

**EFFECTIVE IMMEDIATELY, DISTRICT JUDGE'S CHAMBERS WILL IMPLEMENT THE FOLLOWING PROCEDURES AND PROTOCOLS (TO REMAIN IN PLACE THROUGH THE END OF APRIL 2020 AT THIS TIME):**

- When possible, we will schedule all possible hearings by telephone & videoconference;
- We will vacate & continue non-essential hearings that cannot be conducted effectively by telephone or video (civil matters, etc.);
- We will attempt to limit any and all hearings/trials to 2-3 days per week;
- For constitutionally and statutorily required hearings (e.g., criminal and juvenile), we also will limit hearings/trials to 2-3 days per week;
- Anyone with symptoms of illness should communicate as much to the Court *in advance* of the hearing so that it may be rescheduled;
- All Title 25 hearings will be held via videoconference with BHS;
- Our Judge's Chambers door will remain locked; admission will be on an as-needed basis only;
- Counsel/clients/Clerks/witnesses/others are asked to await their hearings/trials in the hallway outside Judge's Chambers (Room 303). Our office will notify folks of the next scheduled hearing so that individuals can proceed into the courtroom;
- No "in chambers" conferences or hearings will be held;
- Anyone with court business/questions should communicate via email and/or by telephone. Our office will respond as quickly as possible;
- Our office personnel will be encouraged to telecommute when possible;
- Our office will pick up files from our "queue" in the Clerk of District Court office twice per day – once in the morning and once around noon/early afternoon – we will attempt to limit additional trips;
- We ask that the Clerks of District Court communicate questions/needs to our office via email and/or telephone for our immediate attention;
- No members of the public or law enforcement should be referred to our office in person – all inquiries should begin via telephone and/or email (we will set necessary appointments with individuals);
- Clerks who are looking for files (e.g. putting away temporary files) should communicate with our office via email & we can search for the necessary files in our offices. Access to files in our offices should be limited to 10:00 AM and 3:00 PM each day.

In essence, we are trying to create a "bubble" around our office to limit the possibility of exposure. All of this will be hard to implement but we will attempt to be as diligent as possible.

Thanks again for your patience and understanding!