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JUL 31 2020

**DON NEWBERRY
COURT CLERK**

IN THE DISTRICT COURT OF TULSA COUNTY
STATE OF OKLAHOMA

IN RE: PHASE THREE OF REOPENING)
PLAN FOR TULSA COUNTY DISTRICT) AO-2020-5 (PHASE THREE)
COURT OPERATIONS.)

ADMINISTRATIVE ORDER
PHASE THREE

This Administrative Order amends and modifies, in part, Administrative Order No. 2020-4 (and its five [5] supplements) and Administrative Order 2020-5 (Phase One and its 1st Supplemental Order, Phase Two and AO-2020-10 – Criminal Division and AO-2020-11 – COVID-19 Protocol for Court Staff). This Administrative Order is being issued in response to the continuing outbreak of Coronavirus Disease 2019 (COVID-19). This Court notes its prior findings regarding COVID-19, the provisions of the First and Second Emergency Joint Orders Regarding the COVID-19 State of Disaster issued by the Oklahoma Supreme Court and Oklahoma Court of Criminal Appeals (SCAD No. 2020-24 and SCAD No. 2020-29, respectively), and the Second Emergency Order Regarding the COVID-19 State of Disaster issued solely by the Oklahoma Supreme Court (SCAD No. 2020-26).

On April 29, 2020, the Oklahoma Supreme Court and the Oklahoma Court of Criminal Appeals issued their Third Emergency Joint Order Regarding the COVID-19 State of Disaster (SCAD No. 2020-36), and on May 1, 2020, the Oklahoma Supreme Court issued its “Order Regarding the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, Public Law No. 116-136).” (SCAD No.

2020-38, 2020 OK 22). The Court incorporates here the provisions of these two (2) orders.

The Court has consulted with its Executive Committee, the Chief Judges of each of the Court's divisions, the Tulsa County Commissioners, the Tulsa County Sheriff, the Tulsa County District Attorney's Office, the Tulsa County Public Defender's Office, and the Tulsa County Court Clerk and hereby issues the following orders:

PHASE THREE

1. The Court has divided the reopening process into three (3) phases. This Order outlines Phase Three, beginning August 1, 2020, and effective until further order of the Court. Future supplemental orders and modifications may be anticipated in the upcoming weeks. All provisions of AO-2020-5 (Phase One and its 1st Supplemental Order, Phase Two and AO-2020-10 – Criminal Division and AO-2020-11 – COVID-19 Protocol for Court Staff) remain in full force and effect through Phase Three except as specifically amended or modified herein.

2. Pursuant to Paragraph No. 12 of SCAD No. 2020-36, the Oklahoma Supreme Court provided that all areas of the Courthouse occupied by judges, judicial staff, court clerks and staff may remain closed to the public. However, the SCAD does provide for exceptions for all matters and as permitted by local order. If any Judge of this Court grants an exception allowing public access to a courtroom or judicially-controlled area, the Oklahoma Supreme Court requires that any person entering must wear a mask and gloves. The SCAD also provides that all persons should be reminded to wash their hands.

At this time, Paragraph 12 of SCAD No. 2020-36 is still in effect and these protocols must still be followed.

3. Appropriate social distancing must continue in all areas of the Courthouse occupied by judges, judicial staff and court clerks, including judicial offices, courtrooms and waiting areas outside of these areas.

4. If access to a courtroom is granted, it will continue to be limited to attorneys, parties, necessary staff, victims and witnesses. Individual judges shall have the discretion to allow other persons, subject to Paragraph 6, infra.

5. In addition to restrictions as to courtroom access, the District Court encourages the Tulsa County Sheriff's Office to restrict Courthouse access to only attorneys, parties, necessary staff, victims and witnesses as well. Those individuals without specific Courthouse business should be encouraged to wait outside the Courthouse. This reduction in the number of persons entering the Courthouse will greatly reduce the risk of potential COVID-19 exposure to court participants and employees.

6. The Oklahoma Supreme Court ordered that no more than ten (10) persons, including the judge and court personnel, shall be in a courtroom or other area at one time. See SCAD No. 2020-36, ¶ 14. However, the Court also provided that this number may be increased if it is raised by public health officials to 50 or more. In Phase Two, the District Court increased the number to fifty (50) persons pursuant to public health officials and elected executives' pronouncements in the middle of May. However, CDC-recommended social distancing and sanitation protocols were, and still are, to be strictly observed. This provision may again be modified if public health officials and elected executives issue new guidelines as to

the number of persons who may be allowed in a room at any one time, due to the ongoing dramatic rise in COVID-19 cases in Tulsa County.

