

## Ravenswood Municipal Court: Courtroom Protocol

1. Only court personnel, defendants, attorneys and witnesses will be permitted inside the building.
2. **One (1)** designated parent/guardian will be permitted inside the building for juvenile cases.
3. All persons who enter the building will be required to wear masks; **please bring your own mask.**
4. All persons will enter building only after being instructed by law enforcement.
5. Upon entry, all persons will be administered hand sanitizer from a court designee.
6. All persons will be escorted to the court room by law enforcement.
7. All persons shall sit in designated seating outside of court room and may **NOT** move from that area.
7. All persons will depart the building upon completion of their hearing and will not permitted to linger after court case.
8. Persons **shall not remove mask** unless speaking with the Municipal Judge or court personnel. All persons will be required to keep masks on, until departure from the building.

\*If you have any questions about the above information, please contact Ravenswood Municipal Court at (304) 273-3500.