IN THE TWENTIETH JUDICIAL DISTRICT
OF THE STATE OF TENNESSEE

IN RE:

COVID-19 PANDEMIC

REVISED COMPREHENSIVE PLAN TO GRADUALLY BEGIN CONDUCTING IN-PERSON COURT PROCEEDINGS IN SOME NON-EMERGENCY MATTERS

The Tennessee State Supreme Court issued their most recent In Re: Covid-19 Pandemic Order on April 24, 2020, which Order provided in part as follows:

1. The suspension of jury trials remains in effect through Friday, July 3, 2020, absent extraordinary circumstances.

2. Courts should continue to conduct as much business as possible by means other than in person Court proceedings.

3. All Courts are to operate under the guidelines and restrictions set forth in the Supreme Court's Order of March 25, 2020.

4. The Presiding Judge or designee of each judicial district shall develop a comprehensive written plan to gradually begin conducting in-person court proceedings (other than jury trials) in some non-emergency matters.

5. The written plan may include different guidelines and restrictions for different courts, and the plans for the 20th Judicial District include specifics for the following Courts: the four Chancery Courts, the five Circuit Court Judges whom preside over jury and non-jury cases as well as a specific plan for the Second Circuit Court for her criminal court and probate dockets, the two domestic court judges, the probate (Seventh Circuit Court) judge, the six Criminal Court Judges, the

Juvenile Court Judge and her nine magistrates, the eleven General Sessions Court Judges and the Judges of the Municipal Courts of Belle Meade, Berry Hill, Forest Hills, Goodlettsville and Oak Hill.

6. A written plan may consist of an election to continue to operate under the guidelines and restrictions set forth in the Court's Order of March 25, 2020.

7. The provisions for the April 24, 2020 State Supreme Court Order shall remain in effect through Sunday, May 31, 2020.

Daily statistics of confirmed Covid-19 infections in Davidson County from April 28, 2020 through May 18, 2020, are as follows:

1. From 4/28/2020 to 4/29/2020, 24 new cases
2. From 4/29/2020 to 4/30/2020, 57 new cases
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18. From 5/15/2020 to 5/16/2020, 41 new cases
19. From 5/16/2020 to 5/17/2020, 83 new cases
20. From 5/17/2020 to 5/18/2020, 28 new cases

Upon the Supreme Court's approval and/or modification of the terms and conditions as hereinafter stated, the Courts of the Twentieth Judicial District shall proceed to conduct hearings in a manner consistent with this plan beginning June 1, 2020, or as soon thereafter as determined by each Court.

The Courts in the Twentieth Judicial District are physically located in the following buildings: The Historic Courthouse (HCH), The A.A. Birch Building (AABB), Davidson County Juvenile Court Building (DCJCB), Belle Meade Municipal Court at City Hall Courtroom, 4705 Harding Road (traffic and city ordinance violations); Berry Hill Municipal Court at Berry Hill City Hall, 698 Thompson Lane, (traffic and city ordinance violations); Forest Hills Municipal Court courtroom located at 6300 Hillsboro Pike (city ordinance violations and property disputes); Goodlettsville Municipal Court, City of Goodlettsville, 105 S. Main Street, (traffic and city ordinance violations); and Oak Hill Municipal Court, City of Oak Hill, 5548 Franklin Pike, Suite 102, (city ordinance violations).

The Historic Courthouse houses the following: (1) Four Chancellors and their staffs; (2) Eight Circuit Court Judges and their staffs; (3) The Mayor's Office and his staff; (3) The Metro Councilmembers and staff; (4) The Metropolitan Government Department of Finance; (5) certain members of the Metro Legal Department; (6) The Circuit Court and Probate Court Clerk and his staff; (7) The Clerk & Master and her staff; (8) The Metropolitan Clerk and her staff.

The A.A. Birch Building houses the following: (1) Six Criminal Court Judges and their staffs; (2) Eleven General Sessions Court Judges and their staffs; (3) The Criminal Court Clerk and his staff; (4) The General Sessions Court Clerk and his staff; (5) The General Sessions Court Probation Department and staff; (6) The Davidson County Community Corrections Program and staff; (7) The Jean Crowe Advocacy Center and staff members; and (8) a portion of the Davidson County Sheriff's Office Booking Unit for individuals whom are issued state citations.

The Davidson County Juvenile Court Building houses the following: (1) The Juvenile Court Judge and her staff; (2) Nine Juvenile Court Magistrates and their staffs; (3) The Juvenile Court Clerk and his staff, and (4) The Juvenile Court Detention Facility and staff.

Security for the HCH, AABB and DCJCB is provided by the private security company G4S, which is contracted by the Davidson County Sheriff's Department. The security for the Municipal Courts of Belle Meade, Berry Hill and Goodlettsville is provided by the Police Departments of those three municipalities. Since Forest Hills and Oak Hill do not have a police force, those municipal courts do not have designated security.

The Davidson County Sheriff Daron Hall has requested additional personnel through G4S in order to make certain that each person who enters the HCH, AABB

and DCJCB has a face covering. In addition, the Davidson County Sheriff has advised that the G4S security officers in each of these three buildings will be using touchless thermometers to check the temperature of each person who enters these buildings. Presently, enough touchless thermometers have been ordered and are in route to be placed at the entrances of these three buildings. At the present time, the Davidson County Sheriff has advised that the G4S security personnel at the above-stated three (3) downtown Nashville Courthouse facilities will not be asking people who enter those courthouses COVID-19 questions; however, we are hopeful that for each person who enters these three courthouse facilities they can be asked the following three questions as recommended by the Davidson County Health Department either by G4S personnel or other designated personnel:

1. Do you have a new or recent cough (within the last 2 weeks)?
2. Are you experiencing shortness of breath?
3. Do you have any COVID-19 symptoms or have you been around or exposed to anyone with COVID-19 symptoms?

Alternatively, a plan has been suggested for each person entering the courthouse to self-report, and to aid in that self-reporting process, it has been further suggested that placards be prepared in English and Spanish which ask the above-stated three questions.

If the answer is "yes" to any of the above-stated questions, that person will be asked to leave the building and advised to call either the attorney who has requested that person to be present for a court proceeding that day or to call the Court to which they have been requested to attend and state why they have been told to leave the building.

Since each of the Municipal Courts are housed in buildings owned by their respective municipalities, those Courts are working with those municipalities regarding the above-referenced security/safety/health measures.

GENERAL PROCEDURES

1. Each person who enters the HCH, AABB and DCJCB shall have a face covering. The attorneys will be advised that each of them shall have their own face covering, and each attorney shall make certain that their client(s) and their witnesses have face coverings before entering these three buildings. It is hopeful and anticipated that there will be sufficient funding for the purchase of paper face coverings for those individuals entering the above-three buildings who do not have their own face coverings.
2. Courtrooms will be sanitized periodically during the day based upon use and will be sanitized at the end of each day.

3. It is anticipated that hand sanitizers, which have been ordered, will be made available at the entrances to the HCH, AABB and DCJCB, and on the various floors of those buildings where the courtrooms are located.
4. There will be no more than ten (10) persons excluding court personnel (the judge, court reporter, clerk and security) in a courtroom at one time. Witnesses will be excluded from the courtroom until called and shall not present evidence in person until the Court has determined in-person testimony is preferable over other non-in-person means of presenting testimony. Support persons (family/friends of litigants/witnesses) shall be permitted in the courtroom only at the discretion of the judge.
5. Dockets and hearing times will be staggered according to the procedures adopted by each court in order to reduce the number of people in a courtroom at any one time.
6. Judges' offices and Court Clerks' offices remain open for business with limited in-person contact.
7. Courtroom admission requirements shall not be applied in a manner to preclude media coverage of any proceedings consistent with Rule 30 of the Tennessee Supreme Court Rules. Since each Court will be conducting their respective proceedings in various manners including, but not limited to, telephone conferencing, video conferencing, live streaming, etc., in the

event any media outlet or any member of the public wishes to watch and/or listen to any particular Court proceeding, that person(s) must contact a staff member of that particular Court in order to determine how to watch and/or listen to the requested Court proceeding.

8. These provisions are augmented by the procedures of each of the individual court plans which are submitted and attached hereto as exhibits.

9. The plans of each individual court or court groupings are submitted as exhibits to this comprehensive plan and are incorporated herein by reference. Those individual Court's plans are as follows:

   a. The Four Chancery Courts of the 20th Judicial District

   b. The Five Circuit Courts (First, Second, Fifth, Sixth and Eighth Circuits) of the 20th Judicial District which hear general jury and non-jury civil matters.

   c. The Second Circuit Court plan for her additional Criminal Court and Probate dockets.

   d. The Two Domestic Circuit Courts (Third and Fourth Circuits) of the 20th Judicial District.

   e. The Seventh Circuit Probate Court of the 20th Judicial District.

   f. The Six Criminal Courts of the 20th Judicial District.

g. The Juvenile Court of the 20th Judicial District and her nine Magistrates.

h. The Eleven General Sessions Courts of the 20th Judicial District.

i. The Municipal Court of Belle Meade, Tennessee.

j. The Municipal Court of Berry Hill, Tennessee.

k. The Municipal Court of Forest Hills, Tennessee.

l. The Municipal Court of Goodlettsville, Tennessee.

m. The Municipal Court of Oak Hill, Tennessee.

10. If there is a conflict between the general provisions and the individual court plans, the general provisions control.

JOE P. BINKLEY, JR.
PRESIDING JUDGE OF THE
20TH JUDICIAL DISTRICT

20th Judicial District, Davidson County, Chancery Court

COVID-19 PROCEDURES AND PLAN TO BEGIN IN-PERSON HEARINGS

In accordance with the Tennessee Supreme Court's Orders in *In Re: COVID-19 Pandemic*, as supplemented, the 20th Judicial District, Davidson County, Chancery Court proposes the following plan "to gradually begin conducting in-person court proceedings (other than jury trials) in non-emergency matters." *In re: COVID-19 Pandemic*, Case No. ADM2020-00428, Order Modifying Suspension of In-Person Court Proceedings and Further Extension of Deadlines (Tenn. Sup. Ct. April 24, 2020).

A. GENERAL PLAN FOR IN-PERSON COURT PROCEEDINGS

Given the incidence of COVID-19 cases in Davidson County, the Davidson County Chancery Court plans to gradually resume conducting in-person court proceedings beginning June 1, 2020, except for jury trials.

