



# Supreme Court State of Tennessee

CHIEF JUSTICE  
JEFFREY S. BIVINS

JUSTICES  
CORNELIA A. CLARK  
SHARON G. LEE  
HOLLY KIRBY  
ROGER A. PAGE

401 SEVENTH AVENUE NORTH  
NASHVILLE, TENNESSEE  
37219

## MEMORANDUM

TO: Chancellor Doug Jenkins, 3rd judicial district

DATE: April 30, 2020

RE: Third Judicial District Request to Reopen - Revised

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The plan is approved with the understanding that the municipal courts within Hawkins County also will allow counsel to accompany a party if the counsel represents the party.

AMENDED  
PLAN FOR REOPENING  
THE  
COURTS OF THE  
THIRD JUDICIAL DISTRICT\*

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*\* Greene, Hamblen, Hancock, and Hawkins Counties*

***TARGET DATE TO REOPEN***

***MONDAY, MAY 4, 2020***

***GREENE COUNTY MAY 1, 2020***

***Plan to be in effect until further order  
amendment or extension***

*Submitted by:  
Douglas T. Jenkins  
Chancellor, Presiding Judge  
Third Judicial District*

I. DISTRICT-WIDE REQUIREMENTS FOR IN-PERSON COURT HEARINGS IN CIRCUIT COURTS, CHANCERY COURTS, CRIMINAL COURTS, SESSIONS COURTS, and JUVENILE COURTS

A. Each Court has been asked to submit its own reopen criteria; however, the following requirements will be observed in all courts and all counties (some may be repeated in the following report, but are placed here for convenience):

B. Limit public access to the courthouses to one entrance. At that one entrance, courthouse security personnel (where practicable) will be armed with no contact thermometers where someone's temperature may be taken with a beam to the forehead. Anyone with a fever greater than 100.4 would be turned away. Also, allowing the security personnel to ask questions to those attempting to enter the courthouse about their health situation- fever, cough, etc. Anyone with COVID 19 symptoms will be turned away;

C. No jury trials until further order of the Supreme Court;

D. Require proper social distancing and sanitary observances for those waiting on in-court proceedings;

E. The number of persons in a courtroom (exclusive of the judge, court personnel, and court security) shall not exceed 10 people unless justice so demands and that only in exceptional circumstances;

F. If not otherwise clear herein, the judges shall maximize the use of telephonic and video hearings as they have been doing in addition to resuming in person hearings.

## II. GREENE

### A. GENERAL SESSIONS & JUVENILE COURT- TARGET OPENING MAY 1, 2020

1. On Sessions – Criminal Days, only 5 Defendants (who are not in Jail) will be permitted into the Courtroom at one time. Each Defendant may be accompanied by his/her lawyer but no one else;
2. Defendants & Witnesses will “check in” with Security and then wait outside the Courthouse until their name is called to enter;
3. If a Defendant or Witness wants to wait in their car, they can. They DO NOT need to return Home/Leave unless the Attorneys and the Judge agree that they can leave and return at a later time;
4. Attorneys can be in Courtroom only when his/her client is in the Courtroom. Additionally, Law Enforcement Officers can be in the Courtroom only when his/her case is being heard. Under the recommended guidelines, we are trying to limit the number of people in the Courtroom at one time;
5. Once in the Courtroom, Defendants will be permitted to sit only in designated spaces on the benches. These spaces have been spaced around the courtroom to abide by physical distancing recommendations and are marked with a yellow paper;
6. Probation Officers will sign up Defendants who are not in custody in the hallway of the Courthouse;
7. On Juvenile Days, the parties, witnesses, and DCS Workers will need to “check in” with Security or Juvenile Court Staff. Once they “checked in” they will wait outside the Courthouse until their particular case is called. Only the parties to the case, their attorneys and DCS workers will be allowed into the Courthouse when the case is called. If witnesses will be needed for a hearing, the witnesses will wait outside the Courthouse until called in to testify;
8. For Juvenile Cases, the attorneys are encouraged to discuss if a particular case is one that can be heard by “video”. If so, the attorneys shall contact Juvenile Court staff at least 24 hours in advance of the hearing to set up the conference. DCS has made the arrangements for the video conference on the hearings we have held thus far;

9. If individuals wish to wear masks and gloves they are permitted to do so. They will need to bring their own as the Courthouse does not have the resources to provide them;

