



Supreme Court State of Tennessee

CHIEF JUSTICE
JEFFREY S. BIVINS

401 SEVENTH AVENUE NORTH
NASHVILLE, TENNESSEE
37219

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

MEMORANDUM

TO: Judge Jill Ayers, presiding judge 19th judicial district

DATE: May 26, 2020

RE: **19th Judicial District – Proposed Plan for Reopening**

A comprehensive reopening plan was approved for your judicial district on April 29, 2020. On May 22, you submitted an amendment, which focused on plans for municipal courts in your district. The amendment is approved with the following understanding:

- 1) the municipal courts need to be trying to proceed with alternatives to in court proceedings such as video conferencing and telephone conferences.
-

IN THE NINETEENTH JUDICIAL DISTRICT FOR THE STATE OF TENNESSEE
MONTGOMERY and ROBERTSON COUNTIES, TENNESSEE

19TH Judicial District Comprehensive Plan Regarding Limited In-Person Proceedings
Pursuant to Supreme Court Order Entered April 24, 2020, approved April 29, 2020

SUPPLEMENTAL PLAN TO ADDRESS MUNICIPAL COURTS

This Supplemental Plan is submitted to address the Municipal Courts located in the 19th Judicial District as set out on page 4.

Part A: General Procedures applicable to all courts

1. A determination of the capacity of each courtroom in the district shall be made based on seating individuals on alternate rows, six (6) feet apart, and spaces shall be marked for the public. Court officers and Judges will be responsible for ensuring social distancing in the courtrooms.
2. Currently the courthouse in each county in the 19th Judicial District is set up with COVID screening procedures in place for any person to enter the building. Such process shall continue with regard to all parties entering the buildings for hearings under this limited procedures as well as courthouse staff and guests. Additionally, the courtrooms will be sanitized periodically during the day based upon use. Hand sanitizer will also be available in the Courtrooms. All individuals entering the buildings including court staff will be encouraged, but not required to use PPE (masks, gloves).
3. Courtroom admission for cases on the docket (excluding bench trials and matters requiring witness testimony) shall be limited to the parties (under the social distancing guidelines set forth above) attorneys, defendants and authorized court personnel. Victims may be present in the courtroom but may be restricted to one support person. No more than ten (10) people plus the Judge, necessary court personnel and court security will be allowed in the Courtroom at a time.
4. Bench trials, and other matters requiring witness testimony, shall be conducted consistent with social distancing requirements. Witnesses will be required to wait outside the courtroom, and if required by county restrictions, outside of the courthouse but as close as possible, depending on space available in each building.
5. In an effort to minimize the number of people entering the courthouses, Judges and staff will coordinate calendars to avoid large dockets in multiple courtrooms on the same floor of the courthouse on the same day.

6. Courtroom admission requirements shall not be applied in a manner to preclude counsel from being present during a client's appearance, or to preclude media coverage of any proceeding consistent with Rule 30 of the Rules of the Supreme Court.

Part B: Criminal Court Dockets

1. As some attorneys and parties may be high risk for COVID, Judges will continue to utilize technology for video arraignments and remote hearings for incarcerated defendants, and for remote settlements upon agreement of the parties.
2. The area of greatest concern to the criminal court dockets has been the inability to take up matters for defendants who are out on bond who appear on criminal non-jury dockets. These would include, but not be limited to, arraignments, appearances, and contested motions such as motions to suppress. These non-jury dockets will be broken down into separate dockets for incarcerated defendants and defendants on bond as follows:
 - a. Subject to courtroom availability, incarcerated defendants shall be scheduled on separate days from other in-person proceedings and shall continue to be held via video when possible, with limited scheduled appearances in person.
 - b. Attorneys may present Written Waivers of Arraignments and Appearances when they have been arraigned and the presence of their clients will be excused.
 - c. Dockets for defendants on bond will be staggered based on the docket at the discretion of the judge to avoid large gatherings of people entering the courthouse at the same time and to coordinate social distancing in the courtroom. For example, a criminal court arraignment docket would be divided based on volume into various start times. At least 10 days' notice of these schedule times will be provided. **Bonding companies will be responsible for notifying clients of their court time.**
 - d. Contested motions will be decided on the pleadings unless the parties advise the Judge that testimony is required or arguments are requested. Any motions requiring hearing shall then be scheduled consistent with the procedures herein.
3. Continuing procedures that have been in place during the time of suspended in-person proceedings, matters that are on for status will be handled off-docket and attorneys and parties will not appear. Attorneys will provide updates to the Judge prior to court. After review and input from both the state and defense, the next court date will be scheduled. Cases set for dismissal will be dismissed unless either party brings to the Court's attention a reason not to dismiss. Attorneys and parties will not appear.