The Chancery Court will implement the following plan for resuming in-person hearings, which is subject to modification as may be necessary:

1. Continued Use of Remote Technology Preferred.
   Chancery Court proceedings will continue to be conducted remotely through the use of videoconferencing and teleconferencing, whenever feasible.

   The use of remote technology will be the preferred method for conducting court proceedings, to limit person-to-person contact and minimize the number of persons entering the Metropolitan Courthouse.

   The decision to use remote technology in any given case is reserved to the discretion of each Chancellor for evidentiary and non-evidentiary hearings, and bench trials.

2. Decisions without Hearing.
   Oral argument may be waived by agreement and the matter heard "on the papers" by filing a notice signed by or on behalf of all parties, or where excepted by order of the Court, or where an inmate is self-represented. *See* Davidson County Local Rules of Practice § 26.11.

3. Remote Filing.
   E-filing continues to be strongly encouraged. Fax filing is also available, as applicable.

4. Special Settings.
   Motion hearings and hearings on other matters may be specially set, either remotely or in-person, upon request of the Court or the parties.

Special settings for in-person hearings, when resumed, are encouraged to limit person-to-person contact and minimize the number of persons entering the Metropolitan Courthouse.

5. Courtroom Partitions.

   Taking into consideration the size and configuration of each of the Chancery courtrooms, protective glass partitions may be added, subject to each Chancellor's approval, between the bench and the witness stands and between the bench and court officers.

   Alternatively, for non-jury matters and as determined by each Chancellor, witnesses may be seated in the jury box and provided a microphone with a stand.

   Chancery courtrooms with attorney podiums located adjacent to or within 6' of counsel tables may be wrapped with 6' tall plexiglass panels on two sides, subject to each Chancellor's approval.

6. Consent Required for In-Person Proceedings.

   For any in-person proceeding, the consent of every person participating in the proceeding will be required. If someone does not consent, it will be that person's, or the responsible attorney's, obligation to notify the Court and make arrangements to participate remotely, as may be feasible and appropriate and as determined by the Court.

   Any request by any person to delay a proceeding must be made by written motion filed with the Court and a copy served on all other counsel or self-represented parties.

7. Staggered Times for In-Person Proceedings.

   Hearing times for in-person hearings may be staggered by each Court in order to limit the number of persons in the Metropolitan Courthouse and courtrooms as necessary to maintain social distancing.

8. Counsel Table and Court Reporters.

   No more than 2 people may be seated at counsel table at one time. All others must be seated behind the bar and maintain social distancing.

   Counsel table and chairs and court reporter table and chairs will be sanitized between hearings.

9. Gloves.

   Anyone handling documents/exhibits in the courtroom will be expected to wear gloves.

10. Limit on the Number of Persons in Court & Social Distancing.

Exclusive of court staff and the Chancellor, no more than 10 people will be present in the courtroom at any one time to maintain social distancing.

Each Court will instruct all parties, witnesses, attorneys, court reporters, and observers to maintain social distancing while in the Metropolitan Courthouse, including hallways, elevators, stairwells, restrooms, etc., at the beginning of each hearing and during all recesses.

11. Request for the Metropolitan Courthouse to Implement the Metro Task Force "Reopening Protocol."

In addition to the above, the Chancery Court requests the following protocol be implemented for all persons entering the Metropolitan Courthouse, as recommended by Dr. James Hildreth, a member of Mayor John Cooper's Task Force:

(a) COVID-19 Standard Screening

Persons entering the Metropolitan Courthouse will be asked standard COVID-19 screening questions (e.g., fever, coughing, sneezing, recent travel, member of household or other known contact with coronavirus) by Metro.

(b) Temperature Taking

Persons entering the Metropolitan Courthouse will be required to have their temperature taken by Metro.

(c) Hand Sanitizer

Persons entering the Metropolitan Courthouse will be required to sanitize their hands frequently at stations established on all floors, at the elevators and outside courtrooms, etc., provided by Metro.

(d) Face Masks

Persons entering the Metropolitan Courthouse will be required to wear face masks upon arrival, as provided on their own or provided by Metro.

(e) Sanitize Frequent Contact Points

Door handles and other frequent contact points in the Metropolitan Courthouse (such as elevator call buttons, stair handrails, etc.) will be sanitized by Metro as frequently as possible.

(f) Limit Group Size

No more than 10 people in any group.

(g) Social Distancing

Social distancing practices are required to be maintained in all public areas of the Metropolitan Courthouse.

B. IN-PERSON COURT PROCEEDINGS

In-person bench trials are continued at least through June 1, 2020, with each Part of the Chancery Court determining when in-person bench trials will resume.

Upon resuming in-person bench trials and other in-person proceedings beginning June 1, 2020, the preference will be for Chancery Court to continue to conduct as many court proceedings by teleconference and videoconference as appropriate and feasible, to be determined by each Chancellor.

The four Parts of the Davidson County Chancery Court are all located on the 4th floor of the Metropolitan Courthouse. As in-person court proceedings resume, the following plan will be followed:

1. Efforts will be made to coordinate calendars and schedule no more than two in-person bench trials on the same day among the four Parts of Chancery Court, to limit the total number of attorneys, parties, witnesses, court reporters, etc., present on the 4th floor of the Metropolitan Courthouse at the same time and allow for social distancing.
2. Witnesses will be instructed to wait in designated chairs in the hallway, which will be placed in a manner and marked to maintain required social distancing.
3. Each Chancellor will determine whether the witnesses will testify from the witness stand or the jury box.
4. Witness chairs will be sanitized in between witnesses.
5. Attorneys may be requested to submit exhibits in advance of the hearing and as directed by each Chancellor, to minimize the handling and passing of documents during the hearing.

C. APPLICATIONS FOR EXTRAORDINARY RELIEF

Hearings on applications for extraordinary relief, including temporary restraining orders and temporary injunctions, will be heard upon affidavits, declarations, or depositions in accordance with Davidson County Local Rule of Practice § 19.04.

Oral argument on applications for extraordinary relief will be specially set by each Chancellor, and will be conducted remotely by teleconference or videoconference, at least through June 1, 2020, and whenever feasible thereafter as determined by each Chancellor.

D. MOTION HEARINGS

The regular Friday motion dockets will continue to be heard via teleconference or videoconference, at least through June 1, 2020, and whenever feasible thereafter, as determined by each Chancellor.

1. Motions with timely-filed responses will be heard via teleconference or videoconference.
2. Hearing times may be staggered and the Court Calendar Clerks will coordinate scheduling and provide dial-in numbers or videoconference links.
3. Unless otherwise requested by the Court, motions without timely-filed responses will not be heard in accordance with Davidson County Local Rule of Practice § 26.04(g), and attorneys should prepare and submit orders granting the requested relief.

E. CLERK & MASTER'S OFFICE

The Clerk and Master's Office remains open. In-person service is limited in accordance with the COVID-19 Plan (the "Plan") of the Davidson County Chancery Court, 20th Judicial District. A copy of the Plan and contact information for the Clerk and Master's Office is posted on the Clerk and Master's website (https://chanceryclerkandmaster.nashville.gov/) and outside the office. E-filing is strongly encouraged. Facsimile filing is accepted as applicable. A drop box is available outside the office for paper filings.

The public service area of the Clerk & Master's Office is to be modified to install glass partitions between the public and staff office areas, and equipped with a pass-through for documents and payments.

Guinn, Marla (STC)

From: Moskal, Chancellor Pat (STC)
Sent: Wednesday, May 6, 2020 4:38 PM
To: Binkley Jr., Judge Joe P. (STC)
Cc: Martin, Chancellor Anne (STC); Lyle, Chancellor Ellen (STC); Perkins, Chancellor Russell (STC); Salas, Maria (Clerk & Master)
Subject: Proposed COVID-19 Procedures and Plan for Chancery Court
Attachments: 2020.05.06 Revised v. 6.2 Davidson County Chancery Court - COVID-19 Pro....docx

Presiding Judge Joe Binkley,
Attached is the proposed COVID-19 Procedures and Plan to Begin In-Person Hearings for the Chancery Court. The Plan has been reviewed and approved by Chancellors Martin, Lyle, Perkins, and Moskal, and by Clerk & Master Maria Salas.

Please let us know if you have questions or concerns. Thank you.

Chancellor Patricia Head Moskal
Chancery Court, Part I
patmoskal@jis.nashville.org
(615) 880-2597

20th Judicial District's Proposed Plan to Renew In-Person Hearings for the Following Circuit Courts:

First Circuit Court – Judge Hamilton Gayden
Second Circuit Court – Judge Amanda McClendon (Plan for Civil Motions & Non-Jury Trials only. A separate plan for the Second Circuit Court's additional Criminal Court and Probate dockets is attached to this plan.)
Fifth Circuit Court – Judge Joe P. Binkley, Jr.
Sixth Circuit Court – Judge Thomas W. Brothers
Eighth Circuit Court – Judge Kelvin Jones

The Tennessee State Supreme Court issued their most recent In Re: Covid-19 Pandemic Order on April 24, 2020, which Order provided in part as follows:

1. The suspension of jury trials remains in effect through Friday, July 3, 2020, absent extraordinary circumstances.

2. Courts should continue to conduct as much business as possible by means other than in person Court proceedings.

3. All Courts are to operate under the guidelines and restrictions set forth in the Supreme Court's Order of March 25, 2020.

4. The Presiding Judge or designee of each judicial district shall develop a comprehensive written plan to gradually begin conducting in-person court proceedings (other than jury trials) in some non-emergency matters.

5. The written plan may include different guidelines and restrictions for different courts . . .

6. A written plan may consist of an election to continue to operate under the guidelines and restrictions set forth in the Court's Order of March 25, 2020.