B. CRIMINAL COURT:

1. August 3, 2020 is traditionally announcement day for Attorneys and Defendants. The Defendants in person appearance has been suspended with Attorneys and making a disposition announcement to the Court by fax or e-mail to the Clerk or Judge. The Judge will be available for announcements on May 1, 2020 at 9:00AM in the Chancery Courtroom while the Grand Jury meets in the Criminal Courtroom;

2. Jury trials previously scheduled will be rescheduled after July 3, 2020;

3. August 21, 2020 is an Arraignment day for Defendants that are incarcerated. The Attorneys can waive Arraignment and have the case set for trial without the Defendant being brought to Court. If an attorney requests an in person proceeding, then the court will hear them on a two at a time basis in the Courtroom. Where one is at the podium, while the other will be waiting on the side bench;

4. August 21, 2020 is an Arraignment day for Defendants on bond. There is normally a large crowd at the Courthouse. To alleviate the crowd, the Court Security will have a copy of the docket. If the Defendant has not been indicted, then they will not enter the Courthouse. Each Defendant will be given an appearance date of July 3, 2020 at 9:00 AM for an Arraignment. If the Defendant requests counsel, then they will be given an Affidavit of Indigency form to fill out and return to the Court Clerk for appointment of counsel;

5. The Public Defender, Appointed Attorneys and Retained Attorneys are encouraged to keep their clients informed on all dates and matters before the Court. Attorneys can waive Arraignment and schedule court dates without their clients being present;

6. For Arraignments or other in person appearances, the Defendants will be allowed to enter the Courtroom on a two at a time basis. One Defendant will be at the podium while the other waits on the side bench. Masks, cloth coverings and hand sanitizer are encouraged;

7. The podium will be sprayed with disinfectant after each appearance by court personnel;

8. The Court will schedule several plea days throughout the month. This will alleviate large crowds and will allow the court to handle no more than two cases at a time with a limited number of people in the Courthouse on a partial day. A limited crowd will also allow the court security and other personnel to be mindful of safety procedures;

9. The Court will only allow only parties to the case or essential individuals to the case to enter the Courtroom.

C. GRAND JURY- requested for May 1, 2020. The following extra precautions are to be taken to benefit jurors and other justice system staff during the COVID-19 pandemic to ensure safety for all:

1. Location changed to provide social distancing room for all 12 jurors, foreperson, and District Attorney during all testimony;

2. A digital temperature check was conducted by Sheriff's Office staff of all members present and interacting with jurors;

3. New supplies such as pens and notepads were ordered and left sealed for a waiting period since it has been reported the virus does not survive on surfaces longer than 7 days;

4. Jurors will be provided gloves, hand sanitizer, sanitizing spray and wipes during the grand jury meeting;

5. Courtroom where jurors are meeting will receive extra cleaning and sanitizing;

6. Lunch provided will be given extra directives such as: Gloves worn at all times. Cardboard delivery boxes are sanitized and sealed. Delivery workers change gloves multiple times to prevent cross contamination. Each meal is individually boxed. Each drink is individually sealed;

7. Jurors are encouraged to bring their own coffee cups, to avoid those that may have been sitting out in the open;

8. Jurors are offered sealed individual bottles of water as needed;

9. Separate signing stations are established so that paperwork was not passed thru multiple hands;

10. At the signing stations, jurors are to bring their new pen for the day and wear gloves when touching paperwork that is handled by others;

11. Jurors were always reminded to remain socially distant when at signing stations and on breaks;

12. After the grand jury: pens, notepads and other supplies used were sanitized and stored sealed for 2 weeks or until the next grand jury session. Those supplies will not be available for others to use;

13. Alternate jurors will be on standby by telephone, to reduce jurors in attendance, if the need arises to use them.

D. CIRCUIT & CHANCERY COURT

1. Limitation of the number of persons in the courtroom and hallways;

2. Staggering of cases and hearing times;

3. Maintaining of social distancing in the courthouse and in the courtroom, and handling of witnesses (e.g., having witnesses remain in their vehicles or placing them in separate rooms);

4. The use of personal protection such as face masks, as well as appropriate use of disinfectants to protect court personnel and the public;

5. Allowing agreed matters or contested matters that do not require sworn testimony to be handled via telephone, teleconferencing, email, video conferencing or other means that do not involve in-person contact. Other video hearings will be utilized by the judges when practicable.

E. MUNICIPAL COURTS

1. Greeneville Municipal Court meets weekly in a large room in downtown Greeneville and has no dedicated parking lot. Social distancing will be observed by having an officer present at the entry door at all times who will collect the cell phone numbers of persons appearing and will call them into the courtroom in groups of 5. Chairs will be placed in the courtroom with a space of at least 6 feet between and around each chair.