Part C: Civil Court Dockets

1. Motions will continue to be decided on pleadings or WebEx/Zoom unless all attorneys and Judge agree to an in-person hearing that will be specially scheduled by the Judge's assistant.
2. Bench trials will be conducted by WebEx/Zoom unless all attorneys and Judge agree to an in-person hearing that will be specially scheduled by the Judge's assistant.
3. Dockets and trial times will be staggered at the discretion of the Judge. Motion days will also be staggered at the discretion of the Judge in order to reduce the number of people entering the courthouse at the same time.
4. Uncontested divorces (attorney represented and self-represented litigants) will be decided on the pleadings.

Part D: Child Support Dockets

1. Child Support criminal arraignments and criminal contempt trials currently scheduled through May 31 will be continued in an effort to reduce the jail population.
2. Parties are not required to appear for civil first appearances. The court will issue an order setting the matter for trial with written notice to the parties at their last known address. The order will include a notice informing the parties that they are strongly encouraged to consent to a telephonic hearing by completing the provided consent form and returning it to the magistrate's office by mail, facsimile or email prior to trial.
3. Child Support Civil Trials will be limited to no more than five (5) Trials scheduled one hour apart.
4. Notice of times to appear will be published to the parties at least 10 days in advance.

Part E: General Sessions and Juvenile Court Dockets

Montgomery County Plan attached as Exhibit A.

Robertson County Plan attached as Exhibit B.

Part F: Municipal Court Dockets

The Plan is supplemented to provide for the limited re-opening of the following Municipal Courts in the 19th Judicial District effective June 1, 2020:

City of Clarksville (Montgomery County) Municipal Court Plan attached as **Exhibit C**.

Coopertown (Robertson County) Plan attached as **Exhibit D**.

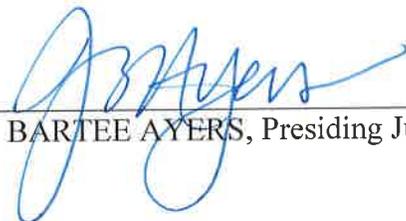
Cross Plains (Robertson County) Plan attached as **Exhibit E**.

Greenbrier (Robertson County) Plan attached as **Exhibit F**.

City of Springfield Municipal Court (Robertson County) Plan attached as **Exhibit G**.

White House (Robertson County jurisdiction) and Millersville (Robertson County jurisdiction) have already submitted plans that have been approved as part of the 18th Judicial District's Comprehensive Plan.

Submitted this 21st day of May, 2020.



JILL BARTEE AYERS, Presiding Judge

cc: Judge Ross H. Hicks
Judge William R. Goodman, III
Judge Ted A. Crozier
Judge Kathryn W. Olita
Chancellor Laurence M. McMillan, Jr.
Magistrate Ashleigh L. Travis
Judge Kenneth R. Goble, Jr.
Judge L. Raymond Grimes
Judge Wayne C. Shelton
Judge Timothy K. Barnes
Judge Joel W. Perry
Magistrate Melanie Stark
Judge Charles W. Smith
Gary Dilliha
William F. Kroeger
Joseph Zanger

