



Supreme Court State of Tennessee

CHIEF JUSTICE
JEFFREY S. BIVINS

JUSTICES
CORNELIA A. CLARK
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401 SEVENTH AVENUE NORTH
NASHVILLE, TENNESSEE
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MEMORANDUM

TO: Judge Justin Angel, presiding judge 12th judicial district

DATE: May 28, 2020

RE: **12th Judicial District – Proposed Plan for Reopening**

On May 27, 2020 the Supreme Court received the 12th Judicial District Proposed Plan for Reopening. The plan is approved with the following modification:

(1) for purposes of counting the maximum number of people in the courtroom, all courts in the 12th judicial district must adhere to the 10-person limit, plus the judge, court personnel, and court security.

IN THE TWELTH JUDICIAL DISTRICT
COUNTIES OF BLEDSOE, FRANKLIN, GRUNDY, MARION, RHEA AND
SEQUATCHIE COURTS OF CHANCERY, CIRCUIT, GENERAL SESSIONS,
JUVENILE AND MUNICIPAL COURTS

**IN RE: COVID-19 PANDEMIC
AUTHORITY,**

* **SUPREME COURT**
* **ADMINISTRATIVE**
* **ORDER NO. ADM2020-00428**

COMPREHENSIVE PLAN REGARDING IN-PERSON COURT PROCEEDINGS
PURSUANT TO SUPREME COURT ADMINISTRATIVE ORDER NO. ADM2020-00428,
AS FILED ON THE 26TH DAY OF MAY 2020

The Supreme Court of the State of Tennessee has entered Administration Order No. ADM2020-00428 relative to the COVID-19 pandemic. As a part of said Administrative Order, the Chief Justice of the Tennessee Supreme Court has declared a state of emergency for the Judicial Branch of Tennessee. Pursuant to Administrative Order No., ADM2020-00428, as entered on May 26, 2020, the Supreme Court has modified the suspension of in-person Court proceedings. As a part of the aforementioned Administrative Order No. ADM2020-00428, the Supreme Court provided as follows:

1. The suspension of jury trials shall remain in effect through Friday, July 3, 2020. Any exceptions must be based on extraordinary circumstances and approved by the Chief Justice.
2. Courts should continue to conduct as much business as possible by means other than in-person Court proceedings. Courts are encouraged to continue and even increase the use of telephone, teleconferencing, email, videoconferencing or other means that do not involve in-person contact. All of these methods should be the preferred option over in-person Court proceedings.
3. Except as otherwise provided herein, all Courts within a Judicial District shall continue to operate under the guidelines and restrictions set forth in this Court's May 26, 2020, Order until the Chief Justice has approved a written plan for the Judicial District within which the Court is located.

4. The Presiding Judge or the designee of the Presiding Judge of each Judicial District, in coordination with a designated Judge or other designee of the General Sessions, Juvenile, and Municipal Courts within each Judicial District, shall develop a comprehensive written plan to gradually begin conducting in-person Court Proceedings (other than jury trials) and some non-emergency matters. Each plan should contain guidelines and restrictions designated to minimize to the greatest extent possible the risks of the spread of COVID-19 from in-person Court proceedings. The written plans may include different guidelines and restrictions for different Courts or counties within a Judicial District. The written plan should include guidelines and restrictions addressing matters including, but not limited to, admission into the Courthouse, limitation of the number of persons in the Courtroom, staggering of hearing times, management of social distancing in the Courthouse and in the Courtroom, and handling of witnesses (e.g. having witnesses remain in their vehicle or place them in separate rooms). 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. Screening measures such as touchless thermometers and health questions relevant to COVID-19 may be used to entry into Courthouses.

In observance of Tennessee Supreme Court Order No. ADM2020-00428, the Courts of the 12th Judicial District submit this Comprehensive Written Plan regarding in-person Court proceedings. Said plan as set forth below contains guidelines and restrictions designed to minimize to the greatest extent possible the risks of the spread of COVID-19 from in court proceedings. The Courts of the 12th Judicial District have worked together to adopt a uniform set of guidelines, rules policies and protocol which may be applicable to all Courts. The Courts of the 12th Judicial District further recognize that significant differences may exist in Court dockets, Courtroom space, costs associated with measures to be taken for remedial and/or preventive action in each county. Said factors and distinctions dictate that general rules for all Courts may not be applicable to all. To that end, the Courts of the 12th Judicial District have adopted the following general rules followed by specific rules applicable to each Court.

