

**MUNICIPAL  
COURT**  
PEMBROKE  
GEORGIA

Due to the recent COVID-19 pandemic some new procedures have been put in place for our court hearings. We hope that 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.

Court will be held on **JULY 30<sup>th</sup>, 2020 at 9:30 am** in a drive-thru manner at the **J Dixie Harn Community Center, 91 Lanier Street, Pembroke, Georgia 31321**. A map is enclosed with parking and lining up instructions. Everyone is to remain in their vehicle unless otherwise directed. The Judge will speak to you from the drive-thru about your case. Court Security will be there to assist you and Court Staff will have the necessary paperwork concerning your case.

If you are required to pay a fine it must be paid in the form of a money order, online or by phone on the day of court unless otherwise directed by the Judge.

We ask that you follow the guidelines below for a safe, effective and efficient experience.

1. Only defendants may attend court hearings. Please do not bring children, spouses, or other family members to your scheduled hearing time. If you do not have childcare, we will allow you one (1) reschedule for this reason. Please call our office to be rescheduled.
2. If you are a non-English speaker, please call our office before your court date, so that we may reschedule you for one of our interpreter court days.
3. **Defendants 21 and under** may have one (1) parent or guardian attend the court hearing with them.
4. Court times are staggered in an effort to continue social distancing. Therefore, court security will not allow any defendants to appear before their scheduled time. If you miss your scheduled time you will be referred to the Clerk's office to be reset and a late fee will be added.
5. As you approach the court drive-thru you will notice six (6) feet distancing markers on the ground (**in the event you have to exit your vehicle**), please adhere to those markers. We will allow defendants to get in the vehicle line **fifteen (15) minutes before** their scheduled hearing time. This will keep the line moving as cases will be seen in order.
6. A sanitization area will be set up for anyone exiting their vehicle and for all officers and court staff.
7. Court security will be using temperature scanners for anyone who has a need to exit their vehicle. This is to ensure that defendants with temperatures higher than the CDC guidelines (100.4) are not allowed to exit their vehicles and will have to be rescheduled. We will sanitize the building daily and in between court sessions, **we welcome your use of masks and gloves for your protection.**

7. All court staff, officers and city employees will be wearing proper protective equipment as required by the CDC guidelines.

**If you are sick or have been around someone that is sick, please do not come to court.** Please call our office for one (1) courtesy reschedule of your case. In addition, if you are over 60 years of age and are not yet comfortable with coming to court, please call our office for one (1) courtesy reschedule.

**As always, we continue to have the following payment options available.**

**Money order by mail or drop box behind City Hall, Credit/debit card by phone at 1-877-470-4020 or online at [pembrokegapay.com](http://pembrokegapay.com)**

Please stay safe and we look forward to serving you.

Sincerely,

**Pembroke Municipal Court  
Staff**