EXHIBIT A

- 1) Initial Appearance-The Court will formulate a document that sets out what the defendant is charged with and the possible penalties, sets a docket call for them to return with an attorney and includes an indigence form with instructions. The defendants will be notified to appear to the clerks window to receive their packet on the date originally set between the hours of 8:30-3:30. The clerks would require the defendant to present a valid ID and sign a receipt which will be attached to their warrant. Should a defendant on bond not appear, we will issue a *capias*. Should defendant that was cited/OR'd not appear we will issue a Show Cause instead of a *capias*. Then, on the show cause date, if they do not appear we will issue a *capias*.
- 2) If a matter is on the docket for a docket call and an attorney is noted we will set those for trial without the need for anyone to appear and then will notify the respective attorney of the trial date. This will require the three criminal judges to go through the warrants in advance and set those cases. If there is a conflict, that attorney can file the appropriate motion.
- 3) For all matters that have been set to be dismissed, the attorneys are to submit the appropriate Judgment form on or before the date the matter was to be dismissed. If costs are a condition and are still owing, those will become a civil debt. If public service was required and they've managed to stay out of further trouble, we will waive that requirement. If there are other requirements(A&D, counseling, etc.) the attorney will have to get the ADA to sign off on a dismissal. Otherwise, the matter will be given a new date.
- 4) Docket calls without attorneys will be staggered alphabetically every thirty minutes (with no more than 15 people per half hour with no more than 10 people in the courtroom at a time) starting at 9:30 with a standard lunch break. This will be setup by the clerk's office. Should the defendant have hired an attorney, that attorney can do a Notice of Appearance in advance of that date and not appear on the date of the docket call. The clerks will provide a new court date to the attorney.
- 5) For trials that are set, we will only take announcements. If the matter is being dismissed/nollied, or waived to the Grand Jury(with signed waiver) only the attorney is to be present. As with all agreements, an email from the ADA must be attached. If the agreement is a plea, the attorney shall have his client present. These will be done between 8:30-9:30 the morning that the trial was set. If no agreement has been met, the court will set a trial sometime after the 1st of June. If the defense attorney knows that a hearing is going to be required, they can file a motion in advance and a trial date will be given without the need of personal appearance. There will absolutely no discussions about the case other than the announcement. All negotiating must be done prior to this date. Attorneys and their clients are to comply with all social distancing requirements set out by the county mayor, the Supreme Court and the Sheriff's Department for the courthouse.
- 6) Recovery Courts will be managed by their respective Judge. VTC will continue on Zoom for the time being.
- 7) All Juvenile courts will be managed by their respective judge in coordination with their YSO and Danette Woodcock. They will mirror the above standards.
- 8) Civil cases will be heard at staggered times and will only be given to cases with attorneys and only as deemed necessary by the court.
- 9) Only *ex parte* petitions for Orders of Protection will be heard and will be staggered into for different hearing times.
- 10) All other matters will be reset to after the 1st of June.

EXHIBIT B

ROBERTSON COUNTY GENERAL SESSIONS AND JUVENILE COURT

Comprehensive Plan for Reintegration of In-Person Proceedings

Pursuant to Tennessee Supreme Court Order Entered April 24, 2020

Part A: General Procedures

1. Capacity limitations of the Robertson County Office Building's two courtrooms (labeled Courtroom A and Courtroom B) shall be determined based upon seating individuals on alternate rows, six (6) feet apart, and all designated seating spaces shall be identified as an appropriate seat.
2. Currently, court access and entrance to the Robertson County Office Building is implementing COVID screening procedures for any person entering the building. Such process shall continue with regard to any required person/party entering the building for court related matters and hearings. In efforts to reduce COVID19 from surface exposure via touching, persons entering the court area shall not be allowed to bring personal belongings including but not limited to purses, bags, and/or other items that must be examined through scanner bed. To reduce touching of doorknobs and door bars, implementation of propping doors open whenever appropriate and does not create a risk to safety and security. The wearing of masks, although not required at this time, are permitted and encouraged.
3. Mitigation of exposure to COVID 19 will continue to be implemented by social distancing guidelines, modified work schedules for staff with alternative work stations from home as may be appropriate and as much as possible.
4. Courtroom admission for cases on the docket shall be limited to attorneys, defendants, required witnesses, authorized persons and court personnel. Victims may be present in the courtroom (victim's support person attendance will be determined on a case-by-case basis). No more than ten (10) people plus the Judge, necessary court personnel and court security will be allowed in the Courtroom at a time.
5. Trials/hearings and/or other matters requiring witness testimony, shall be conducted consistent with social distancing requirements. Witnesses will be required to wait outside the courtroom; this may include waiting outside of the Robertson County Office Building in designated area or in personal automobile then notified when may enter.
6. In an effort to minimize the number of people entering the court areas of the Robertson County Office Building, General Session Judge, Juvenile Court Magistrate and court staff will coordinate calendars to avoid large dockets in both Courtroom A and Courtroom B on the same day. Staggering of designated times for each case will be implemented to reduce and prevent multiple persons and parties appearing at the same time. Hearings will be assigned specific designated times to commence and end. The designated time allocated must be strictly adhered to. Any deviation (late arrival) by