2. Baileyton, Tusculum & Mosheim Municipal Courts meet monthly in smaller rooms, and they have dedicated parking lots. Social distancing will be observed by having an officer present at the entry door at all times who will collect the cell phone numbers of persons appearing and will call them into the courtroom individually at the time their case is called.

3. Rules for all courts will be that no other person will be allowed to accompany the person charged, and any witnesses will wait in their cars until called. If any person appears to be or states that they are ill, the officer at the door will reschedule that case to a later date. Of course, attorneys for any party are allowed without limitation.

### III. HAMBLEN

#### A. GENERAL SESSIONS & JUVENILE COURT

1. All litigants will be required to wait outside of the justice center building after they check in with the court security officer who will be at the entrance. The officer will note their presence and write down their phone number so that they can be contacted when their case is ready to be heard;
2. The attorneys, public defenders and the district attorneys will discuss all of the pending cases outside of the courtroom and most likely outside of the building and only bring the litigants in when the case is ready;
3. Litigants in the courtroom will be positioned so that they are no closer than 10 feet apart;
4. Hand sanitizer will be placed at the council table and throughout the courtroom;
5. The use of masks.

#### B. CRIMINAL COURT

1. May 1, 2020 is traditionally announcement day for Attorneys and Defendants. The Defendants in person appearance has been suspended with Attorneys and making a disposition announcement to the Court by fax or e-mail to the Clerk or Judge. The Judge will be available for announcements on May 1, 2020 at 9:00AM in the Chancery Courtroom while the Grand Jury meets in the Criminal Courtroom;
2. Jury trials previously scheduled will be rescheduled after July 3, 2020;
3. May 7, 2020 is an Arraignment day for Defendants that are incarcerated. The Attorneys can waive Arraignment and have the case set for trial without the Defendant being brought to Court. If an attorney requests an in person proceeding, then the court will hear them on a two at a time basis in the Courtroom. Where one is at the podium, while the other will be waiting on the side bench;

4. May 8, 2020 is an Arraignment day for Defendants on bond. There is normally a large crowd at the Courthouse. To alleviate the crowd, the Court Security will have a copy of the docket. If the Defendant has not been indicted, then they will not enter the Courthouse. Each Defendant will be given an appearance date of July 3, 2020 at 9:00 AM for an Arraignment. If the Defendant requests counsel, then they will be given an Affidavit of Indigency form to fill out and return to the Court Clerk for appointment of counsel;

5. The Public Defender, Appointed Attorneys and Retained Attorneys are encouraged to keep their clients informed on all dates and matters before the Court. Attorneys can waive Arraignment and schedule court dates without their clients being present;

6. For Arraignments or other in person appearances, the Defendants will be allowed to enter the Courtroom on a two at a time basis. One Defendant will be at the podium while the other waits on the side bench. Masks, cloth coverings and hand sanitizer are encouraged;

7. The podium will be sprayed with disinfectant after each appearance by court personnel;

8. The Court will schedule several plea days throughout the month. This will alleviate large crowds and will allow the court to handle no more than two cases at a time with a limited number of people in the Courthouse on a partial day. A limited crowd will also allow the court security and other personnel to be mindful of safety procedures;

9. The Court will only allow only parties to the case or essential individuals to the case to enter the Courtroom.

C. GRAND JURY- requested for May 18, 2020. The following extra precautions are to be taken to benefit jurors and other justice system staff during the COVID-19 pandemic to ensure safety for all:

1. Location changed to provide social distancing room for all 12 jurors, foreperson, and District Attorney during all testimony;

2. A digital temperature check was conducted by staff of all members present and interacting with jurors;

3. New supplies such as pens and notepads were ordered and left sealed for a waiting period since it has been reported the virus does not survive on surfaces longer than 7 days;
4. Jurors will be provided gloves, hand sanitizer, and sanitizing wipes during the grand jury meeting;
5. Courtroom where jurors are meeting will receive extra cleaning and sanitizing;
6. Lunch provided will be given extra directives such as: Gloves worn at all times. Cardboard delivery boxes are sanitized and sealed. Delivery workers change gloves multiple times to prevent cross contamination. Each meal is individually boxed. Each drink is individually sealed;
7. Jurors are offered sealed individual bottles of water as needed;
8. Separate signing stations are established so that paperwork was not passed thru multiple hands;
9. At the signing stations, jurors are to bring their new pen for the day and wear gloves when touching paperwork that is handled by others;
10. Jurors were always reminded to remain socially distant when at signing stations and on breaks;
11. After the grand jury: pens, notepads and other supplies used were sanitized and stored sealed for 2 weeks or until the next grand jury session. Those supplies will not be available for others to use;
12. Alternate jurors will be on standby by telephone, to reduce jurors in attendance, if the need arises to use them;
13. Masks will be furnished to all jurors.

