





1 **III. Public Admission and Screening:** Person who answer YES to ANY of the following may  
2 be DENIED entrance to the Courtroom:

3 a. Screening Questions

- 4 i. Whether or not they have traveled to or from any areas beyond the borders of  
5 the United States of America within the past thirty (30) days;
- 6 ii. If within the past 10 days have experienced symptoms of CoVid-19, including  
7 cough, shortness of breath, difficulty breathing, fever above 100.0 degrees,  
8 chills, muscle pain, sore throat, headache, or new loss of taste or smell;
- 9 iii. If within the past 14 days they have been in contact with someone known to  
10 have CoVid-19;
- 11 iv. If they have had, or been in the presence of someone who has had, a fever of  
12 greater than 100.0 degrees in the past 72 hours.

13 b. Screening Mandatory: All persons seeking entry to the Courtroom shall answer the  
14 screening questions in writing, under oath with penalty of perjury, and shall sign same.

15 c. Persons Denied Entry: If an individual with a scheduled court date is prohibited from  
16 entering the Courtroom for any of the above reasons, the Chief Security Officer on duty  
17 at the time shall contact the specific court for which attendance is mandated and inform  
18 the Court that the individual is unable to attend due to screening criteria or other  
19 permitted cause, and the individual shall complete an information form that will be  
20 turned into the Court. Said form shall be completed in a designated isolation spot. The  
21 person who is prohibited from entry should refer to the information posted at the  
22 Courtroom entrance and contact the appropriate court and request further instructions  
23 regarding future court attendance. If applicable, said person denied entry shall also  
24 contact their attorney.

25 d. Persons in target at-risk group: If an individual with a scheduled court date has other  
26 limitations, e.g. age or health, which make them especially vulnerable to CoVid-19 or  
27 have other concerns with entering the Courthouse, he or she should refer to the  
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1 information posted at the Courtroom entrance and should contact the appropriate court  
2 to request that their case be rescheduled.

- 3 e. Face Coverings and Gloves: Pursuant to CDC guidance, all persons admitted to the  
4 Courtroom are strongly encouraged to wear face masks and gloves while in the public  
5 areas of the Courthouse and in the Courtroom itself. Masks MAY be available at the  
6 entrance for individuals who do not have a mask.
- 7 f. Accompanying another to court: For individuals who do not have a court appearance  
8 but are accompanying a family member or friend, it is strongly encouraged that they  
9 consider the risk to themselves and the public before deciding whether or not to enter  
10 the courtroom taking into account the public health guidance, their own risk factors, and  
11 whether the court proceeding is open or closed.
- 12 g. Social Distancing: All persons in the Courtroom and Public Areas shall comply with  
13 social distancing and keep at least a six foot distance from other persons.
- 14 h. Miscellaneous Items: All persons are encouraged to leave any unnecessary belongings  
15 in their vehicle or at home in order to minimize the possible surfaces for infection.

16 **IV. Counsel in all matters**: Keeping in mind social distancing protocols, all counsel and  
17 clients should make *every reasonable* effort to meet with their client(s) prior to court. The  
18 Sheriff's Office, Department of Family and Children's Services, and the Department of  
19 Juvenile Justice should work cooperatively to allow counsel to *privately* meet with their  
20 clients in the place of detention or placement and should facilitate remote video meetings  
21 that comply with attorney/client privilege conditions in order to limit the exposure of all to  
22 potential infections. "Facilitate" means more than the simple provision of information.

23 **V. Virtual Court Proceedings**: The court will continue to use technology to provide an  
24 alternative to in-person proceedings. Participating remotely by video conference is  
25 permitted in all cases where allowed for by court rules and where the procedures for opt-in  
26 have been followed.

- 1 a. Opt-in Virtual Proceedings: All persons desiring to appear virtually in any matter  
2 where same is allowed by Court Rules must submit their request to so appear not later  
3 than 72 hours (weekends and holidays *excluded*) prior to the date of the scheduled  
4 proceeding. Such request must be made to the opposing counsel, your own counsel if  
5 applicable, to the Clerk of the Juvenile Court in county wherein your proceeding is  
6 pending, and to the Court. Upon your request you will receive a confirmation and an  
7 invitation to participate virtually via Cisco WebEx software (as approved by the  
8 Council of Superior Court Judges).
- 9 b. Conditions of Virtual Proceedings: By opting in to virtual proceedings you agree that  
10 you are satisfied with the condition of the connection, both audio and video, and believe  
11 it acceptable for the presentation and defense of your action. You further agree that you  
12 have the ability to participate and maintain the connection for the duration of your  
13 hearing. You also agree that if the connection is lost or suspended that the proceeding  
14 will continue in your absence.