the parties and/or attorneys shall result in the matter not going forward and a reset will be necessary. Any attempted negotiations shall occur prior to the in-person hearing date and times.

7. Courtroom admission requirements shall not be applied in a manner to preclude counsel from being present during a client's appearance, or to preclude media coverage of any proceeding consistent with Rule 30 of the Rules of the Supreme Court.

PART B. General Sessions Court

1. The General Sessions Courtroom has a seating capacity of one hundred thirty-seven. In order to maintain social distancing, the Courtroom capacity will be limited to ten (10) people, not including attorneys, court staff and court officers.
2. All individuals on the docket will provide their name and telephone number to court staff prior to entering the building and will be called to enter the Courtroom as seats become available to limit the number of persons in the courtroom as set forth above.
3. Jail dockets will continue to be conducted on Tuesday mornings, separate from Dockets from defendants on bond.
4. Recovery Court dockets will continue to be conducted by video conferencing while the Supreme Court Order is in effect.
5. Additional settlement dockets will be conducted on Friday mornings for attorney with announcements only. Announcements and settlements will be conducted by video conferencing unless the Judge determines an in-person appearance is required.

PART C. Juvenile Court

1. Juvenile Court will continue to implement video/telephonic conferencing on non-emergency matters; to include but not limited to, annual permanency hearings, status reviews, most motions, foster care review board, etc. Juvenile Clerks will continue to accept and encourage pleadings and other filings by email, facsimile and/or drop box. Physical, in-person access to the Juvenile Clerk will remain limited and as deemed necessary to carry out constitutional functions and time-sensitive matters. See attached "EMERGENCY AND NON-EMERGENCY REQUESTS."
2. Dependency, Neglect and Abuse contested hearings (ex parte/removals included) to which the parent(s) rights are directly affected (did not enter an Immediate Protection Agreement, etc.) will be conducted in-person with only the necessary parties and witness in attendance. All "General Procedures" as stated above will be strictly adhered to.

3. Matters concerning visitation/custody/paternity, the Court will attempt to implement and resolve all issues by video/telephonic conferencing. In-person appearances will be limited to contested matters in which testimony is necessary for ruling. All "General Procedures" as stated above will be strictly adhered to.
4. Motions will be required to include legal basis and argument. A response to the Motion may be filed by opposing party within two weeks and will be required to include legal basis and argument. The Motion with Response will be decided on the pleadings unless the parties advise the Court that testimony is required. Any motions requiring hearing shall then be scheduled consistent with above "General Procedures."
5. Delinquency and Unruly offenses will be reviewed by the Youth Services Division and every attempt will be made to resolve matter without a court appearance. The Youth Services Division will address each case telephonically or by video conferencing. Each case will be screened for appropriate diversion, informal adjustment, and/or etc. If it becomes necessary for an in-person appearance and/or contested hearing, then case will be set pursuant to above "General Procedures" with limited attendance to the necessary parties and witnesses.
6. Child Support matters will be addressed in same manner and fashion as established in the "19th JUDICIAL DISTRICT PLAN REGARDING LIMITED IN-PERSON PROCEEDINGS" Part D.

