



Phase 2 - Courthouse is Open with Limited Public Access

Overview & Expectations

Limited reopening of courthouses. The following individuals will be permitted to enter the courthouse: members of the public with court-related business; counsel of record appearing for a calendared matter and any associated litigants, investigators or employees thereof; family members of a criminal defendant appearing before the court; contract court interpreters; contract court reporters; and witnesses; and members of the press.

Limited number of employees reporting to courthouse on any given day. All other employees will continue to work remotely.

Civil and criminal hearings will proceed remotely or in person, depending on judicial preference, provided the current social distancing requirements can be met.

Bankruptcy hearings will proceed remotely or in person, depending on judicial preference, provided the current social distancing requirements can be met.

Drop boxes will remain in place and the public will be encouraged to utilize them. If additional assistance is needed, individuals may visit the clerk's office. Drop boxes should be checked multiple times a day.

Finance and receipting schedule will remain the same as in Phase 1. The Clerk's Office will not accept cash and receipts will be processed twice a week.

Factors for Moving to Phase 3

A minimum of 14 days has been spent in Phase 2;

No known courthouse exposure to COVID-19 within the last 14 days;

Minimal or no increase in community COVID confirmed case counts for the last 14 days;

Rescission of local restrictive movement or stay at home orders;

Local restrictions allow for gatherings of up to 25 people with manageable social distancing;

All counties in the respective division have minimal or no increase in COVID confirmed case counts for the preceding 14 days; and

Availability and receipt of personal protective equipment such as hand sanitizer & face masks.