

# Jarrell Municipal Court Proceeding Operating Plan

## Court holding in-person proceedings:

**Dockets will be reduced to a third of the full court evenings to minimize the number on one given court appearance.**

**Measures have been put in place for most defendants to resolve their cases without an in- person appearance *such as* emailed pleas (guilty/no-contest), payment plans, filing for defensive driving, and deferrals.**

**Vulnerable defendants such as those 65 or older, will be reset for a later date in the year, unless they wish to resolve their case immediately. We will also provide them alternate times when there are no other cases set.**

**Pre-trials/not guilty will be set for later in the year and all trials canceled until further notice.**

**At the request of the defendants a postponement will be granted for a later date.**

## Operating Plan

Judge /Court staff will NOT be in court if exhibiting any signs of fever/ illness, symptoms of Covid-19.

All court personnel will wear a mask.

All defendants will be required to stay in their vehicles and given a number to place on their windshields. The bailiff will have a corresponding number that will match the defendant's number. The bailiff will approach the vehicle, screen the defendant with a temperature reading and symptoms list before being allowed to exit their vehicle. The defendant will sign into the court (docket) and be given a mask (required to wear into the court room).

There will ONLY be one defendant in the courtroom at a time. Exception is a juvenile that is required to appear with parent/guardian at which are of the same household will be allowed to enter together.

Hand sanitizer will be provided before they enter and when they exit.

Once all court proceedings have taken place, the entire surface areas of the court, foyer, rest room and doors will be disinfected and thoroughly cleaned.

In the event a defendant prefers to resolve their case via remote electronic means, date and time will be given to appear remotely and the case will be conducted via a remote platform such as Zoom or Microsoft Teams.

*Operating plans will remain in effect until updated guidance is issued from OCA indicating they are no longer required or upon the expiration in the Twelfth Emergency Order, as amended or extended, requiring adherence to OCA guidance.*