**D. CIRCUIT & CHANCERY COURT**

1. Limitation of the number of persons in the courtroom and hallways;
2. Staggering of cases and hearing times;
3. Maintaining of social distancing in the courthouse and in the courtroom, and handling of witnesses (e.g., having witnesses remain in their vehicles or placing them in separate rooms);
4. The use of personal protection such as face masks, as well as appropriate use of disinfectants to protect court personnel and the public;

5. Allowing agreed matters or contested matters that do not require sworn testimony to be handled via telephone, teleconferencing, email, video conferencing or other means that do not involve in-person contact. Other video hearings will be liberally utilized by the judges when practicable.

E. MUNICIPAL COURTS- Court will reopen/resume on June 1, 2020. Only special settings with a limited number of 6 participants or less with appropriate social distancing may be scheduled before then. Of course, attorneys for any party are allowed without limitation.

#### IV. HANCOCK

##### A. GENERAL SESSIONS & JUVENILE COURT

1. All litigants will be required to wait outside of the court house after they check in with the court security officer who will be at the entrance. The officer will note their presence and write down their phone number so that they can be contacted when their case is ready to be heard;
2. The attorney, public defenders and the district attorneys will discuss all of the pending cases outside of the courtroom and most likely outside of the building and only bring the litigants in when the case is ready;
3. Litigants in the courtroom will be positioned so that they are no closer than 10 feet apart;
4. Hand sanitizer and sanitization of furniture utilized;

##### B. CRIMINAL COURT

1. First business day of July 2020 is traditionally announcement day for Attorneys and Defendants. The Defendants in person appearance has been suspended with Attorneys and making a disposition announcement to the Court by fax or e-mail to the Clerk or Judge. The Judge will be available for announcements on May 1, 2020 at 9:00AM in the Chancery Courtroom while the Grand Jury meets in the Criminal Courtroom;
2. Jury trials previously scheduled will be rescheduled after July 3, 2020;

3. July July 16, 2020 is an Arraignment day for Defendants that are incarcerated. The Attorneys can waive Arraignment and have the case set for trial without the Defendant being brought to Court. If an attorney requests an in person proceeding, then the court will hear them on a two at a time basis in the Courtroom. Where one is at the podium, while the other will be waiting on the side bench;
4. July 17, 2020 is an Arraignment day for Defendants on bond. There is normally a large crowd at the Courthouse. To alleviate the crowd, the Court Security will have a copy of the docket. If the Defendant has not been indicted, then they will not enter the Courthouse. Each Defendant will be given an appearance date of July 3, 2020 at 9:00 AM for an Arraignment. If the Defendant requests counsel, then they will be given an Affidavit of Indigency form to fill out and return to the Court Clerk for appointment of counsel;
5. The Public Defender, Appointed Attorneys and Retained Attorneys are encouraged to keep their clients informed on all dates and matters before the Court. Attorneys can waive Arraignment and schedule court dates without their clients being present;
6. For Arraignments or other in person appearances, the Defendants will be allowed to enter the Courtroom on a two at a time basis. One Defendant will be at the podium while the other waits on the side bench. Masks, cloth coverings and hand sanitizer are encouraged;
7. The podium will be sprayed with disinfectant after each appearance by court personnel;
8. The Court will schedule several plea days throughout the month. This will alleviate large crowds and will allow the court to handle no more than two cases at a time with a limited number of people in the Courthouse on a partial day. A limited crowd will also allow the court security and other personnel to be mindful of safety procedures;
9. The Court will only allow only parties to the case or essential individuals to the case to enter the Courtroom.

