

FOR LITIGANTS WHO ARE ATTENDING STATE COURT CIVIL PROCEEDINGS

Notice: You will receive a calendar notice regarding your case. Please take the time to read it carefully and to follow the instructions and the contact information on your Court notice.

If you are represented by an attorney, please contact your attorney in advance of any Court proceeding. Your attorney will give you instructions about your Court appearance.

If you are not represented by an attorney, please use the contact information on your notice for any questions you may have about appearing in Court. Additional contact information about Court personnel for each division of State Court is shown on www.gwinnettcourts.com.

Please be aware that Court personnel cannot give you legal advice in any way regarding your case. If you are represented by an attorney, your attorney will make contact with Court as necessary.

Location: The State Court is located in the Gwinnett Justice and Administration Center (GJAC.) The courtrooms are identified through number and letter designations. Digital signs also show where every judge is sitting on each day. If you become lost, please go to the desk by the elevators on the second floor, where a clerk will assist you.

Late Arrival: A late arrival could result in the disposition of your case without your presence. Please alert the Court if you are running late or having transportation problems.

Illness: DO NOT COME TO COURT IF YOU ARE ILL OR EXPERIENCING ANY SYMPTOMS OF ILLNESS INCLUDING SNEEZING, COUGHING, OR FEVER. Please use the contact number on your notice to alert the Court and request a continuance.

Continuance: If you are unable to make your Court appearance, please contact the Court and request a continuance in advance of your hearing. Continuances are granted or denied on a case-by-case basis.

Attendance: Please do not bring nonessential attendees with you during this time. The Court is using safety guidelines issued by the CDC and is attempting to reduce the number of persons within the building when possible.

Remote hearings: You may be required to attend the hearing via videoconferencing. The State Courts are now using Zoom and other videoconferencing platforms.

- **Safety issues:**
- PLEASE OBSERVE ALL SAFETY PROTOCOLS WHEN ENTERING THE BUILDING
- YOU WILL BE ENCOURAGED TO WEAR A MASK WHENEVER POSSIBLE.
- YOU WILL BE ASKED TO OBSERVE SOCIAL DISTANCING.
- PLEASE USE THE HAND SANITIZER STATIONS LOCATED THROUGHOUT THE BUILDING.
- PLEASE WASH YOUR HANDS WHEN NECESSARY.
- AVOID HANDLING AND TOUCHING ITEMS UNNECESSARILY.

Please see the website at www.gwinnettcourts.com for further information about the divisions of the State Court of Gwinnett County.