SECTION I

Adoption of Center for Disease Control Recommendations

In addition to the specific provision set forth below, all Courts of the 12th Judicial District adopt as Court rules, policies and procedures the following as recommend by the Center for Disease Control.

1. Tissues and non-touch disposal receptacles will be located on each counsel table and in each Courtroom.
2. Access to bathroom facilities will be made available to litigants and/or witnesses prior to and following Court attendance wherein soap and water for hand sanitation will be available.
3. Alcohol-based hand sanitizer will be made available on all counsel tables, as well as at the entry of all Courtrooms and at the entry point of all Courthouses. Said alcohol-based hand sanitizer will contain at least sixty percent (60%) alcohol.
4. At the commencement and end of each proceeding Judges will encourage all litigants, attendees and counsel to employ proper hand hygiene.
5. At the end of each proceeding, counsel tables will be sanitized.
6. All employees of the Court system will be encouraged to visit the Center for Disease Control coughing and sneezing etiquette and clean-hands webpage.
7. All Courtroom doors will remain open so that litigants, counsel and witnesses who have limited access to the Courtroom can enter and exit the Courtroom without handling or touching doors, door handles or other flat surfaces.

8. All courtrooms shall have physical protective barriers to inhibit the transmission of airborne viruses. Barriers shall be constructed where feasible to protect court personnel, litigants, and witnesses. All protective barriers shall be constructed with glass or plexiglass in a fashion so as not to obstruct the vision of court personnel, litigants, witnesses, and the public. All barriers shall have a minimum height of seven (7) feet above the floor level of the person to be protected. All Circuit and Chancery courtroom barriers shall be approved by the presiding judge or his/her designee.

Non-Center for Disease Control Recommendations Adopted by the Courts

1. Latex disposable gloves will be placed in each Courtroom for use by counsel, litigants and Court personnel. All counsel, litigants and Court personnel will be encouraged to utilize said disposal gloves while sitting at counsel table, executing any necessary Court documents and/or during the handling of any Court paperwork.

2. Facial masks will be used by all Court personnel while in the Courtroom and Judges will encourage all litigants to use facial masks while in the Courthouse or Courthouse grounds.

SECTION II

General Rules for All Courts Within the 12th Judicial District

1. Admission to all Courthouses will be limited to Court personnel and essential Courthouse employees, those filing matters and/or pleadings with the Clerk of the Court and/or litigants and counsel for scheduled Court hearings.

2. All Courthouse security at the point of entry and stationed within the Courthouse, as well as all Courthouse personnel entering the Courtroom, shall be provided with facial masks and latex gloves for their protection.

3. Sheriff's Deputies and/or Courthouse security will be located within each Courtroom and will direct individuals gaining entry to the Courtroom to the appropriate and designated places to sit while awaiting their cases to be called.

4. For courthouses with multiple points of entry, there will be a single point of entry used in each Courthouse, which will be staffed by security personnel.

5. At the point of entry into the Courthouse, all persons will advise security personnel of their purpose of the entry into the Courthouse and/or attendance of any legal proceedings.

6. While the size and capacity of each Courtroom within the 12th Judicial District may be vastly different, the protocol as established by the Supreme Court regarding a limitation on the number of individuals to be present in any Courtroom is hereby adopted. Each Courtroom shall have a maximum number of fifteen (15) people allowed in the Courtroom at any one time, inclusive of court personnel, attorneys and litigants. Witnesses shall be called singularly and no witness will be allowed to enter the Courthouse until the preceding witness has completed testimony, been released by the Court and left the Courthouse building. The Presiding Judge of each Court will determine the maximum number of individuals who can be seated in each Courtroom, but at no time shall the maximum number exceed that specified above. The presiding Judge of each Courtroom will observe all social distancing requirements and further designate seats for any and all attendees with a minimum of a six (6) foot radius between occupied seats.