7. The provisions for the April 24, 2020 State Supreme Court Order shall remain in effect through Sunday, May 31, 2020.

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As stated in the State Supreme Court's Order of April 24, 2020, the written plans should address guidelines and restrictions as to the following non-exclusive matters:

1. **Admission into the Courthouses:** (The A.A. Birch Building Courthouse (AABB) and the Historic Courthouse of the Davidson County Trial Courts (HCH))

   a. Each person who enters the AABB and HCH shall have a face covering of some description (mask or bandana). Presently, touchless thermometers have been ordered and are in route to be placed at the entrances of the AABB and HCH for screening each person as they enter the public entrance doors to both courthouses, and anyone who records a temperature of 100.4 or above will not be allowed to enter and

will be told to leave the building. That person will be asked to leave the building and advised to call either the attorney who has requested that person to be present for a court proceeding that day or to call the Court to which they have been requested to attend and state why they have been told to leave the building.

b. Davidson County Sheriff Daron Hall has asked for additional personnel through G4S in order to make certain that each person who enters the AABB and HCH has a face covering. In addition, the Davidson County Sheriff has advised that the G4S Security officers in each building will be trained to use and will be using the touchless thermometers to check the temperatures of each person who enters these buildings.

c. Presently, the Davidson County Sheriff has advised that the G4S Security Personnel at the AABB and HCH will not be asking people who enter these courthouses COVID-19 questions: however, we are hopeful that for each person who enters these courthouse facilities, they can be asked the following three questions which have been recommended by the Davidson County Health Department either by G4S personnel or other designated personnel:

(1) Do you have a new or recent cough (within the last 2 weeks)?
(2) Are you experiencing shortness of breath?
(3) Do you have any COVID-19 symptoms or have you been around or exposed to anyone with COVID-19 symptoms?

Alternatively, a plan has been suggested for each person entering the courthouse to self-report, and to aid in that self-reporting process, it has been further suggested that placards be prepared in English and Spanish which ask the above-stated three questions.

If the answer is "yes" to any of the above-stated questions, that person will be asked to leave the building and advised to call either the attorney who has requested that person to be present for a court proceeding that day or to call the Court to which they have been requested to attend and state why they have been told to leave the building.

d. The attorneys are required to wear their own face coverings as they enter the courthouses. The attorneys are also required to make certain

their clients and witnesses wear their own face coverings as they enter the courthouses; however, there will be some individuals who enter the courthouses without wearing face coverings, and if available for purchase and funding is available, disposable masks will be provided for those individuals.

e. It is anticipated that hand sanitizers, which have been ordered, will be made available at the entrances to the AABB and HCH and on the various floors of those buildings where the courtrooms are located.

2. Limitation of the number of persons in the court rooms:

a. Each court room has its own unique size and other characteristics, but the number of people allowed in the court rooms will be limited to the number of seats in each court room where each person can be at least 6 – 6 ½ feet from the person or persons nearest to each of them, and every person in the court room must be wearing a face covering; however, as each person speaks and/or testifies, that person may temporarily remove his/her face covering in order to be heard by the Judges, the lawyers, other litigants and the court reporter as determined by each individual court.

b. Support persons (family/friends of litigants/witnesses) shall be permitted in the courtrooms only at the discretion of the Judge.

c. As to be determined by each separate Judge, removable glass partitions will be installed around the benches and the counsel podium.

d. Hand sanitizers may not be available inside each court room; however, the attorneys, their clients and their respective witnesses will be strongly encouraged to bring their own hand sanitizers with them to the courthouses.

e. Courtrooms will be sanitized periodically during the day based upon use and will be sanitized at the end of each day.

3. Staggering of hearing times for in-person proceedings.

Beginning June 1, 2020, Courts may resume in-person Motion Dockets and Non-Jury Trials under the following conditions:

a. If a Court decides to conduct in-person Motion Dockets, the Court will advise the attorneys of specific times to be available for them to argue their Motions in the court room in order to limit the number of people inside the court rooms at any one period of time. Motions with written responses and without written responses will be scheduled at the discretion of each individual judge.
b. Non-Jury dockets will be scheduled on as many days of the week as each individual Judge may determine. In addition, each Judge will be responsible for scheduling for trial the non-jury cases that are assigned to that particular Court unless there are mutual agreements to the contrary.
c. As per the April 24, 2020 State Supreme Court Order, each Judge may conduct/continue conducting their judicial proceedings (telephonically/video conferencing) under the guidelines delineated in the Supreme Court's Order of March 25, 2020.

4. **Handling of witnesses:**

a. Witnesses in non-jury cases will remain in their vehicles or be placed in a separate room before being called by Court personnel to report to the court room to provide their testimony in order for the witnesses to have as little exposure as possible to other individuals inside the halls of the courthouses. The witnesses must provide their cell phone numbers in order for Court personnel to call them when it is time for the witness to testify.
b. The lawyers will be advised to tell their clients that relatives and other interested parties who are not witnesses, unless specific permission is granted by a particular judge, will not be allowed to attend in order to minimize the number of people in the courthouses/court rooms.

5. As specified in the April 24, 2020 State Supreme Court Order, each Judge has the option to continue operating under the guidelines and restrictions delineated in the Court's Order of March 25, 2020 and conduct hearings (Motions and other hearings) as well as non-jury trials by audio/visual means and teleconferencing.

JUDGE HAMILTON V. GAYDEN, JR.
FIRST CIRCUIT COURT

JUDGE AMANDA MCCLENDON
SECOND CIRCUIT COURT

JUDGE JOE P. BINKLEY, JR.
FIFTH CIRCUIT COURT

JUDGE THOMAS W. BROTHERS
SIXTH CIRCUIT COURT

JUDGE KELVIN JONES
EIGHTH CIRCUIT COURT

SECOND CIRCUIT COURT PROTOCAL FOR ADDITIONAL CRIMINAL AND PROBATE DOCKET

TWENTIETH JUDICIAL DISTRICT

AMANDA McCLENDON, JUDGE

Second Circuit adopts the perceived Health Protocol as set forth in the attached, as guidance in all matters brought before this Court, it being the express goal to provide as safe an environment as possible for litigants, attorneys and staff personnel.

Probate

Second Circuit hears emergency probate matters regarding the emergency protection of vulnerable persons located in Davidson County. There are two vehicles to obtain this emergency protection, either an emergency conservatorship (typically brought by an individual) to be appointed a fiduciary of the person alleged to be in need of protection or through the appointment of an Emergency Limited Healthcare Fiduciary. Due to the nature of both proceedings it is encouraged that the ward/respondent appear remotely. ExParte Petitions should first be faxed to Second Circuit Court, along with supporting documentation and an Order setting the five day appropriateness hearing in advance of presenting the Petition for Judicial review. The purpose of the delay is to ascertain and contact an attorney ad litem (and/or guardian ad litem) prior to the presentment of the Ex Parte Petition. Hearings shall be conducted either by Telephonic Bridge, Conference call, Zoom, Webex or Facetime.

Impaired Driving

1. Defendants shall remain in the hallway with chairs spaced at a physically safe distance (at least six (6) feet). Defendants for arraignment shall sit in one area and Defendants entering pleas shall sit in another area.

2. Attorneys seeking an appointment on arraignment shall be in the Second Circuit courtroom at 9:15 a.m. Only attorneys and staff shall be allowed into the Courtroom during normal dockets. Litigants will not be allowed in the courtroom. Requests to have Defendants and victims personally present in the Courtroom and not remotely, shall be handled on a case by case basis by the Court through the request of the attorneys.

3. All attorneys shall wear cloth face masks. Please encourage your clients who must attend court to bring masks with them. Do not have Defendants bring friends and family with them to Court. Do have your clients bring a cell phone and arrange a method of communication with them on both your cell phones.

4. The Court will waive defendant's appearance only if the defense attorney has contacted the ADA for their case at least a week in advance of the Court date to discuss the case and possible resolutions. The ADA can agree or not to the waiver of appearance for the scheduled court date. I urge the ADAs not to agree to a continuance unless a good faith effort has been made to resolve.

5. Negotiations should occur prior to the docket call on the set court date. The impaired driving dockets themselves should not be used for negotiations. It is the Defense attorneys' responsibility to reach out to the ADAs. If a plea agreement is reached, Defense attorneys should fill out the plea petition several days in advance of the Court date and the ADA should fill out the Judgment form. The completed forms should then be delivered to Ms. Williams by noon the day before the scheduled Court date.

6. The Court shall take up arraignments firsts then Petitions for plea agreements.

Perceived Health Protocol

1. Only those members of the public be admitted into the courthouses that are absolutely necessary to conduct business.

2. Covid-19 screening and taking of temperature occur before any person is admitted into the building.

3. Wearing of masks be mandatory for all people in the building with the courts to provide masks if necessary.

4. All persons sanitize their hands frequently at stations established by the courts on all floors from getting off the elevators to courtroom entrances.

5. Frequent contact points e.g. door handles be sanitized hourly

6. Areas occupied by individuals e.g. witness box, attorney podium, tables, chairs be sanitized daily.

7. Social distancing be maintained.

8. Limit the number of people in an elevator to maintain social distancing.

Twentieth Judicial District, Third and Fourth Circuit Courts Proposed Plan to Renew In-Person Hearings

There are days that 3rd Circuit and 4th Circuit Courts deal with a large number of cases and therefore a large number of people in the courtrooms at the same time. The docket that Judge Robinson and I are most concerned about is the motion docket. Traditionally, there may be upwards of 125 litigants in each courtroom which does not include lawyers. However, the same protocols set forth below will apply to all dockets.

We are have removed many of the chairs from the courtrooms that are made available to lawyers. The chairs will be spaced apart 6.5 to 7 feet. We plan to limit the number of lawyers in the courtroom to the number of chairs available. On the pews we have in the courtrooms we are going to allow two people on each end of the front pews. The pew behind the front pew we will allow one person sitting in the middle of the pew. We will alternate this on each of the remaining pews in the courtroom. The number of people allowed into the courtrooms will be limited to 10 people plus the judge and staff.

Every person, including the judge and court staff will be expected to wear a mask.

There will be appropriate sanitizing between cases.

We will be spacing the chairs in the hallway 6.5 to 7 feet apart and we will be marking the pews in the hallway so people are sitting 6.5 to 7 feet apart. The overflow from the courtrooms and hallway will be sent to the HCH jury assembly room on the ground floor where the chairs will be set apart 6.5 to 7 feet apart.

Both 3rd and 4th Circuit Courts will be staggering times for court appearances on some dockets. Instead of setting everything at 9:00 a.m., for the heavy dockets there will be a 9:00 a.m. call, a 10:00 a.m. and an 11:00 a.m. call. Of course, more calls can be added if necessary. The people in the courtroom at any one time will be only those necessary for hearings. The number of people in the courtroom will be limited to the numbers set forth above.

Both courts are adding glass partitions around both benches and around counsel podium.

We will encourage lawyers not to bring clients to courthouse for matters such as motions to set, motions for service by publication and motions involving legal argument only. Certainly, the clients have the right to be here and that is recognized. It will be a strong suggestion only. If a lawyer deems it necessary to have a client present we plan to stress that only the client and any necessary witnesses attend the hearing. Cheering sections will not be allowed. Witnesses will be called at the time their testimony is appropriate and will be instructed to leave the courtroom when their testimony is completed.

