

COURT PROCEEDING PROTOCOL FOR COVID-19

(Saunders, Colfax, Butler)

ENTERING JUSTICE CENTER/COURTHOUSE

1. **SIGNS:** Signs regarding DHM should be posted.
2. **QUESTIONS:** Security should ask the following questions: Feeling ill? Shortness of breath or cough? In contact with any person that tested positive for COVID-19?
3. **TEMPERATURE:** Each person shall have their temperature taken at the door. If they have a fever, obtain their name/phone number and record the date/time of contact before having them return to their vehicle. We will obtain a new court date.
4. **SIGN IN:** Each person must sign in and provide their name, phone number, time in, office visited, and time out.
5. **MASKS:** Everyone should wear a mask into the building and into the courtroom.
6. **SIX FOOT DISTANCE:** People waiting in the hallways and lobby must be six feet apart. Chairs will be spaced at this distance. If the area becomes overcrowded, send individuals to their vehicles and obtain a phone number. The staff will text when their case is called.

COURTROOMS

1. Parties and counsel must wait in the lobby until their case is called.
2. No more than 10 individuals will be allowed in the District Courtroom. This number includes the judge, bailiff, court reporter, and security.
3. Every-other bench will be roped off. Each bench will be marked at 6 feet for seating.
4. Two chairs will be at counsel table, six feet apart.
5. Disinfectant wipes will be located at counsel table. Following each hearing, the party shall wipe his/her own table and discard the wipe to prepare for the next hearing.
6. Exhibits shall be emailed to the Court Reporter 24 hours in advance and will be pre-printed and marked.

GENERAL

- We will continue to schedule the majority of hearings via teleconference and videoconferencing to avoid requiring people to come into the courtroom.
- Continue to encourage the use of written arraignments, written denials, and other document processes to avoid unnecessary hearings.
- Only essential hearings, at which the foregoing protocols can be adhered to, will be scheduled for in-person court.
- Prisoners will not be transported but will appear by videoconferencing.