

**BELINDA THOMAS**  
**CLERK OF TELFAIR SUPERIOR COURT**

Telfair County Courthouse ■ 19 East Oak Street, Suite C ■ McRae Helena, Georgia 31055

**MEMORANDUM**

TO: Defendants in Telfair Superior Court

As per the enclosed notice, your case has been set down for court. Please call or e-mail my office **immediately** and give us your e-mail address and cell phone number. We also need to know if you have access to a computer with a camera, or a smart phone capable of handling a video conference, if necessary. We need this information before your court date.

On May 11, 2020, Chief Justice Harold D. Melton of the Georgia Supreme Court extended the Statewide Judicial Emergency until Friday, June 12, 2020. While public access to the courthouse is limited, the Telfair County Superior Court Clerk's office is open to address essential functions, as suggested by Justice Melton's orders. If the judicial emergency is extended, your court date may be continued. Notices regarding the status of your court date will be sent via e-mail and/or text message. Remember to check these often. Notices will also be posted on our website, <http://www.telfairclerkofcourt.com/> under "Calendars" and also on our facebook page.

If you have an open case in Telfair Superior Court, civil or criminal, you should maintain contact with your attorney. If you are not represented by counsel at this time, it is your responsibility to be sure that the Clerk's office has the correct mailing address and other contact information for you. For a personal appearance in court, we ask that you wear a mask, gloves, and bring a writing pen. Your temperature will be taken upon entry. While we have to allow the public access to court proceedings, children **should not** be brought in the courthouse for their own safety, and other persons accompanying you should be limited to one unless they are subpoenaed witnesses in hearings set by the Court. We ask you comply with these requests to maintain proper social distancing.

If a video conference is scheduled in your case, you will be notified by my office by email or text and given the livestream link. Please remember that if you do have a video conference, it is still an official court proceeding. You should dress appropriately and show proper respect to the Court. Position yourself in a private area away from other persons or distractions, including children, televisions or other loud devices.

The office of the Clerk of the Superior Court is an administrative office charged with the duties of receiving and filing papers with the Court and recording legal documents. We are not licensed to practice law, and we are forbidden by state law to render legal advice, direction and services. O.C.G.A. §15-6-52, §15-19-50 Therefore, no one in this office will be able to answer any questions you may have regarding the correct procedures to follow or the fees involved. I suggest that you consult an attorney before your court date.