Third and Fourth Circuit will continue to be utilizing electronic means to conduct court business especially for those lawyers and litigants that suffer from an elevated risk.

An instrumental component of case management in the Third and Fourth Circuit Courts is the Judicial Settlement Conference (JSC). This is a process where litigants and their respective attorneys meet with the Court's Full Time Master, approximately 2-3 weeks prior to their scheduled trial date, in an effort to resolve all issues in a case or to narrow down the issues and enter into stipulations for those matters that can be agreed upon.

JSCs have been quite effective as they have a high success rate. At least 75% of our contested cases fully or partially resolve themselves through this process. This is invaluable to the Court as it allows for a more expedient resolution of cases, and frees up the dockets so that the Court can hear and adjudicate other contested cases in a more timely fashion.

Historically, JSCs take place in a conference room at the courthouse, with the Master, attorneys and litigants in the conference room. Although there are times when everyone is in the conference room at the same time-that is rare. Usually, the Master and attorneys for the litigants meet together or the Master meets in the conference room with one of the litigants and his/her respective attorney, while the other litigant and his/her respective attorney remain in a hallway or courtroom until such time the Master is ready to meet with them at which time, the litigants and attorney swap places. This is essentially the "dance" that is done throughout the day until an agreement is reached and all paperwork is drafted and executed or until the JSC is otherwise terminated.

We have looked into options to have these conferences by video conferencing and have largely deferred to the attorneys as to whether they think it would be effective in their respective case. As a result, we have been able to do a small number of cases via video conferencing but by and large, the feedback is that the cases have a better opportunity to settle in an in-person setting. That said, as we look to open courts, this will be an area that has backlogged from the suspension period that has been in place since mid-March.

Usually, the process involves up to five (5) people, the Master, two (2) litigants and up to two (2) attorneys, if both litigants are represented (and they usually are). There are occasions when there is additional counsel for one of the litigants and in rare cases, an expert may participate. With this limited number of participants, maintaining social distancing and taking necessary precautions will be fairly simple. We could largely continue to do as we have in the past with one modification that will be helpful. We have the room available in the courthouse to provide a separate room for each side to stay in consistently through the day with only the Master going back and forth from room to room. We will be sure that the Master consistently washes/sanitizes her hands when going from one room to another and wears a mask. We will also require that the litigants and attorneys wear masks.

The trial judges of the 20th judicial district have not met to discuss general protocols that would be applicable in both courthouses yet. We would recommend to our colleagues that every person that enters either building be required to wear a paper type mask, including judges and court personnel. Many N-95 masks and cloth masks often make spoken words inaudible. Because Third and Fourth Circuit record all proceedings spoken words need to be clear for recordings. Any person that is suffering from covid, any person exposed to someone suffering from or someone that has tested positive for covid within the last 14 days, any person experiencing the symptoms of covid or any person that has travelled to a foreign country within the last 14 days continued to be prohibited from entering HCH. Sanitizer dispensers have been placed on some floors of HCH. We believe there should be more added when available. We believe non-invasive temperature testing of every lawyer and litigant be done if possible.

I believe that Third and Fourth Circuit can safely fully open under our proposed safety plan whenever the TSC deems it appropriate. Third and Fourth Circuit Courts have two of the heaviest caseloads in the state. Both judges feel that the protection of the public and staffs are the primary concern. We believe this proposed plan will provide that protection. However, some in-court hearings are necessary to maintain the caseloads as we have in the past.

If you have any questions, please feel free to contact either of us.

Phillip Robinson
Judge of the Third Circuit Court for the 20th Judicial District

Philip E. Smith
Judge of the Fourth Circuit Court for the 20th Judicial District

IN THE SEVENTH CIRCUIT COURT FOR DAVIDSON COUNTY, TENNESSEE
(PROBATE DIVISION)

IN RE: PANDEMIC **BLANKET ORDER**

ORDER ADOPTING PLAN
FOR PROCEEDINGS IN COURT
DURING COVID-19 PANDEMIC

WHEREAS, the Tennessee Supreme Court (hereafter TSC) declared a State of Emergency due to the COVID-19 Pandemic on March 13, 2020 and subsequent Orders from TSC directed Trial Courts "...to conduct as much business as possible by means other than in-court proceedings..." encouraging courts "...to continue and even increase the use of telephone, teleconferencing, email, video conferencing or other means that do not involve in-person contact." (see TSC ADM2020-00428).

WHEREAS, "All courts within a judicial district shall continue to operate under the guidelines and restrictions ...until the Chief Justice has approved a written plan for the judicial district within which the court is located."

WHEREAS, despite having successfully adjudicated hundreds of cases during the quarantine without requiring in-person court proceedings; it is appropriate for this Court in the overall performance of its duties and for the administration of justice to adopt a plan to permit in-person court proceedings to resume to the extent necessary.

THEREFORE, this Court finds as follows:

1. This Court will reopen its courtroom for the purpose of conducting such in-person court proceedings as may be filed with (or are properly assigned or transferred to) Seventh Circuit Court, except as otherwise noted herein.
2. Social Distancing Guidelines shall be enforced in all in-person proceedings. Social Distancing is defined by the Center for Disease Control (CDC) and referred to in Executive Order No. 30 issued by Tennessee Governor Bill Lee on April 28, 2020, to all of which reference is here made.
3. To promote the health and safety of litigants, witnesses, attorneys, staff, security and the general public, any person who enters the courtroom shall be seated no less than six feet (6') from anyone else in the courtroom. Each person entering the Courtroom shall be required to wear a surgical (or suitable substitute) mask that adequately covers both mouth and nose.
4. Any attorney (or pro se litigant) intending to present live testimony shall inform opposing counsel (and any unrepresented or self-represented party) and the Court at least 72 hours prior to the trial or hearing date as to the number of witnesses that are expected to be called. The failure to do so may in the discretion of the Court result in a continuance or the Court barring a witness, or witnesses, from testifying.

5. No more than 10 people including Judge, staff and any Court stenographer or interpreter will be permitted inside the Courtroom at any time. In light of limitations on the number of persons permitted in the Courtroom, members of the general public will not be permitted to be in attendance during in-person proceedings.
6. All attorneys and self-represented litigants who intend to participate in a trial or hearing should be or become familiar with matters approved by this Court and placed on the http://circuitclerk.nashville.gov/probate/ website, and review any updated instructions or any emergency changes that may be posted upon the website.
7. As a result of COVID-19, this Court adopted several other blanket Orders which may still be applicable to in-person proceedings in which you are involved. However, it is the intention of this Court to restore in-person proceedings to the extent that justice requires. Nevertheless, if a case is uncontested and can be presented to this Court on sworn pleadings and without testimony in Open Court, this Court encourages setting such cases upon the Court's regular Wednesday or Thursday dockets and presented without litigants and witnesses in attendance, (i.e., Petitions to: Probate Wills in Common Form, for Muniment of Title, to Appoint Administrator, to Appoint Administrators ad litem, to Establish, Reform, or Dissolve Trusts, to List or Sell Real Property, to Re-Open Estates, etc.). All of the foregoing matters are also subject to paragraphs 13 and 14 of this Order.
8. In an effort to permit attorneys and litigants to avoid having to appear in Court or to attend in-person Court proceedings on Motions unnecessarily, the Seventh Circuit Court will now adopt the "No Response" Docket procedures currently being utilized in other civil (non-domestic and non-probate) Courts in the 20th Judicial District with respect to Motions. See Local Rule 26 of Court for further information, and as further noted below.
9. Local Rule of Court 39.13 (hereafter L.R.) covers motion practices in this Court. In pertinent part, the L.R. refers to "L.R. 26.04(g) which provides Motions shall automatically be granted if a written response is not timely filed, shall not apply in matters involving conservatorships, guardianships, fee requests, encroachments upon assets of an estate, and other Motions for which discretionary review by the Court is appropriate." That Rule is amended to reflect that this Court will maintain a "No Response" Motion Docket in addition to its traditional Motion Docket. Consequently, all attorneys and litigants must be aware that the Court may, in its discretion, grant a Motion in any matter if no written response is timely filed pursuant to L.R. 26.04(g) without any in-person Court appearance or oral argument.
10. All attorneys and all self-represented litigants are reminded that this Court hears Motions on Fridays and does not hear Motions taking more than 20 minutes unless specially set. Consequently, all Motions expected to take more than 20 minutes shall be specially set, and scheduled on a day other than Friday, whenever possible. This Court also requires that any hearing or trial expected to take more than 20 minutes be specially set.
11. This Court has exclusive and/or concurrent jurisdiction over myriad types of litigation too numerous to list in this Order. However, the vast majority of our cases are in the following categories:

    A. Administration of decedents' estates
    B. Conservatorships
    C. Guardianships
    D. Trusts

E. Actions for Change of Name
F. Removal of Minority and Approval of Recording and Performance Contracts for Minors
G. Adversary proceedings

12. Adversary Proceedings are dealt with in detail in Local Rule 39.02 to which reference is here made. Types of Adversary Proceedings include, but are not limited to, the following: Will Contests, Breach of Fiduciary Duty, Removal of Fiduciary, Spousal Entitlement & Recoupment Actions, Objections to Inventories, Objections to Property Management Plans, Objections to Accountings, Contested Creditor Claims and Fee Disputes.
13. Upon filing of any initial (or amended) pleading in the categories described in paragraph 11(A), (D), and (E) above, and upon the Petitioner having set the matter upon the Judge's docket, the Special Master will review the matter with the Judge. If, however, the matter is both uncontested and can be expedited without delay; the matter can be presented to the Special Master who is authorized to sign an Order granting the relief sought in the initial (or amended) pleading.
14. All cases filed in categories described in Paragraph 11 above (unless expressly assigned to the Probate Master, or a Special Mater for review, deliberation, or other disposition) involving a question of law or which is determined by the Court to be contested shall be specially set before the Judge. In addition, all cases in categories described in Paragraph 11 (B), (C), (F), and (G) and Paragraph 12 shall be tried by the Judge either on a regularly scheduled docket or specially set in the discretion of the Judge.
15. Due to the limited space provided in both the Judge's chambers and the staff's office, no attorneys, their designees, or litigants shall be permitted into the offices of the Seventh Circuit Court.
16. It is anticipated that additional guidelines and requirements for the health and safety of attorneys, litigants, witnesses, and visitors to the sixth floor of the Historic Courthouse may be adopted by the 20th Judicial District, and/or by the Metropolitan Government of Nashville and Davidson County, Tennessee relative to the operation and maintenance of the Historic Courthouse. To the extent that such guidelines are promulgated, it is the intention of this Court to review them and to adopt such additional guidelines and/or requirements as may be appropriate.