7. During Phase Three, all attorneys and court participants shall continue to conduct their business in the Courthouse promptly and exit the building as soon as their business is completed. Please do not loiter in the hallways or anywhere else in the Courthouse. The District Court understands the preference of many attorneys to meet their clients in the courthouse, as this has been the practice over the years. However, during this pandemic, these meetings must be held outside the Courthouse.

8. Access to a judge's chambers shall continue to be restricted to judges and staff only during Phase Three. Any exceptions must be granted only by the specific judge. All judges' in and out boxes shall continue to be placed outside the judges' chambers and office suites. The Court Clerk will also continue to provide in/out boxes for judges on the second floor of the Courthouse, as requested by a specific judge. Law firms and attorneys who utilize "runners" to pick up documents signed by a judge at the Courthouse shall continue to restrict those runners to no more than two (2) days a week. Otherwise, they may ask the appropriate court clerk to mail the signed documents, after providing proper return envelopes and sufficient postage. Further, judges continue to be encouraged to use email to correspond with parties/counsel. It should be noted, however, that parties should never communicate by email with any judge about a specific case without including opposing counsel.

PHASE THREE

DOCKETS - GENERAL

9. In planning for Phase Three, the district courts have continued to reform their dockets to further our ongoing efforts to minimize the number of persons in the Courthouse, courtrooms or hallways at any one time. These efforts have included downsizing dockets, staggering times, and better utilization of non-peak times of the day and days of the week. Additionally, all of the district courts have greatly expanded their use of video technology and telephone conferencing. Traffic flow into and out of courtrooms will be closely monitored and controlled. Many high volume dockets have been geographically separated. Video and telephone conferencing will continue to be preferred through Phase Three in all of the divisions of the District Court.

SPECIFIC DOCKETS

CRIMINAL

10. During Phase Three, no defendant housed in the Tulsa County Jail shall be brought to the Courthouse unless specifically ordered by the assigned judge.

11. During Phase Three, out-of-custody initial appearances/arraignments (both felony and misdemeanor), in-custody arraignments, bond dockets, court cost dockets and DPS appeal dockets shall continue to be conducted pursuant to the procedures attached as Exhibit "A-3".

12. The felony district judges in the Criminal Division will continue during Phase Three to prioritize in-custody cases, but will also handle out-of-custody cases at the discretion of each judge.

13. The protocols for the misdemeanor and preliminary hearing dockets set forth in Phase Two were later modified by AO-2020-10, attached hereto as Exhibit "B-3" and incorporated herein by this reference. AO-2020-10 is hereby modified as regards misdemeanor procedures for Phase Three.

In Phase Three, misdemeanor/out-of-custody dockets will continue to prioritize DUI, weapons offenses and domestic violence crimes. Pleas on all other matters may be scheduled with the misdemeanor special judge's clerk. Otherwise, until further notice, all other out-of-custody misdemeanor cases will be scheduled to maximize public safety. Reflecting these policies, specific procedures will be implemented beginning August 3, 2020 and until further order of the Court. These specific procedures are attached hereto as Exhibit "C-3" and incorporated herein by this reference.

In Phase Three, procedures for preliminary hearings will continue as provided for in AO-2020-10 (Exhibit "B-3").

14. Traffic cases will continue to **NOT** be handled at the traffic desk on the first floor during Phase Three. Individuals with a ticket issued by the Tulsa County Sheriff's Office or the Oklahoma Highway Patrol do not need to enter the Courthouse. Between the hours of 8:30 a.m. and 12:00 p.m. (noon), they can call 918-596-4879 and speak to an Assistant District Attorney assigned to the traffic docket directly and make arrangements to either pay or dispute the ticket(s). If the individual needs to produce proof of insurance, driver's license, completion of defensive driving course or other documentation, the traffic Assistant District Attorney will provide an email in which the individual may send such documentation. If the individual simply wants to pay the ticket and costs, they

can call the Cost Administration desk directly and make payment arrangements. If an individual wishes to dispute the ticket and request a non-jury trial, a date and time for said trial will be provided by the Assistant District Attorney assigned to the traffic docket.

If an individual calls the District Attorney traffic phone outside of the provided hours, they may leave a message and the message will be returned by the Assistant District Attorney the following business day.

PROBATE

15. Protocols for the Probate Division will remain the same as in Phase Two. See Exhibit "D-3" attached hereto and incorporated herein by this reference.