IN THE JUVENILE COURT FOR ROBERTSON COUNTY, TENNESSEE
AT SPRINGFIELD

IN RE: EMERGENCY AND NON-EMERGENCY REQUESTS
AMENDED PURSUANT TO 19TH JUDICIAL DISTRICT COMPREHENSIVE PLAN

The court will continue to conduct emergency **in-person or video/telephone hearings** (when available) for all matters involving the following:

1. Emergency Child Custody and Visitation Orders
2. Voluntary Surrenders of Parental Rights
3. DCS Emergency Removals
4. DCS Emergency Placement Issues
5. DCS annual Permanency Hearings
6. Detention Hearings
7. Extension of custody/probation hearings
8. Petitions requesting for emergency temporary injunctive relief
9. Other matters that receive exception by Honorable Chief Justice Bivins.

The Court will review and determine each matter on a case by case basis to determine whether or not an issue meets the above listed guidelines.

All matters that do not require an in-person appearance, such as motions not requesting emergency or injunctive relief, will be considered based upon the content of the filed motions and their respective responses. Additionally, Parties are encouraged to address any matter by Agreed Order when appropriate. The Court will consider conducting **only video/telephone hearings** on matters that are non-emergency and as deemed appropriate by the Court.

For emergency matters that require In-Person Hearings, in-person or video and/or telephone appearances can be arranged and scheduled by the Court (Motion Form attached). For non-emergency matters the attached appropriate Motion Form may be utilized and the Court will

give consideration and determine the appropriateness to scheduling an appearance through video conferencing.

All video conferencing will be scheduled by the Court through email. Video conferencing will occur through www.GoToMeeting.com. This service does not require any "in advance" software preparation for video conferencing; only requires a microphone and camera capabilities. If participation is via telephone (without video capabilities⁷), a phone number is provided in the email for call in to participate.

The Clerk's office will continue to accept all filings via electronic means such as email or facsimile at sfisher@rccourts.com and rwilson@rccourts.com. Fax 615-382-2309.

Thanking all in advance,

Melanie E. Stark, Magistrate

**IN THE JUVENILE COURT FOR ROBERTSON COUNTY, TENNESSEE
AT SPRINGFIELD**

MOTION FOR EMERGENCY HEARING FOR IN-PERSON/VIDEO APPEARANCE

In accordance with the Tennessee Supreme Court Order suspending in-person court proceedings, the undersigned request to bring the motion(s) set forth below for hearing before this court in that the issue(s) as listed below do/does constitute a listed exception as provided by said Supreme Court Order:

This Motion to requested to be heard by via in-person or video conferencing in that constitutes an exception to the Supreme Court Order.

Respectfully Submitted:

Attorney for _____

CERTIFICATE OF SERVICE TO ALL ATTORNEYS/PARTIES TO BE ATTACHED TO THIS
MOTION.

IN THE JUVENILE COURT FOR ROBERTSON COUNTY, TENNESSEE
AT SPRINGFIELD

MOTION FOR NON EMERGENCY HEARING VIA VIDEO APPEARANCE or IN-
PERSON HEARING DUE TO TESTIMONY

In accordance with the Tennessee Supreme Court Order suspending in-person court proceedings, the undersigned request to bring the motion(s) set forth below for hearing before this court on the below listed matters:

This Motion is requested to be heard via video/audio Court proceeding as it does not constitute an exception to the Supreme Court Order in-person request in that the matter is contested and testimony will be provided.

Respectfully Submitted:

Attorney for _____

CERTIFICATE OF SERVICE TO ALL ATTORNEYS/PARTIES TO BE ATTACHED TO THIS MOTION.

EXHIBIT C

City of Clarksville, Tennessee Municipal Court

The Clarksville Municipal Court hereby orders the following procedures for in-person court hearings, to be followed during the month of June of 2020, and thereafter until the Tennessee Supreme Court amends orders concerning in-person court appearances.