IT IS SO ORDERED.

_____

JUDGE RANDY KENNEDY

Guinn, Marla (STC)

From: Lammers, Kitty (STC)
Sent: Monday, May 18, 2020 2:29 PM
To: Binkley Jr., Judge Joe P. (STC); Guinn, Marla (STC)
Cc: Kennedy, Judge Randy (STC)
Subject: LATEST VERSION OF PROBATE COURT PROCEDURES
Attachments: COVID19 ORDER ADOPTING PROBATE PLAN.MAY 8 2020.docx

Judge Binkley,

Attached is the amended version of the Order Adopting Plan for Proceedings in Court during COVID19 Pandemic, including changes made to ¶15.

If you need additional changes please let us know.

Sincerely,

Kitty Lammers and Judge Kennedy

JAABB COVID-19 OPERATIONS PROTOCOL

I. BUILDING ACCESS

1. All persons shall enter the building from the 2nd Avenue entrance.

2. No person shall enter the building unless that person has official business inside. Official business includes ONLY those persons **required** to appear in court, Community Corrections, Electronic Monitoring, the attorney videoconferencing stations, and the Criminal Court Clerk or Traffic Violations Bureau. NO family, friends, significant others, children or any other person who does not have official business shall be permitted to enter the building.

3. No person shall enter the building who has a temperature of 100.4° or greater has contracted or has been in contact with any person who has contracted COVID-19, has been the subject to quarantine or isolation by directive of the Metro Health Department, has a dry, hacking cough, shortness of breath, is experiencing any other cold or flu-like symptoms, or has lost the sense of taste or smell. IF YOU ARE EXPERIENCING ANY OF THESE SYMPTOMS OR HAVE EXPERIENCED ANY OF THE DESCRIBED EVENTS WITHIN THE LAST 14 DAYS YOU SHOULD TO REPORT TO THE METRO PUBLIC HEALTH DEPARTMENT IMMEDIATELY. (NOTE: Warning signs will be prominently displayed)

4. NOTE: When the appropriate thermometers to measure body temperature become available all persons shall submit to a temperature reading before being allowed in the courthouse. Refusal to have your temperature taken will result in admission being refused.

5. All persons must wear a mask, bandana or other protective item that covers the mouth and nose before and at all times after entering the building. NO EXCEPTIONS.

6. All persons allowed to enter the building shall sanitize their hands at the station(s) provided before entering security.

7. The above procedures are applicable whenever a person enters or reenters the building.

II. MOVEMENT WITHIN THE BUILDING

1. Employers shall establish written protocols for their employees while within the work area under the control of the employer.

2. A mask, bandana, or other appropriate facial item is to be worn in all public areas, courtrooms, and restrooms.

3. Social distancing shall be practiced.

4. No more than four (4) people shall be on a **public** elevator at any given time. No more than three people shall be on a **secured** elevator at any given time. Signage indicating the capacity shall be posted inside each elevator. The current signage setting the maximum weight for each elevator shall be covered.

5. All persons having business at the Criminal Court Clerk's Office, Community Corrections, or Electronic Monitoring shall use the stairs in the lobby unless medically prohibited.

6. All persons entering the building shall go directly to the location of their business.

7. All persons shall leave the building when their business is concluded.

III. JUDGES AND THEIR STAFF

1. Each judge shall establish and post on the courtroom doors the protocol for entry into the courtroom and shall be implemented by the staff of the individual judge.

2. Court staff shall sanitize the courtroom at the close of business each day.

3. Court furnishings shall be sanitized by staff between different persons using the same furnishing.

4. The court gallery, attorney conference rooms and public hallways outside the courtrooms shall have designated seating positions that satisfy public health social distancing rules.

5. Court dockets shall be staggered between the courts and within each individual court with the objective to have not more than ten members from the general public to appear on any given docket, exclusive of the judge, staff, attorneys and defendants.

6. It is the responsibility of prosecutors and defense counsel to take the necessary measures to pursue resolution of cases or to prepare them for trial outside of court docketing.

7. No case shall be placed on a docket unless it is for disposition or a hearing. If it is for hearing the attorneys must represent to the court that they and all necessary participants will be available.

8. Attorneys are to make every effort to schedule the testimony of witnesses via videoconferencing. Each judge shall designate a primary and secondary person to coordinate videoconference scheduling. In-court appearances for witnesses shall be done as a last resort and the court notified of the specific number of such witnesses before the case is set.

9. In-person witnesses shall sanitize their hands before entering the courtroom.

10. Frequently contacted surfaces, e.g. door handles, shall be sanitized hourly.

Guinn, Marla (STC)

From: Fishburn, Judge Mark (STC)
Sent: Wednesday, May 13, 2020 9:09 PM
To: Dozier, Judge Steve (STC); Dalton, Judge Angelita Blackshear (STC); Blackburn, Judge Cheryl (STC); Smith, Judge Jennifer (STC); Watkins, Judge Monte (STC)
Cc: Ford, John (DCSO); Funk, Glenn (D.A.); Schwarz, Thomas (DCSO); Townsend, Tim (STC); Johnson, Martesha (Public Defender); Lance, Diane (Family Safety); Moore, Roger (D.A.); Hunter, Amy (D.A.); Binkley Jr., Judge Joe P. (STC)
Subject: JAABB Operations Protocol.docx
Attachments: JAABB Operations Protocol.docx

Attached is an updated proposed protocol. The changes can be found in paragraphs 3, 4 & 7. Paragraph 3 has any symptomatic person reporting to the Metro Health Department rather than a designated on site station. Paragraph 4 adds the taking of temperature requirement and the consequence if refuse. Paragraph 7 gives notice that paragraphs 1-6 will be repeated each time a person enters or reenters the premises. Please let me know of any changes asap so that we can submut it to the TSC,

JOHN COOPER
MAYOR

SHEILA D.J. CALLOWAY, JUDGE

JUVENILE COURT OF DAVIDSON COUNTY
100 WOODLAND STREET
P.O. BOX 196306
NASHVILLE, TENNESSEE 37219-6306

Davidson County Juvenile Court's Plan for Re-Opening Court

I. Proposed schedule for re-opening

Davidson County Juvenile Court proposes to have a soft re-opening the week of May 26, 2020, at the Juvenile Justice Center at 100 Woodland Street in Nashville, Tennessee. At the soft re-opening, we will have only trials in dependency/neglect and delinquency cases. We will have dockets with reduced case numbers in parentage and appearance matters. We will then move to dockets with reduced case numbers in all courtrooms the weeks of June 1, June 8, June 15, and June 22, 2020. We will aim to move to full dockets on the week of June 29, 2020 (maintaining the 6' distancing capacity requirements described in #4 below). These projected dates are dependent on the progress of the Mayor's Roadmap and monitoring of the virus.

II. Factors to be addressed pursuant to the April 24, 2020 Tennessee Supreme Court Order

1) Admission into the courthouse

a. We will limit admission to the Juvenile Justice Center (JJC) to attorneys, parties and their children, and persons needing Clerk/Court assistance and their children; encourage case parties not to bring extra people to court with them; have two staff members set up tables in the area between the front entrance and security. These staff members would have a copy of all dockets and would only clear people for entrance if they have business at the Court and, if they are a case party, they are within 30 minutes of their court time slot (e.g., if the person comes at 8:00 for a 9:30 docket, they would be asked to come back at 9:00). Witnesses for court hearings (non-parties) will be asked to stay in their car/outside until they are contacted by a party/attorney to come to the courtroom. The front table will provide masks and dispense hand sanitizer or facilitate use of the mobile hand washing station by the public if available. Note: We will be requesting an additional G4S security officer to assist with this process. We have also requested personnel to assist with monitoring admission to the JJC from the Metropolitan Office of Emergency Management. These new procedures will be effectively messaged to the public via the Juvenile Court website, Facebook page, and other media.

b. Juvenile Court employees will enter through the back employee entrance to limit the number of people coming through the front doors.

2) Limitation of the number of persons in the courtroom

6' social distancing requirements will limit the capacity of each courtroom to the numbers below. The Judge/Magistrate will be responsible for making sure the maximum capacity numbers are not exceeded in the courtrooms, with the assistance of the Court Officers.

6' Distancing Capacity in Courtrooms (all capacity numbers include JO, clerk(s), security, parties, and the gallery):

- Calloway: 11
- Lewis: 11
- Rigsby: 8
- Calhoun: 10
- O'Neil: 20
- Robertson: 16
- Rosenberg: 16
- Ottman: 14
- Wade/Glanton: 12

3) Staggering of hearing times

All court dockets except trial dockets (which are already limited to 1-2 cases) will be staggered at 30 minute intervals. The following information has already been shared with the attorneys: "In anticipation of these guidelines, we will be creating a staggered docketing system when the court is reopened. Staggered docketing with be in place for all dockets except for trials. Each docket will be set for a thirty minute time period and will be limited to approximately five cases. Every case on the docket will be called within the assigned 30 minute time period. Therefore, if a case is scheduled on the 9:00 a.m. to 9:30 a.m. docket, it will be essential that all parties are present at 9:00 a.m. It will not be possible to move cases to a different time slot on the same day. If the parties are not able to be present during the assigned 30 minute time slot, you may request a continuance to a different day. It will be imperative that we all work together to stay within these time slots in order to maintain social distancing."

4) Management of social distancing in the courthouse and in the courtroom

a. 6' social distancing will be observed throughout the building. Tape will be used to illustrate what 6' distancing looks like. Benches in the courtroom will be taped to show 6' distancing, with the understanding that some family members might be closer than 6' apart.

b. The lobby areas (all three levels) and Foster Care Review Board Room will be staged as waiting areas for case parties.

6' Distancing Capacity in JJC Waiting Areas (includes sitting on benches and standing):

- Lower Level Lobby: 10
- 1st Floor Lobby: 28
- 2nd Floor Lobby: 24
- Foster Care Review Board Room (FCRB hearings are being moved to off-site locations): 10-15

5) Handling of witnesses (e.g., having witnesses remain in their vehicles or placing them in separate rooms)

Non-party witnesses for court hearings will be asked to stay in their car/outside until they are contacted by a party or attorney to come to the courtroom.

