

**PALMYRA MUNICIPAL COURT**  
**COVID-19 PROCEDURES**

ALL DEFENDANTS/COURT PERSONNEL **WILL BE REQUIRED TO WEAR A MASK**. A MASK **WILL NOT** BE PROVIDED FOR YOU. YOU MUST **BRING YOUR OWN MASK**.

YOU WILL BE REQUIRED TO USE HAND SANITIZER UPON ENTRY AND EXIT VIA TWO SEPARATE DOORS. SOCIAL DISTANCING IS REQUIRED.

EVERY DEFENDANT WILL BE REQUIRED TO FILL OUT A PLEA STATEMENT WITH ALL CURRENT INFORMATION. IF YOU DO NOT PROVIDE CURRENT INFORMATION YOU WILL NOT RECEIVE YOUR PAYMENT NOTICE TIMELY PLEA STATEMENTS AND PENS WILL BE PROVIDED. IF YOU DO NOT WANT TO APPEAR AND WANT TO PLEAD NOT GUILTY, YOU MAY FILL OUT A PLEA STATEMENT AND PUT INTO THE BOX PROVIDED. THE COURT ATTORNEY WILL CONTACT YOU IF YOU PLEAD NOT GUILTY. PENS ARE TO NOT TO BE RETURNED.