C. GRAND JURY- requested for June 15, 2020. The following extra precautions are to be taken to benefit jurors and other justice system staff during the COVID-19 pandemic to ensure safety for all:

1. Location changed to provide social distancing room for all 12 jurors, foreperson, and District Attorney during all testimony;
2. A digital temperature check was conducted by Sheriff's Office staff of all members present and interacting with jurors;
3. New supplies such as pens and notepads were ordered and left sealed for a waiting period since it has been reported the virus does not survive on surfaces longer than 7 days;
4. Jurors will be provided gloves, hand sanitizer, sanitizing spray and wipes during the grand jury meeting;
5. Courtroom where jurors are meeting will receive extra cleaning and sanitizing;
6. Lunch provided will be given extra directives such as: Gloves worn at all times. Cardboard delivery boxes are sanitized and sealed. Delivery workers change gloves multiple times to prevent cross contamination. Each meal is individually boxed. Each drink is individually sealed;
7. Jurors are encouraged to bring their own coffee cups, to avoid those that may have been sitting out in the open;
8. Jurors are offered sealed individual bottles of water as needed;
9. Separate signing stations are established so that paperwork was not passed thru multiple hands;
10. At the signing stations, jurors are to bring their new pen for the day and wear gloves when touching paperwork that is handled by others;
11. Jurors were always reminded to remain socially distant when at signing stations and on breaks;
12. After the grand jury: pens, notepads and other supplies used were sanitized and stored sealed for 2 weeks or until the next grand jury session. Those supplies will not be available for others to use;
13. Alternate jurors will be on standby by telephone, to reduce jurors in attendance, if the need arises to use them.

D. CIRCUIT & CHANCERY COURT

1. Limitation of the number of persons in the courtroom and hallways;
2. Staggering of cases and hearing times;
3. Maintaining of social distancing in the courthouse and in the courtroom, and handling of witnesses (e.g., having witnesses remain in their vehicles or placing them in separate rooms);
4. The use of personal protection such as face masks, as well as appropriate use of disinfectants to protect court personnel and the public;
5. Allowing agreed matters or contested matters that do not require sworn testimony to be handled via telephone, teleconferencing, email, video conferencing or other means that do not involve in-person contact. Other video hearings will be liberally utilized by the judges when practicable.

E. MUNICIPAL COURTS

Not applicable

V. HAWKINS

A. GENERAL SESSIONS & JUVENILE COURT

1. As appropriate, individuals will be screened prior to entering the premises;
2. Separate Courtrooms will be utilized for different types of cases, depending on the number of people scheduled to appear, with the bigger groups being held in Circuit Courtroom, but no more than 10, as set out in the district wide rules, will be held in any one courtroom;
3. Within the 10 person rule, empty courtrooms and other areas will be used to as waiting areas to allow for social distancing. Civil Cases be held in Circuit Courtroom when possible, to accommodate a heavy docket;
4. Court Security Officers will assist in controlling the number of people in each courtroom and identify each person appearing before entering into courtroom. The overflow will be required to wait outside until they can enter pursuant to these rules. Staggered hearing times will be utilized to reduce numbers as well;
5. Only Officers, Attorneys, Defendants, Court Clerks, Witnesses and others approved by the Court will be allowed to enter;
6. The court will make every effort to minimize in court hearings and unnecessary interaction between court personnel and members of the public.

B. CRIMINAL COURT

1. First business of June is traditionally announcement day for Attorneys and Defendants. The Defendants in person appearance has been suspended with Attorneys and making a disposition announcement to the Court by fax or e-mail to the Clerk or Judge. The Judge will be available for announcements on the first business day in June 2020 at 9:00AM in the Chancery Courtroom while the Grand Jury meets in the Criminal Courtroom;
2. Jury trials previously scheduled will be rescheduled after July 3, 2020;
3. June 11, 2020 is an Arraignment day for Defendants that are incarcerated. The Attorneys can waive Arraignment and have the case set for trial without the Defendant being brought to Court. If an attorney requests an in person proceeding, then the court will hear them on a two at a time basis in the Courtroom. Where one is at the podium, while the other will be waiting on the side bench;
4. June 12, 2020 is an Arraignment day for Defendants on bond. There is normally a large crowd at the Courthouse. To alleviate the crowd, the Court Security will have a copy of the docket. If the Defendant has not been indicted, then they will not enter the Courthouse. Each Defendant will be given an appearance date of July 3, 2020 at 9:00 AM for an Arraignment. If the Defendant requests counsel, then they will be given an Affidavit of Indigency form to fill out and return to the Court Clerk for appointment of counsel;
5. The Public Defender, Appointed Attorneys and Retained Attorneys are encouraged to keep their clients informed on all dates and matters before the Court. Attorneys can waive Arraignment and schedule court dates without their clients being present;
6. For Arraignments or other in person appearances, the Defendants will be allowed to enter the Courtroom on a two at a time basis. One Defendant will be at the podium while the other waits on the side bench. Masks, cloth coverings and hand sanitizer are encouraged;
7. The podium will be sprayed with disinfectant after each appearance by court personnel;