CIVIL

16. Amendments and modifications to Information and Procedures for the Civil Division, including small claims and FED dockets, for Phase Three, are attached as Exhibit "E-3" and incorporated herein by this reference.

FAMILY

17. Protocols for the Family Division, including the protective order docket, will remain the same as in Phase Two. See Exhibit "F-3" attached hereto and incorporated herein by this reference.

JUVENILE

18. Amendments and modifications to Information and Procedures for the Juvenile Division, for Phase Three, are attached as Exhibit "G-3" and incorporated herein by this reference.

ALTERNATIVE COURTS

19. Information and Procedures for Alternative Courts, for Phase Three, are attached as Exhibit "H-3" and incorporated herein by this reference.

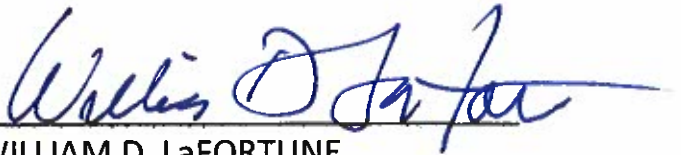
JURY TRIALS

20. The District Court has worked diligently to develop safety protocols for resuming jury trials. These protocols include new methods for the summoning and assembly of jury panels, an on-call system for assigning jury panels to specific courts and more. All protocols are being put in place to ensure the safety of jurors, parties, attorneys, witnesses and court staff, to the extent possible under these pandemic circumstances. The District Court is in receipt of the Oklahoma Supreme Court's Pandemic Judicial Advisory Committee's "Jury Trial Best Practices Recommendations" published July 22, 2020. The District Court will incorporate as many of these best practices that are workable in our Courthouse.

Despite these protocols, it is anticipated that it may be difficult to obtain the necessary jurors. As a result, for the August 24th and 31st jury trial weeks, the District Court has set only one (1) in-custody felony trial for each of those weeks. Beginning September 14, 2020, jury trials will be scheduled for every week through December 14, 2020. However, jury trials will be limited to two (2) felony trials and one (1) civil trial each week. The courts where each of those trials will occur is set forth in AO-2019-11/AO-2020-14, Second Amended Fiscal Year 2021 Jury Schedule, attached hereto as Exhibit "I-3" and incorporated herein by this reference.

Similar modifications to the jury trial weeks now set, beginning January 11, 2021, will be considered as necessitated by public health officials' recommendations.

It is anticipated that additional transitional orders will be entered as necessary. Further, this Order is subject to extension or modification as necessitated by this emergency.



WILLIAM D. LaFORTUNE
PRESIDING JUDGE



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OF 2

Out of custody Arraignments

“Out of Custody” Arraignments (both misdemeanor and felony) will be handled at the traffic counter in room 172 with the doors opening at 9:00 a.m. The traffic counter will be open throughout the business day and matters can be handled at any time during those business hours. A sign will be posted in the main hallway next to a belt barrier indicating where to go and to control the flow of traffic. Only two (2) people at a time will be allowed at the counter. Additional signs and markings will be located on the floors and walls in an effort to maintain social distancing. Enter through the designated entrance only. Defendants (and attorneys) will enter through the designated entrance to have matters handled. Once an individual’s matter is handled, they will leave through the designated exit and follow the opposite side of the belt barrier to leave the building.

No persons other than court staff (to include attorneys, bondsman and defendants) will be permitted in the clerk’s area and all matters must be handled at the traffic counter only. Attorneys who have matters set on the “Out of Custody” docket may continue to call the afternoon prior to the daily docket, or the morning of the daily docket, to set/continue cases. Attorneys who have announcements that must be made to the Court may come into the Courtroom through the Courtroom doors only. The clerk’s area will be closed to everyone except Court staff.

In custody Arraignments

“In Custody” Arraignments will be heard via video conference in Courtroom 173 as usual, and will start at 9:00 a.m. No persons other than court staff (to include attorneys, bondsman and defendants) will be permitted in the clerk’s area and all matters can be handled at the traffic counter. Attorneys who have matters set on the “In Custody” docket may continue to call the afternoon prior to the daily docket, or the morning of the daily docket, to set/continue cases. Attorneys who have announcements that must be made to the Court may come into the Courtroom through the Courtroom doors only. The clerk’s area will be closed to everyone except Court staff.

Bond Docket

The “Bond Docket” will be heard via video conference in Courtroom 173 as usual, and will start at 9:00 a.m. No person other than court staff (to include attorneys, bondsman and defendants) will be permitted in the clerk’s area. Attorneys who have matters set on the “Bond Docket” docket may come into the Courtroom through the Courtroom doors only. The clerk’s area will be closed to everyone except Court staff.

