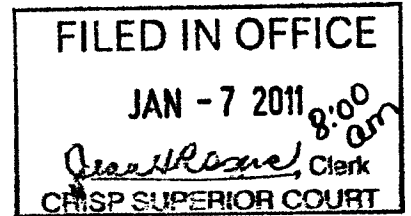


IN THE SUPERIOR COURTS OF THE
CORDELE JUDICIAL CIRCUIT

STATE OF GEORGIA

STANDING ORDER 2011-18



SHERIFFS AND BAILIFFS - ATTENDANCE IN COURT AND SECURITY

- (a) Pursuant to O.C.G.A. §15-16-10 (a) (2), the Sheriff or a Deputy Sheriff shall be in attendance at all hearings and trials, jury and non-jury, both civil and criminal, held by and in the Superior Court of the respective county of each Sheriff. At least two officers or one officer and one bailiff shall always remain in attendance while Court is in session or until excused by the Judge.
- (b) When a hearing or a trial is to be conducted in the courtroom, the Sheriff, a Deputy Sheriff or Bailiff shall meet the Judge, at the time appointed for such proceedings to begin, at the place adjacent to the courtroom where entry is made by the Judge into the courtroom. Such officer shall immediately precede the Judge into the courtroom and announce:

“ORDER IN THE COURT-EVERYONE RISE”

At any time that the Judge declares a recess or leaves the courtroom, such officer shall make the same announcement and cause everyone in the courtroom to rise until the Judge has left the courtroom.

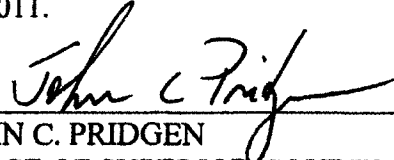
- (c) No one other than court personnel, officers of the court, attorneys, and parties in a case shall be allowed inside the bar in the courtroom, nor in the adjacent conference rooms or chambers utilized by the Judge during sessions of Court, except by direction of the Judge. The Sheriff, Deputy Sheriffs and Bailiffs shall strictly enforce this rule.
- (d) Courtroom security and security of prisoners brought to the courthouse, is the absolute responsibility of the Sheriff. The Sheriff shall, in all cases involving potentially high risk problems, advise the Judge of such

situations and shall confer with the Judge and shall implement directives of the Judge, concerning specific security procedures. Adequate radio communications equipment shall be carried by law enforcement personnel during each Court session to enable them to communicate with the sheriff's office and/or dispatcher.

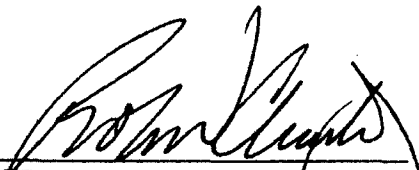
- (e) The Sheriff, Deputy Sheriffs and Bailiffs shall maintain proper order and decorum in the courtroom that shall include, but not be limited to, the removal from the courtroom of all crying infants, children and their custodian, persons making disruptive, distracting and excessive noises and all other persons directed by the Judge to be so removed.
- (f) It shall be the responsibility of the Sheriff to assure that each incarcerated defendant is properly dressed for trial commencement of Court each day of the jury trial week.
- (g) All law enforcement officers who are parties in a case in Court, whether civil or criminal, will not be allowed to wear firearms or bring firearms into the courtroom. Law enforcement officers who are appearing as witnesses shall be governed by the presiding Judge hearing a particular case as to whether or not the law enforcement officer will be allowed to have possession of the firearm in the courtroom.
- (h) During jury trials there shall be no less than two Bailiffs and one Sheriff or Deputy Sheriff on duty at all times. It shall be the duty of these officers to carry out all instructions given to them by the Court. Never shall the courtroom be without the presence of at least one Bailiff and one Sheriff or Deputy Sheriff during jury trial proceedings, unless otherwise expressly directed by the Judge.
- (i) Bailiffs shall not answer any questions posed by the jurors, but must relay any questions asked by the jurors to the Judge without interpretation. Any answers to such questions must be given by the Judge in open Court with

the parties and counsel present. All Bailiffs shall strictly adhere to the terms of the oath taken by them as Bailiff.

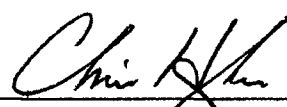
SO ORDERED, this 3rd day of January, 2011.



JOHN C. PRIDGEN
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



ROBERT W. CHASTEEN, JR.
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT



T. CHRISTOPHER HUGHES
JUDGE OF SUPERIOR COURTS
CORDELE JUDICIAL CIRCUIT