1. After the Clarksville City Hall building is reopened to the public, and the Clarksville Municipal Court reconvenes, all persons wishing to enter the courtroom for in-person hearings are encouraged to wear a face mask, along with gloves or the use of hand sanitizer.
2. The courtroom seating will be marked to indicate appropriate distancing once inside the courtroom. Only defendants will be allowed in the courtroom except children will be limited to one "lap age" child per defendant. All others shall remain outside the courtroom and/or in their vehicles.
3. Evidence/information/data regarding court matters that can be collected by phone, email, or fax (for example, citations issued for corrective matters such as light law violations, registration violations, window tint violations, etc.) will be presented to the Judge for consideration and possible judgment without a court appearance.
4. Individuals appearing before the court will observe the social distancing requirement of remaining 6 feet apart from other court attendees and staff.
5. Covid-19 screening procedures will be in effect for any person desiring to enter the courtroom building. There will be a shortlist of questions for each person requesting entrance to the court. Body temperatures will be checked with a non-contact device.
6. To maintain social distancing, the dockets will be limited as to the number of defendants scheduled for each court session. Hearing times will be staggered accordingly.
7. Court personnel will wear personal protection (masks) and utilize hand sanitizer often.
8. Only ten (10) Defendants will be allowed into the courtroom at any time. All other Defendants will remain outside where they may wait while maintaining proper distancing. Alternatively, they may provide their name and phone number and wait in their vehicle until called to court by the Clerk/Officer.
9. The courtroom will be sanitized periodically depending on use.
10. Video proceedings will continue as needed.

EXHIBIT D



Coopertown Police Department

Tyler Haley, Chief of Police

2525 Burgess Gower Rd. Springfield, TN 37172

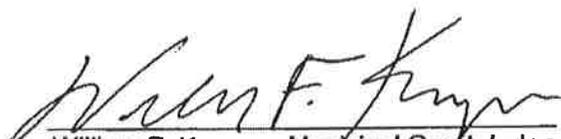
615-382-7007, ext 212 FAX 615-382-2479

Website: www.coopertowntn.org E-mail: policedept@coopertowntn.org

**Coopertown Municipal Court (Robertson County)
Comprehensive Plan for Reintegration of In-Person Proceedings**

A. General Procedures

1. Coopertown Municipal Court will resume in-person proceedings on June 4, 2020 at 5:00 p.m. and plans to conduct in-person proceedings on the first Thursday of each month at 5:00 p.m. thereafter.
2. Capacity limitations of the Coopertown Municipal Court have been determined to be four (4) persons, plus Judge, necessary court personnel, and court security. These limitations are based upon seating individuals on alternate rows and six (6) feet apart. All designated seating spaces shall be identified as an appropriate seat. All other attorneys, defendants, and required witnesses will be advised to wait in their vehicles until their name is called.
3. Defendants will be spaced in accordance with social distancing guidelines while conducting business with the clerk. The clerk window areas will be sanitized after each defendant concludes their business. The clerk will be provided sanitation equipment to use as needed.
4. In efforts to reduce COVID-19 from surface exposure via touching and to follow existing court guidelines, persons entering the court area shall not bring personal belongings including but not limited to purses, bags, cell phones, other electronic devices, food, drinks, or other items not pertinent to the proceedings. Doors will be propped open whenever appropriate and does not create a risk to safety and security in order to reduce touching of doorknobs and door bars. The wearing of masks and gloves, although not required at this time, are permitted and encouraged.


William F. Kroeger, Municipal Court Judge

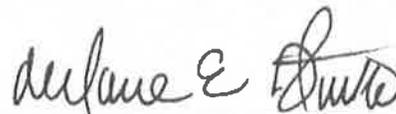
cc: Rhonda Burnette, Coopertown Municipal Court Clerk
Tyler Haley, Coopertown Chief of Police

EXHIBIT E

Cross Plains Municipal Court (Robertson County) Comprehensive Plan for Reintegration of In-Person Proceedings