6) The use of personal protection such as face masks, as well as appropriate use of disinfectants, is encouraged in courthouses to protect court personnel and the public

a. Employees will be required to wear face masks when they are in open public areas such as the lobby and courtrooms unless there is an extenuating circumstance. Employees will be encouraged, but not required, to wear face masks when they are in their offices. All employees will be provided with washable, reusable face masks.

b. Youth in detention will be provided with a face mask when they enter the courtroom and will be required to wear the face mask unless there is an extenuating circumstance.

c. Members of the public will be provided with face masks and hand sanitizer/ mobile hand washing stations as available. Signage encouraging the use of face masks has been posted throughout the JJC.

d. Cleaning, Anti-Contamination, and Disinfection Protocols: Cleaning of the JJC is handled by Metro General Services. General Services continues to monitor and follow the cleaning and disinfection recommendations set forth by the CDC at the JJC, including routine cleaning of frequently touched surfaces such as doors and counters and increased cleaning in high traffic public areas. General Services has provided Juvenile Court with Stearns Mark 11, a disinfectant our Security Director and others are using frequently throughout the day. The General Services contractor responsible for cleaning the building is also using this spray during their normal cleaning procedures. We have also opened all non- security risk doors to limit the number of door handle touches. We have provided each court division with disinfectant wipes, gloves and hand sanitizer to be used at their discretion. Signage describing good sanitation practices has been posted throughout the JJC. Small hand sanitizer dispensers are available on each floor and are refilled on a regular basis by General Services. We have requested additional personnel to assist with anti-contamination/disinfection protocols from the Metropolitan Office of Emergency Management.

7) Screening measures such as touchless thermometers and health questions relevant to COVID-19 may be used for entry into courthouses. However, factors such as availability and cost of such measures should be taken into consideration before inclusion as mandatory requirements in a written plan.

a. The issue of taking employee temperatures has been deferred pending further guidance from the Mayor's Office and the Metro Civil Service Medical Examiner.

b. Employees will be required to report to management if they have had a fever within the past 24 hours or if they are having respiratory symptoms. Employees will be provided with information about the Metro COVID-19 hotline, which provides detailed information about when testing and/or self-quarantine is needed.

III. Metro Student Attendance Center (MSAC)

All social distancing, docket staggering, employee-related matters, and general cleaning measures addressed herein with regard to the JJC will also apply at the Metro Student Attendance Center. MSAC is a division of Juvenile Court that is located in a separate building (945 Dr. Richard G. Adams Drive in Nashville, Tennessee). There is one courtroom located at MSAC in which a Juvenile Court magistrate hears education-related court matters. An additional court docket, Safe Babies Court, will be moved to the MSAC building in order to further reduce the number of individuals entering the JJC.

Guinn, Marla (STC)

From:	Calloway, Sheila D.J.(Juvenile Court Judge)
Sent:	Wednesday, April 29, 2020 3:26 PM
To:	Guinn, Marla (STC); Binkley Jr., Judge Joe P. (STC)
Subject:	RE: Written Plans for Courts as per TN Supreme Court's Order entered 4.24.2020
Attachments:	Davidson County Juvenile Court Plan for Re-Opening Court.pdf

Please see the attached Davidson County Juvenile Court Plan for Re-Opening Court. If you have any questions, please feel free to call me on my cell phone at 615-512-2718.
Thank you for your assistance.

Sheila D. J. Calloway, Judge

Davidson County Juvenile Court
P.O. Box 196306
100 Woodland Street
Nashville, TN 37219
Office: 615-862-8073
Email: sheilacalloway@jis.nashville.org

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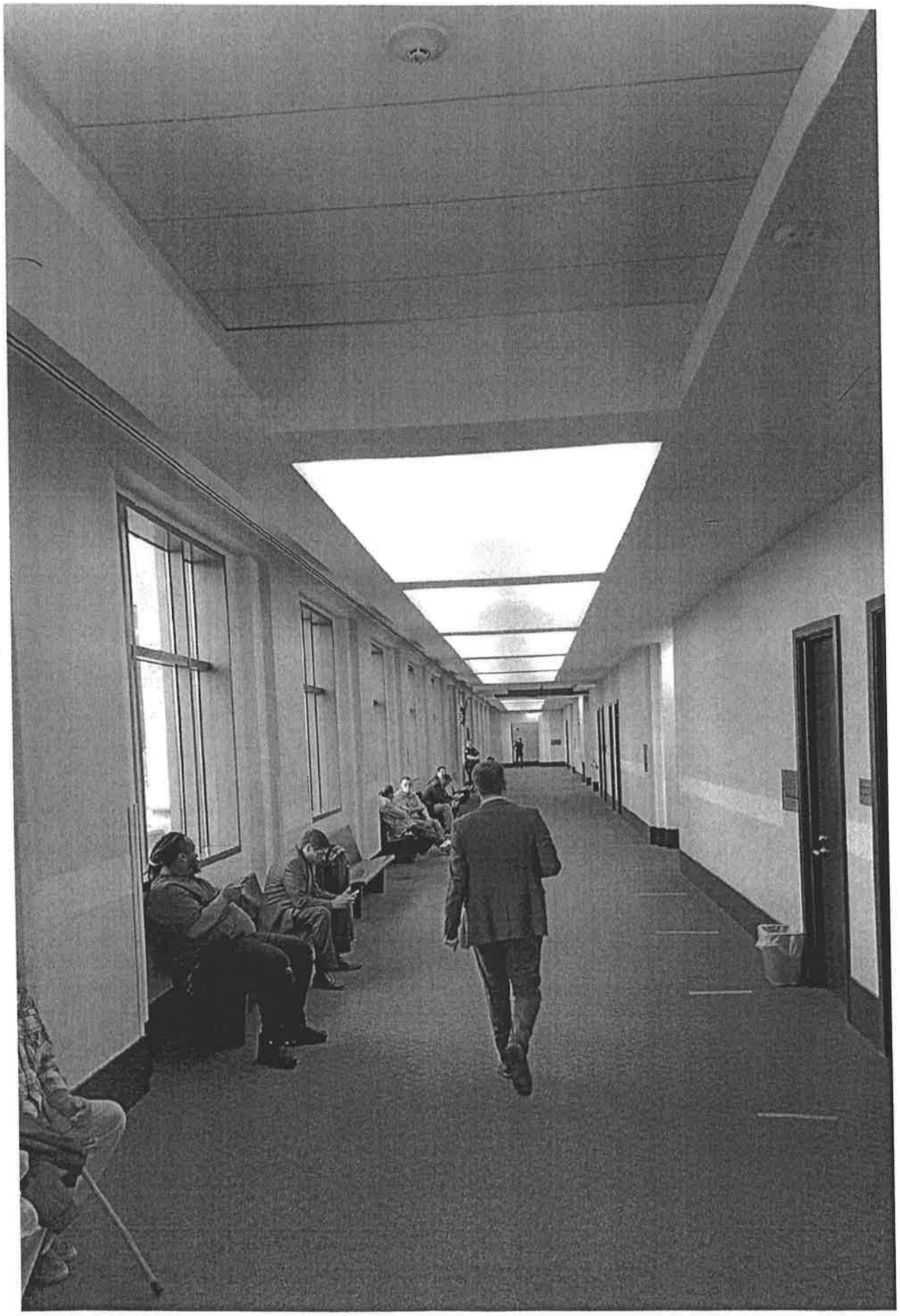
From: Guinn, Marla (STC)
Sent: Wednesday, April 29, 2020 11:10 AM
To: Calloway, Sheila D.J.(Juvenile Court Judge); mbeveridge@kcbattys.com; cantrelllarry@bellsouth.net; bsmith@bradley.com; ali@rockylawfirm.com
Cc: Gayden, Judge Hamilton (STC); McClendon, Judge Amanda (STC); Robinson, Judge Phillip (STC); Smith, Judge Philip (STC); Brothers, Judge Tom (STC); Jones, Judge Kelvin (STC); Kennedy, Judge Randy (STC); Moskal, Chancellor Pat (STC); Martin, Chancellor Anne (STC); Lyle, Chancellor Ellen (STC); Perkins, Chancellor Russell (STC); Dozier, Judge Steve (STC); Dalton, Judge Angelita Blackshear (STC); Blackburn, Judge Cheryl (STC); Smith, Judge Jennifer (STC); Watkins, Judge Monte (STC); Fishburn, Judge Mark (STC); Jones, Judge Lynda (G.S. Court); Townsend, Tim (STC); Sinback, Kathryn (Juvenile Court - Administrator); Hassell, Warner (G.S. Court)
Subject: Written Plans for Courts as per TN Supreme Court's Order entered 4.24.2020

General Sessions Court

Metropolitan Nashville & Davidson County

Reopening Davidson County General Sessions Court Responsibly



IN THE GENERAL SESSIONS COURT FOR DAVIDSON COUNTY, TENNESSEE
AT NASHVILLE

IN RE: COVID-19	)))))

ORDER

Comes the Honorable Lynda F. Jones., the Presiding Judge of the Davidson County General Sessions Court and hereby enters the following Order for the protection of the general public and courthouse personnel.

The Center for Disease Control has advised people to take precautions in lig ht of the COVID-19 virus outbreak and noted that the best way to prevent illness is to avoid being exposed to this virus. Under the statutory and inherent authority, as well as the general jurisdiction of the General Sessions Court, the following provisions are adopted for the Davidson County General Sessions Court until further noted:

1. Only those members of the public be admitted into the courthouses that are necessary to conduct business.

2. Wearing of masks be mandatory for all people in the building with the courts to provide masks if necessary.

3. All persons sanitize their hands frequently at stations established by the courts on all floors from getting off the elevators to courtroom entrances.

4. Frequent contact points e.g. door handles be sanitized hourly.

5. Areas occupied by individuals e.g. witness box, attorney podium, tables, chairs be sanitized between users/occupants.

6. No more than 10 people in a group.

7. Social distancing shall be maintained by blue tape markings.

The size of the dockets shall be limited by Order of this Court.

- 1A – No more than 50 people per hour.
- 1B - No more than 25 people per hour.

8. Settlement conferences for criminal matters, may be held via video conference. (Defendant appearance will be waived if lawyer appears.)

9. Final incorporated as Exhibit A and Exhibit B.

ENTERED this 29th day of April, 2020.