Court Cost Docket

The Court Cost Docket will begin at 1:30 p.m. every Tuesday and Friday in room 173 for those who are represented by an attorney. Any attorney representing a person on the Court Cost Docket is encouraged to request a hearing via video conference through the Blue Jeans App, and may request the same through the Cost Administration clerks at (918) 596-5460. The Court will then schedule the video conference hearing and will send a link via email for the designated hearing time(s). Any person not represented by an attorney for the month of June will be

continued to a date certain and should check www.oscn.net for their new court date, or they may contact Cost Administration at (918) 596-5460. Exceptions to this policy will be made on a case by case basis.

DPS Appeals

DPS Appeals will be heard on Wednesday afternoons at 1:30 p.m. as usual. Any attorney representing a person on the DPS Appeals Docket is encouraged to request a hearing via video conference through the Blue Jeans App, and may contact Kim Thomas at (918) 596-5321 for scheduling. The Court will then schedule the video conference hearing and will send a link via email for the designated hearing time(s). Exceptions to this policy will be made on a case by case basis.



IN THE DISTRICT COURT IN AND FOR TULSA COUNTY
STATE OF OKLAHOMA

RECEIVED

JUN 30 2020

DON NEWBERRY
COURT CLERK

AO-2020- 10

ADMINISTRATIVE ORDER

RE: Criminal Division

Phase II Plans for misdemeanor cases and Preliminary Hearings for the month of July 2020.

Misdemeanor Docket

Misdemeanor docket will be suspended for the month of July, except for Domestic Assault and Battery and DUI cases. The out of custody cases will be assigned to a new court date starting in August. The dates for out of custody cases will be posted on OSCN and Defendants will not be required to appear in court until their next court date. In custody misdemeanor cases, along with Domestic Assault and Battery and DUI cases, will be handled by Judge Clifford Smith, Chief Judge of the criminal division.

If an attorney wishes to dispose an out of custody misdemeanor case by plea they can do so by making arrangements with Judge Smith.

Preliminary Hearings

Judge Seibert, Judge Doss and Judge Wilson will be presiding over Preliminary Hearings in the month of July. The Preliminary Hearing docket will be called in courtroom 329 at 9:00 a.m. Monday through Friday. Cases that are ready for hearing will be assigned to a Judge and a specific time for hearing. Cases that are ready for disposition, waiver or reduction and plea will be handled in courtroom 329 directly after the docket call.

William LaFortune
Presiding Judge



STARTING AUGUST 3RD in MISDEMEANORS/JTSD:

In order to comply with CDC guidelines, low priority misdemeanor cases will be passed six months for the out of custody docket only. Unless you have the following charges, you can contact the court clerk for your next court date:

DRIVING UNDER THE INFLUENCE / DRIVING WHILE IMPAIRED /
ACTUAL PHYSICAL CONTROL / DUI DRUGS
DOMESTIC ASSAULT AND BATTERY
ASSAULT AND BATTERY
VIOLATION OF PROTECTIVE ORDER
THREATENING VIOLENT ACT
ASSAULT AND BATTERY ON OFFICER
FIREARM CHARGES
VEHICULAR MANSLAUGHTER / NEGLIGENT HOMICIDE
CHILD INJURY

IF YOU'RE UNSURE ABOUT YOUR CASE, CHECK WITH JUDGE DOSS

- If you are ready to plea on a low priority case, you may still do so with Judge Guten Mondays at 1:30.
- New cases will follow the same policy – low priority cases will be passed out while priority cases will remain on the docket and both the attorney and defendant will need to be present at their court date.
- Applications will also be passed if the initial charge was not one of the high priority charges just listed.
- BIP reviews will be passed bench warrant under advisement if the defendant is compliant. If not compliant, an application may be filed.
- Cases will be split evenly between 9:00am and 1:30pm in room 124. Please check to see what time your case will be scheduled on OSCN.NET or call the court clerks at 918-596-5389.