All Court officers and Judges will be responsible for insuring social distancing in all Courtrooms and foyers and/or entryways into the Courthouse.

7. All dockets will be administered in a staggered fashion such that no more than fifteen (15) people (litigants and counsel) are allowed in the Courtroom at any one (1) time.

8. Witnesses will only be allowed to enter the Courthouse when notified by Court personnel or their designee. Victims, prosecutors and Defendants will be allowed access into the Courtroom during scheduled times for their Court proceeding. All other individuals who anticipate being called as a witness will check in with the Courthouse security stationed at the point of entry and provide his or her name and cell phone number or contact information will be given to counsel and/or litigants involved in the case and/or a victim witness coordinator. The presiding Judge in each Court may designate a witness waiting room where up to one (1) witness may be stationed pending their being called as a witness.

9. All hearings requiring or allowing in-person attendance will be held with only litigants and their counsel allowed in the Courtroom.

10. In all effort to minimize the number of people entering the Courthouses, Judges and staff will coordinate calendars to avoid large dockets by scheduling matters in multiple courtrooms and seeking assistance from other Judges.

11. 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 proceedings consistent with Rule 30 of the Rules of Tennessee Supreme Court.

SECTION III

Rules Applicable to Circuit Court and Chancery Courts

General Provisions

1. All Motions not requiring testimony of witnesses will be required to be heard via zoom or some form of videoconference to alleviate the necessity of counsel and or litigants entering the Courthouse. The Court, upon the scheduling of any and all Motions may exercise its discretion to decide said Motion on the pleadings only. Should the Court prefer to hear arguments relative to said Motion some form of videoconferencing, including but not limited to, Zoom conferencing will be scheduled by the Court.

2. All contested in-person hearings shall be scheduled in thirty (30) minute increments. All litigants and or counsel participating in an in person hearing shall leave the Courthouse immediately upon conclusion of said hearing, at which time litigants for the next scheduled in-person hearing shall be allowed entrance into the Courthouse.

3. The Clerks of each Circuit and/or Chancery Court will maintain a docketing calendar wherein counsel may docket Motion and/or in-person hearings to be scheduled in thirty (30) minute increments. With leave of Court, hearing exceeding one (1) hour may be scheduled and an appropriate Scheduling Order entered.

Criminal Court

1. To eliminate the necessity of transportation of incarcerated individuals, all arraignments for incarcerated individuals will be conducted via Zoom or some other means of videoconferencing.

2. All arraignments for non-incarcerated individuals shall be staggered in a manner determined by the Presiding Judge to avoid large gatherings of people entering the Courthouse at similar times and to further coordinate social distancing in the Courtroom. The arraignments of non-incarcerated individuals will be staggered such as to observe the Courtroom capacity limitation of no more than fifteen (15) individuals at any one (1) time inclusive of Court personnel.

3. For all non-incarcerated individuals, all plea deadline days which are subject to Scheduling Orders will be held with only lawyers, and Assistant District Attorneys General. All counsel will appear via Zoom and/or some other means of videoconference. If counsel announces a settlement of the criminal case, a separate time and date will be established by the Court for the entry of said plea. All efforts will be made to schedule said plea via videoconferencing or Zoom conference. If at the plea deadline date said case has not been scheduled and counsel agrees that said case need to be set for trial, the Court will establish a trial date and an appropriate Order will be entered.

Domestic Court

1. Any and all uncontested divorces, whether lodged by self-represented individuals or by litigants represented by counsel, will be approved by some form of teleconference, affidavit or in the discretion of the Judge. Counsel will submit proposed Final Decrees directly to the Judge and have on file a minimum of seven (7) days before any scheduled hearing all Marital Dissolution Agreements and/or proposed Parenting Plans.