Lynda F. Jones

Presiding Judge Lynda Jones, Division IX

Exhibit A

Final Reopening Plan
April 29, 2020

PHASED REOPENING OF GS COURT DOCKETS

Phase one of reopening - June 1, 2020

Phase one of the reopening of certain dockets may begin under the following guidance:

Civil Court (Initial Appearance Dockets)

1A Limit of 200 (defendants per day)

9AM - 50 (defendants)

10AM - 50 (defendants)

11AM - 50 (defendants)

12PM - 50 (defendants)

1B (50 defendants per day)

10AM - 25 (defendants)

11AM- 25 (defendants)

NO Trials in June

June appearances are only to obtain trial dates

All lawyers are encouraged to settle cases

Exhibit A

Final Reopening Plan
April 29, 2020

GATHERINGS UNDER 50

DV Bond Dockets June 1, 2020

4C Dockets limit of 20 (defendants)

Monday - Thursday

9AM Trial

Monday, Wednesday, and Thursday

1PM - Trial

Tuesday and Thursday

11:45AM - Return

Monday, Wednesday, and Friday

8:30AM – Initial Appearance

Tuesday

2 PM - Cherished Hearts

Friday

10:30AM - Initial Appearance

1PM – Initial Appearance

- 60 individuals per day

Exhibit A

Final Reopening Plan
April 29, 2020

Phase two of reopening:

Criminal Bond 4D	**Criminal Bond in 5C**	**Criminal Bond in 5D**
Limit 20 per hour	Limit 20 per hour	Limit 20 per hour
(defendants)	(defendants)	(defendants)
Monday - Thursday	**Monday - Thursday**	**Monday - Thursday**
9AM	9AM	9AM
1PM – Settlement	1PM – Settlement	1PM – Settlement
Friday	**Friday**	**Friday**
Limit 25 per hour	Limit 25 per hour	Limit 25 per hour
(defendants)	(defendants)	(defendants)
8:30AM - Settlement	8:30AM - Settlement	8:30AM - Settlement
10:30AM- Settlement	10:30AM- Settlement	10:30AM- Settlement

- 140 individuals per day

Exhibit A

Final Reopening Plan
April 29, 2020

Phase three reopening:

Citations July 3, 2020

Book 100 citations per week

1B Traffic

8:30AM Limit of 20 defendants

Environmental

1PM Limit 20 defendants

- 140 individuals per day

Projected Increase

June – 200 individual per day

July – 550 individual per day

- This plan allows roughly 60 per hour individuals into the building in the mornings (8:30AM – 11:30AM) and 80 individuals in the building per afternoon (1:00PM – 4:00PM) in June.

- July additions allows roughly 100 individuals into the building in the mornings (8:30AM – 11:30AM) and 200 individuals in the building per afternoon (1:00PM – 4:00PM)

Exhibit B

June 1, 2020

	3A	3B	3C	4B	4C	4D	5D	5C
8:30AM					DV Initial Appearance	Settlement	Settlement	Settlement
9:00AM	Felony Jail	Specialty Courts	Misd. Jail	DV Jail	DV Trial	PH Docket	20 Bond Defendants	PH Docket
10:30AM					DV Initial Appearance	Settlement	Settlement	Settlement
11:45AM					DV Return			
1:00PM		Specialty Courts	20 DUI Defendants		DV Initial Appearance, and Trial	Settlement	Settlement 25 Defendants Per Docket	Settlement
2:00PM					Specialty Court			

	1A		1B
	Docket Call to Give Dates		Web Ex Afternoons
9:00AM		10:00AM	
10:00AM		11:00AM	
11:00AM			
12:00PM			

City of Belle Meade – Municipal Traffic Court
Plan for Re-Opening & Conducting In-Person Court Proceedings During COVID-19

- Traffic courts originally scheduled for April 8th and 9th have been postponed to June 3rd and 4th; traffic courts originally scheduled for May 13th and 14th have been postponed to July 14th and 15th.
- Court dockets will be re-arranged to limit attendees to approximately 30 people and only a limited number of people will be allowed in the courtroom at one time.
- All Belle Meade police officers and staff will wear masks and/or gloves.
- Police officers will be outside on court mornings to obtain names and phone numbers of people coming to court . Court attendees will wait in their cars until an officer calls them. The first group will be directed to the city hall entrance, where they will line up 6-10 feet apart. An officer will use a touchless thermometer to check temperatures and ask appropriate screening questions. Anyone with a fever of 99.6 or higher and/or who fails the screening questions will be given the opportunity to reschedule their court date or just pay the fine via postal mail or online.
- Attendees who pass the screening will be allowed one at a time into the city hall lobby where they will be provided a mask if they are not already wearing one, and hand sanitizer. They will then be directed into the courtroom via the side doors to line up on either side of the room.
- Adequate social distancing will be maintained in the courtroom (6-10 feet between attendees indicated by tape on the floor). Plastic or metal chairs will be provided for anyone that needs to sit down and chairs will be sanitized after each use.
- The Judge's normal preamble will be printed and handed out to attendees prior to entering the courtroom. The court officer will verify documents from the attendee (license, insurance, etc.) so they are not handled by the Judge.
- The Judge will encourage online traffic school, since the City has not yet determined the date for the next on-premise traffic school hosted by Belle Meade.
- After their hearing, attendees will exit down the center aisle and through the center door. They can then leave the building or, if necessary, they will have the opportunity to pay their fine at the City Recorder's window. A protective plexiglass screen is installed at the window. The City Recorder will wear a mask and gloves. The credit card machine and the counter will be sanitized after each use.
- As people in the first group leave city hall, officers will call the cell phone of the next person on the list and have them screened before entering the courtroom.
- If there is inclement weather on court day, attendees will drive their vehicle into the Public Works garage so that the officer can obtain their information, then they will be directed to park and wait for a phone call from the police officer.
- Signage will be posted inside and outside of city hall regarding proper health precautions during COVID-19 (distancing, masks, sanitizing, etc.)

Guinn, Marla (STC)

From: Mark S. Beveridge <mbeveridge@kcbattys.com>
Sent: Tuesday, May 5, 2020 10:47 AM
To: Guinn, Marla (STC)
Cc: Reardon, Beth (Belle Meade)
Subject: City of Belle Meade Plan for Re-opening Traffic Court
Attachments: Traffic Court Procedures-COVID-19.docx

Attention: This email originated from a source external to Metro Government. Please exercise caution when opening any attachments or links from external sources.

Marla,

Attached is the City of Belle Meade Municipal Court's Plan for Re-Opening and Conducting In-Person Court Proceedings During COVID-19.

Please let me know if you need anything else at this time.

Thank you.

Mark

Mark S. Beveridge
KINNARD, CLAYTON & BEVERIDGE
127 Woodmont Boulevard
Nashville, Tennessee 37205
(615) 297-1007
(615) 297-1505 – Facsimile
mbeveridge@kcbattys.com
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Proposal to Re-Open the City of Berry Hill, Tennessee Municipal Court

1. Berry Hill, Tennessee proposes to re-open its Municipal Court, Friday, June 19, 2020.
2. No more than ten (10) citizens will be allowed within the Court Room at any time Court is in session. It is expected that no defendant will have more than One attorney, if any defendant has more than one attorney, adjustment will be made to compensate so that no more than ten (10) citizens and attorneys are in the courtroom at any one time. Any witnesses will be called in one at a time when they need to testify.
3. Hand sanitizer and face masks will be available to all who enter the Court Room. All Court Staff, Police Officers working in the Court Room, and persons entering the Court Room will be required to wear a face mask. (It is the intention of the City to provide a face mask at no cost to each person who enters the Court Room, as long as the supply of face masks is available.)
4. Those citizens as they enter the Court Room will be directed to sit in marked seats in staggered rows to ensure social distancing protocol is met. Those seats will be cleaned at the beginning of Court and after each rotation of citizens leaves the Court Room before the arrival of the next group of citizens having business with the Court.
5. Those who have business with the Court will be required to sign in with the Court, leave their mobile phone numbers, and wait in their cars or another location outside the Court Room until called to report by the Clerk. They must practice social distancing if standing in the City Hall's parking lot.
6. A Police Officer will be stationed at the Court Room entrance door to limit the entrance of persons having business with the Court to no more than ten (10) persons for in that rotation.
7. Lines will be clearly marked on the floor to designate six (6) feet from the position of the Judge and Court Officer, from the Police Officer by the door, and from the counter by the Court Clerk. When approaching the Court Clerk, those who have business with the Court must stand behind the Plexiglas divider on the counter. If more than one person is waiting their turn to talk to the Court Clerk, they must wait six feet from the person in front of them.

Guinn, Marla (STC)

From: cantrelllarry@bellsouth.net
Sent: Tuesday, May 12, 2020 3:45 PM
To: Guinn, Marla (STC)
Subject: FW: Berryhill Court reopening Plan
Attachments: BERRYHILLCOURTOPENINGPROPOSALamendment1.docx

Attention: This email originated from a source external to Metro Government. Please exercise caution when opening any attachments or links from external sources.

Sorry, I had to forward this to you. I had a typo in your e-mail address and the e-mail of yesterday was returned. My apologizes to Judge Binkley I promised this to him yesterday and I would have complied but for my typo. Hope I did not inconvenience you and again I apologize for the typo and the delay.

From: cantrelllarry@bellsouth.net [mailto:cantrelllarry@bellsouth.net]
Sent: Monday, May 11, 2020 2:38 PM
To: 'marlaguinn@jis.nashville.ort'
Subject: Berryhill Court reopening Plan

Attached you will find the plan that was requested from the City relative to reopening the City's Municipal Court.

Thanks for your assistance and if you have any questions, please do not hesitate to contact me.

CITY OF FOREST HILLS

To: Administrative Office of the Courts

From: Forest Hills Municipal Court, Judge Brooks R. Smith

Date: May 14, 2020

Re: Written Plan for In-Person Court Proceedings

The following is the written plan for in-person Court proceedings for the City of Forest Hills Municipal Court:

A. At this time, the City of Forest Hills Municipal Court intends to allow the opportunity for in-person proceedings beginning in July 2020, with the first proceeding to occur on or after July 9, 2020.

B. Court will be held in the main auditorium of the City of Forest Hills City Hall located at 6300 Hillsboro Pike (the "Courtroom").

C. The City personnel present in the Courtroom to conduct the proceedings will be limited to the Judge, the City Manager and City Assistant and as applicable the City Attorney, in order to limit contact between the public and other City personnel.

D. Only parties to or with a pending case, attorneys or witnesses specific to the pending action will be allowed in the Courtroom.