**PROBATE PROCEDURE
VIDEO CONFERENCE/HEARING PROTOCOL
EFFECTIVE JUNE 1, 2020 THROUGH THE DURATION
OF THE COVID-19 EMERGENCY OR UNTIL FURTHER ORDER OF THE COURT**

- A. Admission of Will with Affidavit in Lieu of Testimony, if presented more than 48 hours in advance with all supporting documents, will not require attorney attendance. In the event of an objection, the court will continue the hearing. (No holographic Wills, no Administrations)
- B. The following matters may be set for video conferencing *after the matter has been set on the docket*:
- Status Conferences
 - Pretrial Conferences
 - Discovery Disputes
 - Motions to Withdraw
 - Attorney Fee Hearings
 - AWOC
 - Best Interest – testimony only after default
 - Consent to Adoption
- And other matters as determined by the Court**

PROVIDED:

1. All counsel must agree to hold the hearing via video;
2. The hearing shall be held via BlueJeans platform (Zoom platform not permitted);
3. The attorney requesting the video hearing shall be responsible for notice and providing the invitation **48 hours in advance of the scheduled hearing time** – exclusive of weekends, to virginia.emory@oscn.net, and johnette.hill@oscn.net, (and cindy.workman@yahoo.com, if a record is requested).
4. All documents are to be delivered to the Court 48 hours in advance of hearing. No e-mailed documents accepted.
5. The court may consider other factors that would constitute an emergency video conference

The Court, in its discretion, may cancel the video proceeding and require parties and counsel to appear in person.



CIVIL DIVISION – PHASE 3

In compliance with the SCAD(s) and AO(s) due to the COVID 19 pandemic, it remains necessary to make adjustments in the CIVIL DIVISION until further order of the court.

Many cases may be set for **Remote Hearing**. Therefore, interested parties should check www.oscn.net for the specific case number prior to coming to the courthouse for a hearing scheduled May 18, 2020 and thereafter.

For information about administrative orders, the office of the Trial Court Administrator and the Judges of the CIVIL DIVISION please see www.tulsacountydistrictcourt.org

DISTRICT JUDGES OF THE CIVIL DIVISION Hearings shall be set as deemed reasonable and necessary by the District Judge assigned to the matter. All hearings shall be conducted in compliance with the SCAD(s) and AO(s) in effect. Judges may limit entry into the Judicial Office Area to Judges, Judges' bailiffs, Judges' clerks and Judges' court reporters. Therefore, any questions about adjustments to court operations for a specific case should be made by telephone or email to the office of the Judge assigned to the case. Generally, the communication shall be directed to the judge's clerk or bailiff, except as otherwise allowed by law.

SMALL CLAIMS and other matters assigned to **SPECIAL JUDGE KIRSTEN PACE, Courtroom 507,** shall be as follows:

Mental Health

CS docket for Civil Small Claims

Hearings on Assets

Claims for Exemption*[claims for exemption assigned to Special Judge Deborah Ludi Leitch are subject to reassignment to Special Judge Kirsten Pace as needed]

SMALL CLAIMS and other matters assigned to **SPECIAL JUDGE DEBORRAH LUDI LEITCH** shall be as follows and shall be subject to CHANGE OF COURT BUILDING DUE TO EMERGENCY ORDERS TO TULSA COUNTY JUVENILE JUSTICE CENTER, 500 W. ARCHER, TULSA, OK 74103:

Eviction proceedings

Forcible Entry and Detainer [FED]

SC docket for Small Claims

Claims for Exemption*[claims for exemption assigned to Special Judge Deborah Ludi Leitch are subject to reassignment to Special Judge Kirsten Pace as needed]

Judge Ludi Leitch shall conduct **REMOTE HEARINGS** as possible. The court may request all parties to submit contact information for use by the court to schedule remote hearings by telephone or video. Remote video hearing computer access may be available by local community resource providers.

EVICCTIONS DOCKET and SMALL CLAIMS:

The District Court of Tulsa County restructured the evictions docket beginning March 16, 2020, the date of the First Emergency Joint Order of the Supreme Court of Oklahoma and the Oklahoma Court of Criminal Appeals, SCAD No. 2020-24. The docket restructure will continue to be implemented during Phase 3 to accommodate social distancing and safety precautions due to Covid 19, to be adjusted as required by SCAD(s) and AO(s).

The Presiding Judge of the 14th Judicial District shall, in consultation with the Chief Judges of the Civil and Juvenile Divisions, implement court operations to support the administration of justice in the small claims division, to include but not be limited to:

Designation of attorney – client interview rooms adjacent to Courtroom 6 for use by attorneys from Legal Aid Services of Oklahoma, Still She Rises and the Tulsa County Bar Association Pro Bono Committee to provide free or low cost legal representation to persons who may qualify for legal representation according to the guidelines of the agencies.

