MAGISTRATE

FILED

MAY 15 2020

SAFETY PLAN FOR MAGISTRATE COURT

**MAGISTRATE COURT
BUTTS COUNTY, GEORGIA**

- Because the Magistrate Court is located within the same building of the Butts County Sheriff's Office, all persons appearing to conduct business with the Magistrate Court will need to comply with the safety protocol of the Butts County Sheriff's Office before being allowed to enter the building.
- If you are living with anyone that is sick or quarantined, or have had a cough, fever, or have been around anyone else that exhibits those symptoms within the past 14 days DO NOT come to the Magistrate Court. Please call the Court at 770-775-8220 to discuss alternative options for conducting your business online or by mail.
- The actual person that needs to conduct official business with the Sheriff's Office or the Magistrate Court will be the only person permitted into the building. (Friends and family must remain in their vehicle)
- Everyone entering the building MUST sanitize their hands before entry. Hand sanitizer will be provided.
- Everyone entering the building MUST wear a facemask.
- All forms necessary for filing will be located on the wall in the hallway leading to the Magistrate Clerk's office.
- If you see another individual already conducting business at the Magistrate Clerk window, please maintain social distance and remain six (6) feet away from that individual.
- Please sanitize your hands again upon completion of your business by using the sanitizer dispenser located on the wall of the Magistrate Clerk's window.
- The Court will continue to conduct all first appearance and preliminary hearings and any other hearings possible by ZOOM while the Supreme Court Judicial Emergency Order is in place. The current order is set to expire June 12, 2020 and may be subject to extension by the Supreme Court of Georgia.
- In the event the Court determines that it can safely hold an in person hearing in compliance with CDC regulations and Supreme Court Order before June 12, 2020, the Court will contact the parties in the case and provide further safety plan and procedures along with a Scheduling Order in the case.