

To prevent the transmission of Coronavirus, the HCOJ has unanimously adopted recommendations for the courts.

1. The Courts should:

- Postpone the hearings of the cases at the latest possible date (except those to be heard in shortened deadlines) as allowed by the law;
- Decide cases without oral hearings wherever the procedural law allows to do so;
- Ensure distance participation of the parties, by using technical equipment, according to the procedural law requirements;
- Restrict the number of attendees at the hearings, including media;
- Deliver the decisions and other correspondence to the parties in accordance with the civil procedure code;
- Manage the flow of visitors inside the courts (including media representatives) and restrict unnecessary movement inside the court buildings and court cafeteria;
- Check the temperature of the court visitors at the entrance and arrange hand disinfection;
- Restrict number of visitors at the reception up to 20 at the same time;
- Postpone public events, meetings, study visits, reception of citizens and missions, unless necessary;
- Inform citizens about the distance e-services;
- Receive claim papers and other documentation via special box in the reception.

2. The citizens should:

- Refrain from attending hearings, unless necessary. In this case the citizens should be present without companions. The citizens are prohibited to appear at court in case they have flu symptoms or fever;
- Use distance service tools (including ecourt.ge) and postal services;
- Restrain themselves from unnecessary movement inside the building and follow the WHO recommendations.

3. Common court employees having traveled abroad or had direct contact with the person diagnosed with COVID19 or with someone recently arrived from high risk countries (or with the person living together with someone recently arrived from high risk countries), are not allowed to appear at work during 10 days from the day of arrival/contact.
4. The persons described in art.3 are obliged to stay_for 10 days in self-isolation and register this information at the Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia. The person concerned is obliged to inform the Court President/Manager about the reasons for absence from work and submit related documentation.
5. Employees who are pregnant or have chronic diseases (heart disease, lung disease, diabetes, cancer) or are over 60 can, upon agreement with the Court President/Manager, work remotely.
6. Civil servants having preschool or scholar-age children are, upon agreement with the Court President/Manager, allowed to work remotely until the school holidays are over.
7. The rest of the employees are allowed to work remotely, according to the schedule developed by the Court Manager.
8. The remote work shall not apply to the employees whose absence will hinder the court performance or justice.
9. If necessary, employees who work remotely are obliged to be present at work in person immediately.
10. The persons mentioned in art.3, 5 and 7 should receive salaries as usual.
11. Self-isolation of the Judge will be considered as a **special objective circumstance** for the purpose of case assignment.
12. Citizens present in the court building should follow the WHO recommendations.
13. LEPL Common Courts Department should provide case registration online services for free.
14. Court Chairs should issue special orders to ensure implementation of these recommendations.
15. This recommendation will be in force until annulled by the HCOJ.