Designation of a room or rooms near Courtroom 6 for use by Early Settlement Mediation, a mediation program of the Supreme Court of Oklahoma, Tulsa County and the City of Tulsa which provides trained volunteer mediators to facilitate settlement of claims. Early Settlement Mediation of Tulsa County seeks to facilitate settlement of evictions and small claims cases pre-filing, on the day of the hearing, and by remote video hearing. To submit an Intake Form to request to schedule a mediation contact susan.johnson@tulsacounty.org.

Other community resource providers are encouraged to concurrently plan to provide offsite options for interested parties. Community resource providers requesting printed information be made available through the courts to parties may submit said requests to Judge Caroline Wall, Chief Judge of the Civil Division: caroline.wall@oscn.net

DIAL 211 for emergency referrals to community resource providers for needs of immediate assistance, which may include rental assistance. DIAL 211 is a community resource unrelated to the District Court.

**TEMPORARY COURTROOM LOCATION FOR EVICTION AND SMALL CLAIMS HEARINGS
FREE AMPLE PARKING – DOCKET CHECK IN ROOM ON FIRST FLOOR – SEE BAILIFF**

**COURTROOM 6 AT JUVENILE JUSTICE CENTER
500 W. ARCHER, TULSA, OK 74103-2208**

PHASE 3 FILING INFORMATION

- 1. F.E.D. MATTERS – EVICTIONS** - Shall be filed and notice served in the manner provided by law. Plaintiffs shall comply with the filing of the Verification as to status of property under CARES Act on the form as required by SCAD 2020-38. Filing of Verification is required for all cases filed on 3/27/20 and thereafter until further order of the Supreme Court of Oklahoma. Forms of Verification are available at the Court Clerk Small Claims Filing Counter or download from www.OSCN.net [Hearings stricken due to SCAD(s) and AO(s) between March 16, 2020 and May 29, 2020 shall be reset at Plaintiff's request for Alias notice of hearing. Plaintiff shall serve notice of hearing as provided by law].
- 2. CLAIMS FOR EXEMPTION** – Shall be filed and notice served in the manner provided by law. [Hearings on Claims for Exemption stricken due to SCAD(s) and AO(s) between March 16, 2020 and May 29, 2020 shall be reset by Application of CREDITOR and Order Setting Hearing. CREDITOR shall serve notice of hearing as provided by law].
- 3. SMALL CLAIMS** – Shall be filed and notice served in the manner provided by law. [Hearings stricken due to SCAD(s) and AO(s) between March 16, 2020 and May 29, 2020 shall be reset by Application of Plaintiff and Order Setting Hearing. Plaintiff shall serve notice of hearing as provided by law].
- 4. ASSET HEARINGS** – Shall be filed and notice served in the manner provided by law. **These matters are assigned to Special Judge Kirsten Pace, courtroom 507.** [Hearings stricken due to SCAD(s) and AO(s) between March 16, 2020 and May 29, 2020 shall be reset by Application of Creditor and Order Setting Hearing. Creditor shall serve notice of hearing as provided by law].

TO FILE A CASE OR TO FILE A DOCUMENT IN A CASE:

DON NEWBERRY, DISTRICT COURT CLERK

TULSA COUNTY COURTHOUSE

500 S. Denver Ave., Ste. 200

Tulsa, OK 74103



Family Court Dockets: Phase 2

I. General Requirements for FD Dockets, 3rd Floor

GENERAL PUBLIC: Only the lawyers, parties and witnesses are allowed in all Family Division courtrooms and waiting spaces. No family members, partners, or other support persons or children are allowed unless they are a witness present to testify at a hearing set that day.

BAILIFF: The third-floor domestic shares one Bailiff. The Bailiff will assist with crowd control into and out of the third floor waiting area and ensure that social distancing requirements of the District Court are enforced.

PPE: All PPE requirements of the Supreme Court and District Court shall be enforced. Due to the lack of gloves, and in keeping with National Center for State Courts' literature, it is recommended that all Judges and court personnel break for hand washing once per hour during any in-person hearings.

DOORS TO COURTROOM AND BOTH DOUBLE DOORS WILL CONTINUE TO BE LOCKED:

To protect the health and safety of judges and other court employees, both the "in and out boxes" for the attorneys will remain in the common area of the Family Division. Neither the public, litigants nor attorneys are allowed in the clerks' area during Phase 2 or until restrictions are further eased by further order of the District Court.

LAWYER CONFERENCING WITH OPPOSING COUNSEL AND COURT:

Lawyers must confer 2 weeks ahead of their scheduled hearing in an attempt to resolve or reduce the issues for hearing. After conferring, the lawyers shall notify the court not later than 10 days ahead of the court date whether the matter to be heard has been resolved or is ready to be heard.