Child Support Division

1. The Child Support Office shall, to the extent possible, seek to limit the number of cases scheduled for each docket by dismissing all reviews and enforcement proceedings in which payments have been received either by income assignment, substantial income tax refund intercepts, and intercepts of stimulus payments.
2. Litigants in establishment and modification cases shall have the opportunity prior to the scheduled court date of participating in a telephonic settlement conference with an Assistant District Attorney of the Child Support Division as scheduling permits. If the case is settled in the telephonic conference and the litigants sign an agreed order that is subsequently approved and signed by the Child Support Magistrate and confirmed by the Judge or Chancellor in which the case is filed, the parties will not have to appear for an in-person court hearing before the Child Support Magistrate.
3. Child Support Court Dockets will be divided into a morning session and an afternoon session to relieve congestion at or around the courthouse or justice center.
4. All persons having business with the Court must sign in at the lobby or entrance way to the Courthouse or Judicial Center and provide their telephone numbers. Upon signing-in, the litigants and the litigants' witnesses must return to their vehicles and remain in their vehicles until they are called by a Clerk or Court Officer to enter the courtroom. No children will be allowed in the Courthouse or Judicial Center except in exceptional circumstances.
5. No one will be allowed in the courtroom unless they are present for official court business. Other people accompanying the litigants, such as family members, spectators, and the like, must remain in their cars or outside the Courthouse or Judicial Center.

6. Only attorneys, litigants and witnesses (when witnesses are called to testify and only when witnesses are to testify) will be allowed to enter the Courthouse or Judicial Center and courtroom, and such attorneys, parties and witnesses will be notified by the Clerk or a Court Officer directly or by telephone to enter the courtroom.
7. The Child Support Division suggests that every person prior to entering the Courthouse or Judicial Center be scanned by an infrared thermometer (subject to the availability of such thermometers and the availability of qualified persons to operate them).
8. The use of face coverings covering the mouth and nose of all persons entering the courtroom is strongly encouraged.
9. All persons entering the courtroom will be required to maintain at all times at least a six-foot distance from all persons in the courtroom.
10. No more than ten (10) persons (excluding the Child Support Magistrate, the Clerk, the Assistant District Attorney General, caseworkers from the Child Support Office, and Court Officers) will be allowed in the courtroom seating area and the well of the courtroom. Such ten (10) persons include litigants and other necessary parties. Such individuals will be directed to areas within the courtroom by the Clerk or Court personnel and shall remain seated in assigned seats until called to testify.
11. Podiums and workspaces shall be sanitized periodically throughout the day. Hand sanitizers shall be available in every courtroom.

Grand Jury

1. The Grand Jury for each county of the 12th Judicial District Counties shall continue to conduct Grand Jury business observe all appropriate social distancing guidelines. All Grand

Juries will meet in the largest available Courtroom in each county. The largest Courtroom in each county will accommodate all Grand Jurors with more than a six (6) feet radius surrounding each Grand Juror. All witnesses to testify before the Grand Jury will enter through a door not available or not used by the Grand Jurors, Proceed to a podium in close proximity to the Judge's bench (yet more than six (6) feet in distance), which is significantly outside of any six (6) foot radius of any Grand Juror. The District Attorney General and/or his designee will be responsible for insuring that appropriate distancing is maintained at all times during any Grand Jury session. Each Grand Juror will be assigned a designated and marked seat during each and every Grand Jury session with appropriate social distancing available between each and every designated seat.

SECTION IV

Generals Sessions and Juvenile Courts Within the 12th Judicial District

The General Sessions and Juvenile Judges for the Twelfth Judicial District, to wit Thomas C. Faris, Marshall (Mark) A. Raines, Jr., William (Trey) R. Anderson, III, L. Thomas Austin, J., Shannon Garrison, Ronnie J. T. Blevins, II, and Howard L. Upchurch hereby submit the following Plan for in person court proceedings during the COVID-19 pandemic, as directed by the Tennessee Supreme Court in the Court's April 24, 2020 Order:

1. In person civil and domestic relations trials shall be suspended through May 31, 2020 in accordance with the Orders of the Supreme Court issued March 13, 2020 and April 24, 2020, with the exception of (a) proceedings related to relief from abuse including but not limited to orders of protection, (b) proceedings related to emergency child custody orders, (c) Department

of Children's Service emergency matters related to child protection, proceedings related to petitions for temporary injunctive relief, (e) proceedings related to emergency mental health orders, and (f) proceedings related to emergency protection of elderly or vulnerable persons. The General Sessions and Juvenile Courts shall continue to conduct as much business as possible by means other than in person court proceedings, including through the use of telephone, teleconferencing, email, video conferencing or other means that do not involve in person contact. In addition, reasonable proposals submitted by parties and/or their counsel to minimize the number of individuals present for in person proceedings and/or which provide protection for participants including the Court and related staff shall be considered and acted upon promptly by the respective Judges of each Court.

2. All in person criminal proceedings shall be suspended through May 31, 2020 with the exception of proceedings necessary to protect constitutional rights of criminal defendants including bond related matters and plea agreements for incarcerated individuals. Courts shall continue to use telephone, teleconference, email, video conferencing or other means that do not involve in person contact when possible to conduct proceedings necessary to protect such constitutional rights of criminal defendants. In addition, each County's General Sessions and Juvenile Courts shall conduct in person proceedings commencing no earlier than May 12, 2020 and through May 31, 2020 for the purpose of scheduling, including to set trials on the merit and preliminary hearings, on assigned dates certain following May 31, 2020:

(a) No one will be allowed in the courtroom unless they are present for official court business. Other people accompanying these individuals, such as family members, spectators and the like must remain in their cars or outside the building;

(b) All such persons having business with the Court must sign in at the lobby or entrance way to the court building and remain in their vehicle or outside the building in other areas until called by the Clerk or a Court Officer to enter the courtroom;

(c) Only attorneys, parties and witnesses (when the witnesses are called and only when witnesses are to testify) will be allowed to enter the court building and courtroom, and such attorneys, parties and witnesses will be notified by a Clerk or Court Officer directly or by telephone when to enter the building;

(d) The use of face coverings for all persons entering the courtroom to cover the persons nose and mouth is strongly encouraged;

(e) All persons entering the courtroom are required to maintain at least a six foot distance from other persons and at all times while inside the courtroom;

(f) No more than ten (10) persons, excluding the Judge, a Clerk, and Court Officers, will be allowed in the courtroom seating area and the well of the courtroom. Such ten (10) persons include defendants, victims and other necessary parties. Such individuals shall be directed to areas within the courtroom by the Clerk or Court personnel and shall remain seated in assigned seats until called by the Court. Prior to entering the court building, the Judges suggest that each individual be scanned by Medasource infrared thermometer (subject to the availability of such thermometers and the availability of qualified individuals to check the temperature of each person by these thermometers). After each person is seated in the courtroom, each individual will be called to the podium in numerical order. After his or her matter is concluded, each individual will leave the courtroom through a designated area (such as the jury room/etc.) if possible, rather than the door in which these individuals have entered;

(g) These Judges anticipate the business associated with these ten (10) individuals shall be concluded with a range of fifteen (15) to forty-five (45) minutes. As such, all individuals present for Court shall be assigned a time on a docket prepared and posted at the entrance way to the Court building prior to the commencement of that day's proceedings;

(h) Absolutely no children will be allowed in the court building unless the child is a testifying witness or a party to a juvenile proceeding. The child will remain outside the courtroom until called into the courtroom and shall immediately depart at the conclusion of the proceedings;

(i) Prior to each day's session of in person court proceedings, the Assistant District Attorney assigned to the respective courts shall contact the Public Defender's Office and attorneys that have clients scheduled to appear before the Courts to determine whether any aspects of the matters pertaining to individuals with matters before the Court can be resolved. The Assistant District Attorney is encouraged to discuss each matter with law enforcement officers or victims via telephone prior to the scheduled appearance date. The Public Defender and attorneys are encouraged to discuss matters related to cases with all inmates and clients via telephone or, if necessary, in person prior to the scheduled court appearances;

(j) All attorneys shall contact the Clerk to verify that his or her cases are on the docket at least twenty-four (24) hours prior to each in person court date, and determine the time in which his or her client will be required to appear;

