



Euharlee Municipal Court

30 Burge's Mill Road, Euharlee, Georgia, 30145

Phone (770) 386-1542

Fax (770) 386-1349

July 30, 2020

In light of the recent COVID-19 pandemic there have been changes in the operations in the Euharlee Municipal Court. We hope you understand that these changes are not to inconvenience you, but to ensure that everyone has the opportunity to handle their judicial matter safely and efficiently.

On August 13, 2020 Euharlee Municipal Court will be conducting virtual court proceedings using Zoom. You have the voluntary option to participate virtually with the use of your own device. Within the virtual court meeting, individuals will have the opportunity to speak with the solicitor in a private Zoom room if necessary. To take advantage of the option to participate in this virtual court session, please contact the Clerk of Court by email at lcantrell@euharlee.com or by phone at 770-386-1542 as soon as possible to register. You will be provided with a time and link to join the Zoom meeting.

You are not required to do so, but if your case does not require a mandatory appearance, and you should desire to discuss a possible resolution of your case prior to your court date, you may contact the Solicitor for Euharlee Municipal Court, Marc Clark, at marc@marcclarklaw.com. If you are able to reach a resolution of your case prior to your court date, you will not need to appear in court, however any fines will need to be paid prior to the court date, unless the solicitor tells you otherwise. If you do not reach a resolution, and the citation has not been paid prior to court, you will need to appear in court. If your case requires a mandatory appearance, you may contact the clerk of court to see if the virtual court session is an option, otherwise you must appear in court on your scheduled court date.

If you do not have a device to participate in the virtual court session, or prefer an in-person appearance, you will be provided with a device to communicate with the judge and solicitor if necessary. If appearing in person we ask that you follow the guidelines below for a safe, effective and efficient experience.

1. If you are ill, or have been around someone who is ill, please do not come to court. Stay home and contact the clerk's office.
2. We must limit the number of individuals present inside the courtroom and City Hall in an effort to maintain social distancing. Any spectators will need to be pre-approved by the judge or clerk of court prior to the court date. When you arrive, you will check in outside of the City Hall building with a member of our staff and your attendance will be recorded. You may then be asked to wait inside your vehicle or outside the court facilities until you are notified that it is time for you to enter the building.
3. All persons entering the courtroom or the city hall building must wear a protective mask or other face covering for your protection, and the protection of others. You are welcome to wear your own, otherwise a disposable mask will be provided for you.
4. Court security will be using contactless temperature scanners to ensure that defendants with temperatures higher than the CDC guidelines are not allowed in the courthouse.

5. All persons entering the courtroom or the city hall building will be required to sanitize hands upon entry and exit of the building.
 6. Defendants and attorneys should bring their own writing utensil, preferably a blue pen, to prevent unnecessary exposure.
 7. All defendants, attorney's, and staff must observe at least six feet of social distance at all times.
 8. Payments can be made by debit card, credit card, money order, or certified cashier's check. Cash will not be accepted.
- In addition, defendants 60 years of age or older and other high-risk individuals who are not yet comfortable with coming to court due to increased risk, and do not have the capability to attend the virtual court session, please call the clerk's office to request a continuance.
 - If you plan to plead not guilty and would like to request a bench trial date please contact the clerk's office.
 - If you are a non-English speaker and will require an interpreter to assist with court proceedings, please contact the clerk's office prior to your court date, so that we may continue your case to a date when an interpreter will be available.

If you have already paid your citation, and your appearance is not mandatory, you are not required to appear in court. Should you wish to dispute the violation, it is your right to appear in court. If your case does not require a court appearance, and you do not wish to appear in court, the following payment methods are available to make payment prior to your scheduled court date:

- Pay online at euharleepayments.com.
- Pay by phone at 844-850-3149.
- Mail a money order or certified cashier's check to Euharlee Municipal Court, 30 Burge's Mill Road, Euharlee, GA 30145. Please include your name and citation number. Personal checks are not accepted.

Some violations will not add points to your license and will not be reported on your driver history. If you would like to see if this applies to your violation, The Georgia Department of Driver Services has a points schedule that can be found on their website at dds.georgia.gov/points-schedule.

Should you have any other questions or concerns, please feel free to contact the Clerk of Court. Please stay safe and we look forward to serving you.

Sincerely,

Laura Cantrell

Laura Cantrell
Clerk of Court
Euharlee Municipal Court
30 Burge's Mill Road
770-386-1542
lcantrell@euharlee.com