If a hearing is necessary, court and counsel will determine whether an in-person hearing or tele/video hearing will be conducted. If an in-person hearing is required, the court will determine the time of the hearing so that all in-person hearings for each judge are appropriately spaced out in keeping with the schedule herein. If a conference telephone call or videoconference will be held, either the court may initiate it or direct counsel to do so.

All conferencing/negotiating must be conducted out of the courthouse and before hearings. All parties must exit the courthouse promptly following court hearings so that other hearings can be appropriately spaced.

DOCKET TRIAGE:

In coordination with the lawyer conferencing as set out above, every Friday each division judge will triage their upcoming docket and, with the assistance of their clerk, make determinations as to any hearings that are moot or need to be re-scheduled or stricken. The Family Court Resource Coordinator can assist the Judges and Clerks in contacting any counsel who have not already contacted the court as to the readiness of their case.

TELEPHONE OR VIDEOCONFERENCING FOR HEARINGS:

In each judges' discretion and to the fullest extent possible, telephone or videoconferencing shall be used to hear cases on the docket. The following types of hearings shall be conducted with the assistance of technology, either by telephone conference call or by videoconferencing:

Arraignments

Agreed Divorces

Status Conferences

Motions to Compel Discovery

Discovery disputes

Motions – basic

Motions to Enforce Visitation

Motion to Enforce Settlement

Show Cause Hearings

SCHEDULING FOR TECHNOLOGY-ASSISTED HEARINGS AND IN-PERSON

HEARINGS:

Each Judge will set certain blocks of time each day for technology-assisted hearings and in-person hearings as set out in the spreadsheet below. The in-person hearings will be staggered among the 3rd floor judges to reduce the number of people in the 3rd floor family courts. At no time will the courtroom have more than the current government-mandated number of people in the courtroom, currently not more than 50 people. Each judge, in his or her discretion, may have fewer numbers of people based upon the size of the courtroom and the need for social distancing and balancing those needs against the needs for access to justice and the timely resolution of cases. The Court may initiate tele- or videoconferencing or may direct counsel to do so. Any evidentiary hearing or trial will be specially set by the Judge in a manner that does not create a large "docket call." *The chart below may change as the judges' workload requires but will be used during Phase 1 or until restrictions are eased by further order of the District Court.*

	In-Person Hearings 9:00	In-Person Hearings 1:30	Tele-Video Hearings 9:00/1:30	Evd. Hearings and Trials--special sets; or Tele-Video Hearings
Monday	A and E	B	9:00 B / 1:30 A & E	C & D
Tuesday	C	D	9:00 D /1:30 C	A, B & E
Wednesday	As needed: A and E	As needed: B	As needed: 9:00 B/ 1:30 A & E	A-E
Thursday	As needed: C	As needed: D	As needed: 9:00 D/1:30 C	A-E
Friday				A-E

AGREED DIVORCES:

To facilitate timely resolution of cases and reduce any backlog, Agreed Divorces will be heard daily at 1:00.

Any pro se litigants appearing for an Agreed Divorce shall check in first with the 2nd Floor Domestic Clerk's Desk to be directed to their assigned judge. To ensure proper social distancing, the Clerk's desk shall send no more than 3 cases at a time, in 15-minute increments, to the assigned judge.

Pro se litigants with access to technology must email any proposed Decree of Dissolution/Divorce and supporting jurisdictional affidavits to their judge's minute clerk for the judge's review.

II. Docket E, 1st Floor-- Judge Evans

Until moved to the 3rd Floor, Judge Evans will use the protocols and schedule set out above in his first floor courtroom.

IV. PPC Docket, 6th Floor—Judge Doss

Until August 1, 2020 or further order of the District Court easing restrictions, PPC Dockets will be significantly reduced as follows:

- The PPC will be waived for anyone who has reached an Agreed TO and completed an online divorce adjustment workshop through Family & Children's Services (Helping Children Cope with Divorce) or OSU's Parenting Through Divorce within 30 days of filing for divorce.
- Both the Judge's comments to the parents and the video "Listen to the Voices of the Children of Divorce" about the impact of divorce on children are available on the Court's website. Each party will fill out an attestation they have watched both videos and bring the attestation to the PPC.
- PPC docket numbers overall will be reduced to meet both federal and state mandates as to the number of people who may be present in one room and also spread out between a 9:00 and 10:30 docket.