15 **VI. In-Person Court Proceedings:** Special procedures are in place to minimize the risk to  
16 everyone's health:

- 17 a. Text (SMS) Notification: All persons wishing, or required, to appear personally for  
18 their hearing but not desiring to wait in the Courtroom may elect to wait in the  
19 Courthouse, Public Area, or their personal vehicle. Should you wish to exercise this  
20 option you must opt-in by providing to the Chief Security Officer on duty, the Clerk of  
21 Court, your counsel if applicable, *and* to the prosecutor or SAAG of your case if  
22 applicable the following information: Your name, the case for which you are  
23 appearing, your role (witness, party, CASA, etc.) and a working cell phone number  
24 currently charged and capable of receiving text (SMS) messages while in the designated  
25 parking area for the Courthouse wherein your proceeding will be held. Once provided  
26 you may return to your vehicle and you will be sent a text approximately five (5)  
27 minutes prior to the start of your case.

- 1 b. Text Notification Conditions: If you opt to use the text (SMS) notification system you  
2 agree that your phone is capable of receiving text (SMS) messages in the location you  
3 are waiting and that you will be monitoring your phone for said text message. The  
4 message will be sent approximately five minutes prior to the beginning of your  
5 proceeding. If you do not appear after the designated five minute period the proceeding  
6 may proceed without you or you may be cited for failure to appear.
- 7 c. Staggered Calendar: All calendars are produced with an *estimated* start time for your  
8 proceeding. Start times cannot be precisely pin-pointed due to a variety of factors  
9 including readiness of participants, conflicts with other courts, unexpected lengthening,  
10 or unexpected shortening of foregoing proceedings. As a result all persons should be  
11 prepared to go forward at the beginning of the day and use the staggered proposed  
12 calendar as a guide only- as was done prior to the Declaration of Judicial Emergency.
- 13 d. Direction from Court Personnel: All persons entering the Courtroom must comply with  
14 directions given by Courthouse Security and/or staff with respect to seating and social  
15 distancing. Courthouse Security shall determine capacity in its sole discretion.
- 16 e. Courtroom Capacity: In the event that a Courtroom is at capacity and an individual  
17 who is not a party to the case being heard requests entry, notice shall be given to the  
18 presiding judge. Accommodation may be provided, to include, but not limited to: entry  
19 and viewing remotely. All accommodations are subject to the limits of technology  
20 available to the Juvenile Courts of the Northern Judicial Circuit.

21 **VII. Cleaning and Disinfecting**: All efforts will be made to clean and disinfect areas of the  
22 courtroom between users per recommended guidance. All staff and the public are  
23 encouraged to follow best practices to prevent infection, including frequent hand washing  
24 for at least 20 seconds with soap and water. Hand sanitizer is generally available in high  
25 use areas.

26 **VIII. Coordination of Courtroom Needs**: As the Courtroom being to return to full operations,  
27 communication will be of utmost importance. In order to ensure that communication  
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1 remains a priority, a copy of all notices of hearings, calendars and events shall be sent to the  
2 Clerks, Sheriff's, attorneys of record, and pro se litigants.

3 **IX. Inherent Power:** Nothing in this proposed plan shall be construed to limit the inherent  
4 power of the Court. Each assigned judge may direct and control their respective cases and  
5 those person before them in their courtroom as they deem necessary for the administration  
6 of justice. This Order shall be in effect until further modification, extension or termination.  
7 This Order is applicable to the operation and conduct of the Juvenile Court. Where not in  
8 conflict, this order shall be read in concert with Standing Order 2020-005.

9 **X. Public Notice:** A copy of this Standing Order shall be available in each Clerk of Court  
10 office, posted at or near the Courthouse entrance, posted on the Clerk of Court website or  
11 Facebook page (if applicable) and a copy sent to the Administrative Office of the Courts.

12 SO ORDERED.

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17 Hon. Warren C. Caswell  
18 Judge, Juvenile Court  
19 Northern Judicial Circuit  
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