8. The Court will schedule several plea days throughout the month. This will alleviate large crowds and will allow the court to handle no more than two cases at a time with a limited number of people in the Courthouse on a partial day. A limited crowd will also allow the court security and other personnel to be mindful of safety procedures;

9. The Court will only allow only parties to the case or essential individuals to the case to enter the Courtroom.

C. GRAND JURY- requested for June 1, 2020. The following extra precautions are to be taken to benefit jurors and other justice system staff during the COVID-19 pandemic to ensure safety for all:

1. Location changed to provide social distancing room for all 12 jurors, foreperson, and District Attorney during all testimony;

2. A digital temperature check was conducted by Sheriff's Office staff of all members present and interacting with jurors;

3. New supplies such as pens and notepads were ordered and left sealed for a waiting period since it has been reported the virus does not survive on surfaces longer than 7 days;

4. Jurors will be provided gloves, hand sanitizer, sanitizing spray and wipes during the grand jury meeting;

5. Courtroom where jurors are meeting will receive extra cleaning and sanitizing;

6. Lunch provided will be given extra directives such as: Gloves worn at all times. Cardboard delivery boxes are sanitized and sealed. Delivery workers change gloves multiple times to prevent cross contamination. Each meal is individually boxed. Each drink is individually sealed;

7. Jurors are encouraged to bring their own coffee cups, to avoid those that may have been sitting out in the open;

8. Jurors are offered sealed individual bottles of water as needed;

9. Separate signing stations are established so that paperwork was not passed thru multiple hands;

10. At the signing stations, jurors are to bring their new pen for the day and wear gloves when touching paperwork that is handled by others;

11. Jurors were always reminded to remain socially distant when at signing stations and on breaks;

12. After the grand jury: pens, notepads and other supplies used were sanitized and stored sealed for 2 weeks or until the next grand jury session. Those supplies will not be available for others to use;

13. Alternate jurors will be on standby by telephone, to reduce jurors in attendance, if the need arises to use them.

D. CIRCUIT & CHANCERY COURT

1. Limitation of the number of persons in the courtroom and hallways;

2. Staggering of cases and hearing times;

3. Maintaining of social distancing in the courthouse and in the courtroom, and handling of witnesses (e.g., having witnesses remain in their vehicles or placing them in separate rooms);

4. The use of personal protection such as face masks, as well as appropriate use of disinfectants to protect court personnel and the public;

5. Allowing agreed matters or contested matters that do not require sworn testimony to be handled via telephone, teleconferencing, email, video conferencing or other means that do not involve in-person contact. Other video hearings will be liberally utilized by the judges when practicable.

E. MUNICIPAL COURTS

1. Bulls Gap Municipal Court does not have court scheduled for May.

2. Rogersville Municipal Court does not have court scheduled for May. Rogersville Municipal Court will reopen in June.

3. Surgoinsville Municipal Court plans to reopen with one (1) court date for May. We will have individuals check-in at the front door while maintaining social distancing guidelines. Only parties for two (2) cases will be allowed into City Hall at a time while we move thru the docket. Only parties to a proceeding will be allowed into the court room. In order to facilitate safe transitions into and out of the court building, while maintaining social distancing guidelines, law enforcement will assist by coordinating announcements of each individual on the docket once it is safe for them to enter the building.

4. Church Hill Municipal Court plans to reopen with two (2) court dates for May. We will have individuals check-in at the front door while maintaining social distancing guidelines. Only parties for four (4) cases will be allowed into City Hall at a time while we move thru the docket. Only parties to a proceeding will be allowed into the court room. In order to facilitate safe transitions into and out of the court building, while maintaining social distancing guidelines, law enforcement will assist by coordinating announcements of each individual on the docket once it is safe for them to enter the building.

5. Mount Carmel Municipal Court plans to reopen with one (1) court date for May. We will have individuals check-in at the front door while maintaining social distancing guidelines. Only parties for two (2) cases will be allowed into City Hall at a time while we move thru the docket. Only parties to a proceeding will be allowed into the court room. In order to facilitate safe transitions into and out of the court building, while maintaining social distancing guidelines, law enforcement will assist by coordinating announcements of each individual on the docket once it is safe for them to enter the building. Of course, attorneys representing any party will be allowed without limitation.