A. General Procedures

1. Upon approval of plan, Cross Plains Municipal Court will resume in-person proceedings on June 16, 2020 at 6:00 p.m. and plans to conduct in-person proceedings on third (3rd) Monday of each month at 6:00 p.m. thereafter.
2. Capacity limitations of the Cross Plains Municipal Court has been determined to be four (4) persons, plus Judge, necessary court personnel, and court security. These limitations are based upon seating individuals on alternate rows and six (6) feet apart. All designated seating spaces shall be identified as an appropriate seat. All other attorneys, defendants, and required witnesses will be advised to wait in their vehicles until their name is called.
3. A check-in at the entrance will be established to gather information to include name and contact number with instructions to with enter or remain outside in automobile until deemed appropriate to enter building. A verbal screening will be conducted regarding COVID19 exposure, symptoms and general wellness. In the event a touchless thermometer can be acquired, a temperature check will be administered and no one over 100.2 will be allowed to enter the courtroom. Defendants will be spaced in accordance with social distancing guidelines while conducting business with the clerk.
4. The clerk area will be periodically disinfected to mitigate COVID19 exposure. The clerk will be provided disinfecting supplies that are EPA registered for COVID19 to use as needed.
5. In efforts to reduce COVID-19 from surface exposure via touching and to follow existing court guidelines, persons entering the court area shall not bring personal belongings including but not limited to purses, bags, cell phones, other electronic devices, food, drinks, or other items not pertinent to the proceedings. In order to reduce touching of doorknobs and door bars, doors will be propped open whenever appropriate so long as it does not create a risk to safety and security. The wearing of masks and gloves, although not required at this time, are permitted and encouraged.



Melanie E. Stark, Municipal Court Judge

5-14-2020

cc: Tammy Covington, Cross Plains Municipal Court Clerk
Barry Faulkner, Mayor
Charles Hellmann, City Manager
Cross Plains Police Department

EXHIBIT F



Greenbrier Police Department

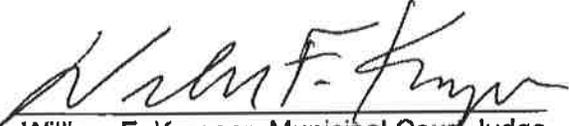
790 W. College Street
Greenbrier TN 37073
615-643-4467 office / 615-643-4077 fax
greenbrierpd@greenbriertn.org



Greenbrier Municipal Court (Robertson County) Comprehensive Plan for Reintegration of In-Person Proceedings

A. General Procedures

1. Greenbrier Municipal Court will remain closed through June 30, 2020.
2. Capacity limitations of the Greenbrier Municipal Court (labeled Civic Room) have been determined to be five (5) persons, plus Judge, necessary court personnel and court security. These limitations are based upon seating individuals on alternate rows and six (6) feet apart. All designated seating spaces shall be identified as an appropriate seat. All other attorneys, defendants and required witnesses will be advised to wait in their vehicles until their name is called.
3. Defendants will be spaced in accordance with social distancing guidelines while conducting business with the clerk. After concluding business, the area will be sanitized. The clerks will be provided sanitation equipment to use as needed.
4. In efforts to reduce COVID19 from surface exposure via touching, persons entering the court area shall not be allowed to bring personal belongings included but not limited to purses, bags, or other items not pertinent to the proceedings. To reduce touching of doorknobs and door bars, implementation of propping doors open whenever appropriate and does not create a risk to safety and security. The wearing of masks and gloves, although not required at this time, are permitted and encouraged.


William F. Kroeger, Municipal Court Judge

cc: Lisa White, Greenbrier Municipal Court Clerk
Randy Pack, Greenbrier Chief of Police

EXHIBIT G

Below is the written plan for in person court proceedings for Springfield Municipal Court:

1. Springfield Municipal Court will resume with in-person proceedings on Monday June 1, 2020 at 3:30 p.m. Thereafter, dockets will continue at 3:30 p.m. on the first and third Monday of each month.
2. Contested cases and dockets having large numbers of cases may be staggered or set for additional dockets, at the discretion of the Judge.
3. The maximum number of people permitted in the Courtroom at one time will be ten (10), not including the Judge, necessary court personnel, and court security. Social distancing guidelines will be observed. Individuals will be seated on alternate rows and at least six (6) feet apart. All designated seating spaces shall be identified as an appropriate seat. All other attorneys, defendants, and required witnesses will be advised to wait in their vehicles and will be notified by court officers as to when to enter the courtroom.
4. A touchless thermometer will be used on each individual prior to entering the courtroom. Persons with a temperature will not be permitted to enter the courtroom, and their case will be reset.
5. Courtroom Doors will remain open to reduce touching of doorknobs and door bars.
6. Wearing of masks will be permitted and encouraged.
7. Social distancing guidelines will be observed while conducting business with the court clerk.