(k) Attorneys are encouraged to remain outside the court building until his or her cases are before the Court. Attorneys shall be notified by the Clerk or Court personnel when it is time to enter the Court building. Every effort will be made to hear all cases at one time for attorneys that have multiple cases on each court date, in an effort to eliminate the necessity of multiple entrances in and to the building;

(l) Plea proceedings will be conducted individually and when cases are called before the Court. In the event the Assistant Attorney General and/or defense counsel are unable to reach a plea or dispositional agreement thereby resulting in the necessity for a hearing, defense counsel and the

Assistant District Attorney shall contact the Court for the assignment of a specific time to appear and conduct the hearing. Such hearings will be placed at the end of each day's docket;

(m) All law enforcement officers shall verify with the Clerk and the Assistant District Attorney General whether their appearance for proceedings are necessary. All law enforcement officers required to physically appear for Court proceedings shall remain in their vehicles or outside the Court building until notification by the Clerk;

(n) The use of disinfectants shall be administered by the Sheriff, and , if possible, between each block of ten (10) proceedings;

(o) Each juvenile case shall be heard individually and with only the child, the child's parent and guardian, and necessary Department of Children's Services officials, lawyers, mental healthcare workers, school officials and DCS workers related to the child's case to be in the courtroom during the proceedings;

(p) All Juvenile Court review hearings other than those required by statute, rule or regulation and/or the Department of Children's Services shall be scheduled for the months of July, August and September, including truancy cases. If necessary and truancy boards are convening, truancy cases may be reviewed again by the Truancy Board.

Rules Applicable to all Municipal Courts

The Municipal Court Judges for the Twelfth Judicial District, to wit: Edward Boring, Cam Cameron, Jace Cochran, M. Keith Davis, Robert F. Davis, Trudy Edwards, Charles Jenkins, Jr., Marshall (Mark) A. Raines, Jr., C. Nicole Campbell-Rogers, Bradley D. Sherman, John M. Stewart and Andrew F. Tucker, hereby submit the following Plan

for in person court proceedings during the COVID-19 pandemic, as directed by the Tennessee Supreme Court in the Court's April 24, 2020 Order:

1. In-person civil proceedings shall be suspended through May 31, 2020 in accordance with the Orders of the Supreme Court issued March 13, 2020 and April 24, 2020, with the exception of those proceedings that are set forth in the above-referenced Orders. The Municipal Court Judges shall continue to conduct as much business as possible by means other than in-person court proceedings, including the use of telephone, teleconferencing, email, video conferencing, use of drive-thru windows, protected windows in clerk offices or other means that do not involve direct in-person contact. In addition, reasonable proposals submitted by parties and/or their counsel to minimize the number of individuals present for in person proceedings and/or which provide protection for participants including the Court and related staff shall be considered and acted upon promptly by the respective Judge of each Court.

2. To the extent a Municipal Court has concurrent jurisdiction with General Sessions Court, the Judge will consider and follow the guidelines proposed by the General Sessions Judges of the Twelfth Judicial District, as may be applicable.

3. Municipal Courts shall conduct in-person proceedings commencing no earlier than June 1, 2020. For the purpose of scheduling, including to set trials on the merits and hearings, Judges will use the following as guidelines:

(a) No one will be allowed in the courtroom unless they are present for official court business. Other people accompanying these individuals, such as family members, spectators and the like must remain in their vehicles or outside the building;

(b) All such persons having business with the Court must, as the Judge determines: (i) answer a docket call via in-person, mobile telephone application or other method adhering to Center for Disease Control (“CDC”) or State of Tennessee Department of Health (“DOH”) recommendations, as may be applicable; or (ii) sign in at the lobby or entrance way to the court building and remain in their vehicle or outside the building in other areas until called by the Clerk or a Court Officer to enter the courtroom;

(c) Only attorneys, parties and witnesses (when the witnesses are called and only when witnesses are to testify) will be allowed to enter the court building and courtroom, and such attorneys, parties and witnesses will be notified by a Clerk or Court Officer directly or by telephone when to enter the building;

(d) The use of face coverings for all persons entering the courtroom to cover the persons nose and mouth is strongly encouraged; however, each Judge may require face coverings depending on their individual courtroom and building requirements to ensure safety and compliance with all CDC or DOH recommendations, as applicable.