E. A maximum of 10 persons (excluding the Judge, City Manager, City Assistant and City Attorney) will be permitted in the Courtroom at one time. Proceedings will be staggered, if necessary, to comply with the limitation on the number of people who may safely be in the Courtroom.

F. Any person seeking entry for Court will be screened prior to entering the Courtroom. Screening shall be completed by a touchless thermometer and questionnaire based on the recommended State safeguarding protocols, including but not limited to:

1. To your knowledge, have you been in close contact with any person with a confirmed case of COVID-19?
2. Are you experiencing a cough, shortness of breath or sore throat?
3. To your knowledge, have you had a fever in the last 48 hours?

G. Any person exhibiting a temperature of 100.4 or higher shall not be allowed in the Courtroom. Any person who fails to comply with these requirements shall not be allowed in the Courtroom. Any person who has a temperature of above 100.4 or answers yes to any one or more screening questions will be asked to leave the City Hall immediately and seek medical care and/or COVID-19 testing, per the Tennessee Department of Health guidelines.

H. After successfully passing the screening assessment, the party will be provided directions to the Courtroom.

I. The use of personal protective equipment is encouraged. Any person entering the Courtroom shall be allowed the use of personal protection equipment, including face masks or gloves.

J. Chairs within the Courtroom will be conspicuously marked to indicate where the parties may sit in a manner which complies with physical distancing guidelines.

K. Parties will come before the Judge one at a time at a podium and will place any documents on the podium. The podium will be disinfected after use.

L. The Courtroom will be cleaned and disinfected before and after all Court proceedings. All high-touch surfaces, including the podium shall be sanitized every two (2) hours in accordance with Governor Lee's "Tennessee Pledge".

M. The parties will be offered an option to have their hearing conducted by WebEx or Zoom videoconference for resolution in lieu of an in-person appearance, where circumstances exist preventing a party from attending an in-person hearing.

N. Continuances will be granted upon any reasonable request if the Court is contacted in sufficient time prior to the hearing and upon a showing of good cause.

O. Signage will be posted inside and outside of City Hall regarding proper health precautions during COVID-19 (distancing, masks, sanitizing, etc.).

Brooks R. Smith
Forest Hills City Judge

Guinn, Marla (STC)

From: Smith, Brooks <BSMITH@bradley.com>
Sent: Thursday, May 14, 2020 5:24 PM
To: Guinn, Marla (STC)
Cc: Hostetler, Terry
Subject: Written Plans for Courts as per TN Supreme Court's Order entered 4.24.2020
Attachments: Forest Hills Municipal Court - COVID Response Plan for In-Person Proceedings.doc

Attention: This email originated from a source external to Metro Government. Please exercise caution when opening any attachments or links from external sources.

Ms. Guinn – please see attached written plan for the City of Forest Hills Municipal Court for Judge Binkley. Thank you!

Brooks R. Smith
Partner|Bradley
bsmith@bradley.com
(o) 615.252.2344
(m) 615.243.1776

From: Guinn, Marla (STC) <MarlaGuinn@jis.nashville.org>
Sent: Monday, May 11, 2020 12:44 PM
To: Smith, Brooks <BSMITH@bradley.com>
Subject: FW: Written Plans for Courts as per TN Supreme Court's Order entered 4.24.2020
Importance: High

[External Email]

Please see attached.

MARLA R. GUINN
JUDICIAL ASSISTANT TO JUDGE JOE P. BINKLEY, JR.
FIFTH CIRCUIT COURT
1 PUBLIC SQUARE, 509 METRO COURTHOUSE
NASHVILLE, TN 37201
615/862-5915
marlaguinn@jis.nashville.org

From: Guinn, Marla (STC)
Sent: Wednesday, April 29, 2020 11:10 AM
To: Calloway, Sheila D.J.(Juvenile Court Judge); 'mbeveridge@kcbattys.com'; 'cantrelllarry@bellsouth.net'; 'bsmith@bradley.com'; ali@rockylawfirm.com
Cc: Gayden, Judge Hamilton (STC); McClendon, Judge Amanda (STC); Robinson, Judge Phillip (STC); Smith, Judge Philip (STC); Brothers, Judge Tom (STC); Jones, Judge Kelvin (STC); Kennedy, Judge Randy (STC); Moskal, Chancellor Pat (STC); Martin, Chancellor Anne (STC); Lyle, Chancellor Ellen (STC); Perkins, Chancellor Russell (STC); Dozier, Judge Steve (STC); Dalton, Judge Angelita Blackshear (STC); Blackburn, Judge Cheryl (STC); Smith, Judge Jennifer (STC); Watkins, Judge Monte (STC); Fishburn, Judge Mark (STC); Jones, Judge Lynda (G.S. Court); Townsend, Tim (STC); Sinback, Kathryn

To: Administrative Office of the Courts

From: Goodlettsville Municipal Court, Judge Ali Toll

Date: May 5, 2020

Re: Written Plan for In-Person Court Proceedings

The following is the written plan for In-Person Court proceedings for the Goodlettsville Municipal Court:

A. At this time, Goodlettsville Municipal Court intends to begin in-person dockets in June 2020, with the first docket sounding on June 9, 2020.

B. Court will be held in the auditorium of Goodlettsville City Hall.

C. The City personnel present in the Courtroom to conduct court will limited to the Judge, the Court Clerk and two Court Officers in order to limit contact between the public and other City personnel.

D. Only defendants with a pending case on the docket, attorneys or witnesses specific to the pending action will be allowed in the Courtroom. A parent or legal guardian may accompany any juvenile defendant on the docket. A translator will be permitted to accompany any defendant with a language barrier.

E. A maximum of 10 persons (excluding the Judge, Court Clerk and Court Officers) will be permitted in the courtroom at one time. Docket times will be staggered, if necessary, to comply with the limitation on the number of people who may safely be in the courtroom.

F. Court Officers will immediately screen defendants upon entering the Courtroom. Screening shall be completed by a touchless thermometer and questionnaire based on the recommended State safeguarding protocols, including but not limited to:

    a. Have you been in close contact with a confirmed case of COVID-19?
    b. Are you experiencing a cough, shortness of breath or sore throat?
    c. Have you had a fever in the last 48 hours?

G. Any person exhibiting a temperature of 100.4 or higher shall not be allowed in the Courtroom. Any person who fails to comply with these requirements shall not be allowed in the Courtroom. Any person who has a temperature of above 100.4 or higher or answers yes to screening questions will be asked to leave the premises immediately and seek medical care and/or COVID-19 testing, per the Tennessee Department of Health and CDC guidelines.

H. After screening, a Court Officer will provide directions to the Courtroom and advise defendants to go directly there.

I. The use of personal protective equipment is encouraged. Any person entering the Courtroom shall be allowed the use of personal protection equipment, including face masks or gloves.

J. Chairs within the Courtroom will be marked with tape to indicate where defendants may sit. Tape will be placed in a manner which complies with social distancing guidelines, and defendants will be seated at a minimum of 6 feet apart.

K. Defendants will come before the Judge one at a time at a podium.

L. Defendants will place any documents on the podium. A Court Officer will examine the documents and relay the information to the Judge. The podium will be disinfected once used.

M. Defendants will enter court by one door and exit through another. Defendants will be advised to exit Courtroom and immediately leave the building.

N. Defendants will be allowed to pay any fines, costs or fees as they exit the building. In-person payments will be made through a glass window to protect employees. Should a defendant wish to make an in-person payment, social distancing markers will be placed on the floor to distance persons waiting to pay.

O. Defendants will be encouraged to pay fees online. Payment information will be announced before court and posted on the City website.

P. The Courtroom will be cleaned and disinfected before and after all court proceedings. All high-touch surfaces, including the podium shall be sanitized every two (2) hours in accordance with Governor Lee's "Tennessee Pledge."

Q. Defendants will be offered an option to have their hearing conducted by Zoom videoconference for resolution in lieu of an in-person appearance, where circumstances exist preventing a defendant from attending an in-person hearing or based on CDC recommendations.

R. Continuances will be liberally granted upon request, if the Court is contacted in sufficient time prior to the hearing and upon a showing of good cause.

S. Traffic school is typically held in person in Goodlettsville. However, until the pandemic resolves, online traffic school will be offered as an alternative. In-person traffic school will continue to be offered for persons without the technological capabilities to complete their course online.

Ali Toll
Goodlettsville City Judge

Guinn, Marla (STC)

From: Ali Toll <ali@rockylawfirm.com>
Sent: Tuesday, May 5, 2020 4:45 PM
To: Guinn, Marla (STC)
Subject: Goodlettsville Municipal Court In-Court Proceedings Modified Plan
Attachments: Goodlettsville Municipal Court - COVID Response Plan for In-Person Proceedings.doc

Attention: This email originated from a source external to Metro Government. Please exercise caution when opening any attachments or links from external sources.

Marla,

Attached please find a modified written plan to reopen Goodlettsville. The only change from the prior order submitted is paragraph E. Goodlettsville is also part of Sumner County. Today, the Sumner County judges received their proposed plan back with instructions to limit all dockets to less than ten persons, excluding the judge, court officers , clerk and testifying witness, and to make a plan was provided to ensure the courtroom was cleaned/sanitized. My prior plan covered the latter, so I just had to modify to reduce persons in the courtroom from 20 to 10. I wanted to pass this along to the extent Judge Binkley has not yet submitted the plan for the 20th Judicial District, or if he has, and it gets kicked back, you will have my amendments. Thanks.

Ali

Ali Toll
Senior Attorney

ROCKY McELHANEY LAW FIRM

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PROPOSAL TO REOPEN THE CITY OF OAK HILL, TENNESSEE
MUNICIPAL COURT

1. The Municipal Court of Oak Hill will not reopen/convene until the COVID-19 Pandemic has concluded and Nashville Mayor Bob Cooper and Tennessee Governor Bill Lee have given the "all clear".
2. In the event an emergency hearing is requested, the Oak Hill City Court will be in session and will be recognizing social distancing by limiting the number to 4 people attending any one hearing.

Judge Tom Lawless
Oak Hill Municipal Court

Joe this is Tom Lawless. The city court for Oak Hill is not going to meet until the pandemic is an essence over and the mayor and governor have given the all clear. As I told you since I've got heart condition and I'm old – like you keeping everyone safe is most important. If there is an emergency hearing we will recognize social distancing and have no more than four people in any hearing. In the 10 years have been the city Judge there's never been an emergency hearing.