(e) All persons entering the courtroom are required to maintain at least a six foot distance from other persons and at all times while inside the courtroom;

(f) No more than ten (10) persons, excluding the Judge, a Clerk, and Court Officers, will be allowed in the courtroom seating area and the well of the courtroom. Such ten (10) persons include defendants, victims and other necessary parties. Such individuals shall be directed to areas within the courtroom by the Clerk or Court personnel and shall remain seated in assigned seats until called by the Court. Prior to entering the court building, the Judges may suggest, that each individual be scanned by infrared thermometer (subject to the availability of such thermometers and the availability of qualified individuals to use such devices to check the temperature of each person by these thermometers). After each person is seated in the courtroom, each individual will be called to the podium in numerical order. After his or her matter is concluded, each individual will leave the courtroom through a designated area (such as the jury room/etc.) if possible, rather than the door in which these individuals have entered;

(g) Absolutely no children will be allowed in the court building unless the child is a testifying witness or a party to a juvenile proceeding. The child will remain outside

the courtroom until called into the courtroom and shall immediately depart at the conclusion of the proceedings;

(h) All attorneys shall contact the Clerk to verify that his or her case(s) is/are on the docket at least twenty-four (24) hours prior to each in person court date, and determine when his or her client will be required to appear;

(i) Attorneys are encouraged to remain outside the court building until his or her cases are before the Court. Attorneys shall be notified by the Clerk or Court personnel when it is time to enter the Court building. Every effort will be made to hear all cases at one time for attorneys that have multiple cases on each court date, in an effort to eliminate the necessity of multiple entrances in and to the building;

(j) All law enforcement officers shall verify with the Clerk and the City Attorney, if applicable, whether their appearance for proceedings are necessary. Unless acting as a court officer, all law enforcement officers required to physically appear for Court proceedings shall remain in their vehicles or outside the room where Court is being held until notification to enter by the Clerk;

(k) The use of disinfectants in the courtroom shall be administered by municipality personnel, and, if possible, between each block of ten (10) proceedings; and

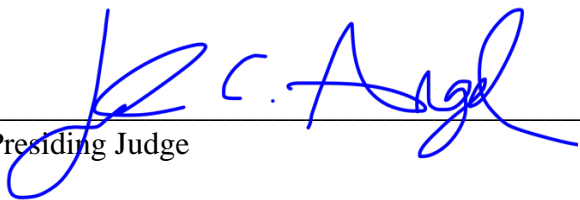
(l) The provisions set forth above are the minimum standards for all courts, however, any of the above provisions may be modified by the individual Judge depending upon the structure and layout of their courtrooms and buildings, or the use of alternate rooms in the building(s) to ensure the safety of all occupants and ensure that all OSHA, CDC and/or DOH recommendations and guidelines are followed for Covid-19 compliance.

Conclusion

The Courts of the 12th Judicial District have worked in coordination with each other relative to the submission of this Comprehensive Plan. The Courts of the 12th Judicial District will continue to work in coordination with each other to afford litigants the greatest social distancing available in each and every Courtroom observing as a minimum standard the Center for Disease Control recommended social distancing practice. The Courts of the 12th Judicial District, recognizing that protecting the health, safety and welfare of the public as well as

1. All Circuit, General Sessions and Juvenile Judges met jointly in an effort to first develop a uniform set of rules, policies and protocols applicable to all Courts within the _____ Judicial District.

insuring the core constitutional functions and rights of all protected individuals are adhered to adopt this plan subject to the approval of the Supreme Court. The Courts of the 12th Judicial District have proposed this plan with said goal in mind and anticipate the submission of additional “graduated plans” if and/or when the Supreme Court modifies any provisions of Administrative Order ADM2020-00428.



Presiding Judge

1. All Circuit, General Sessions and Juvenile Judges met jointly in an effort to first develop a uniform set of rules, policies and protocols applicable to all Courts within the _____ Judicial District.