- When parties come to the PPC docket, it will be limited to negotiating a Temporary Order, getting any information they need about community resources, and getting a referral to their trial judge if they need a TO Hearing.
- Family & Children's Services' Helping Children Cope with Divorce as well as OSU's Co-Parenting for Resilience will continue to be available online.
- District Judge Wall has given permission for Courtroom 601 to be used, in addition to the ceremonial Courtroom 605, for appropriate spacing of litigants and lawyers.

V. Child Support Dockets

1. 6th floor— Docket F, Judge Doss

General: All in-person cases shall be staggered by setting specific appointment times for each case rather than a docket call at 9:00. For contempt reviews – setting cases 15 minutes apart—and parties may not appear until 10 minutes before their appointed hearing.

Contempt Docket:

-Arraignments:

- Arraignments BlueJeans,

-Pre-Trial Stage:

- The week a trial is set, the moving party shall notify the court's minute clerk by Wednesday whether or not the defendant is in compliance for proper spacing and scheduling of the Friday trial docket.

-Trial Stage:

- Plea agreements by email to the judge. The plea agreement contains the new date/time for the review hearing. No need for in-person appearances as Obligor will have notice of the review date from the plea agreement.
- BlueJeans videoconferencing shall be used to conduct a trial on the contempt action when the parties do not agree to enter a plea agreement.

- Exhibits to be exchanged in advance and provided to the court in a time frame designated by the court.

-Reviews:

- In cases where COVID-19 has been the cause for non-compliance in a contempt action, no execution will issue and these reviews will be passed to another date.
- Many the contempt actions on the docket have been filed by the private bar and not by DHS Child Support Services (CSS). CSS is a necessary party but is not the moving party in these contempt actions. CSS can communicate its position as to compliance and execution in advance but the moving party may not agree with CSS' position.
 - The court will hear in-person cases set for review of a non-compliant obligor where execution of sentence is requested by the moving party.
 - CSS could appear remotely (by telephone or through BlueJeans).
 - CSS would still need to sign off on any orders that take a judgment for past support.
- CSS may contact other parties in advance and make an announcement via email or virtual/phone appearance regarding a continuance or request for hearing.
- Upon a request by the moving party, an in-person appearance by a non-compliant obligor may be needed so that the obligor can be taken into custody immediately. All other parties could appear virtually via BlueJeans or telephone.
- The Court will recognize the obligor back for future review dates via BlueJeans or written continuance order mailed/mailed to the obligor.
- The Court will stagger the in-person cases on the docket and limiting the parties/counsel appearing in-person for each case as per above general guideline.

-Purge Hearings:

- CSS will appear virtually (telephonically or via BlueJeans) and/or email its position to the court in advance without the need for personal appearance. The obligor must appear in-person.

Attorney Fee Hearings on Contempt cases

The court will give all parties a date and time certain for their hearings which will be conducted by videoconference to the extent possible.

2. Child Support Dockets, Docket A – E

- Lawyers must confer with opposing counsel and the court as set out in the General Requirements above.
- DHS Child Support Services (CSS) dockets:

- To facilitate compliance with this Administrative Order's lawyer conferencing directive, cases will not be added to the upcoming DHS dockets less than 20 days prior to the scheduled docket.
- To assist the clerk in managing anticipated pre-court announcements, CSS will review the docket and email the clerk at least 2 weeks before the docket to advise of the following:
 - The cases in which DHS is a necessary party
 - The cases assigned to Tulsa West and the State's Attorney assigned
 - The cases assigned to Tulsa East and the State's Attorney assigned
 - The cases in which DHS is not a necessary party
 - CSS will authorize counsel to prepare a disclaimer if one or both of the parties is represented.
 - CSS will prepare a disclaimer when both parties are pro se.
 - These cases may proceed without CSS' involvement and any future hearings may be set on non-DHS scheduled dockets.
- For those cases in which DHS is a necessary party, CSS will conference with counsel and pro se parties two weeks ahead of the docket and email announcements to the court clerk at least 10 days prior to the docket.
 - CSS will carbon copy the parties and/or counsel involved in the case to the announcement emailed to the clerk. If CSS is unable to obtain an email address for a party/counsel, CSS will notify the clerk of this issue.
- For those cases in which DHS is not a necessary party, any attorney involved in the case will need to follow the lawyer conferencing directive above.
- In cases where both parties are pro se and DHS is not a necessary party, those cases may be staggered on the docket to limit the number of persons appearing in the courtroom at one time.

For child support cases that require a hearing, court and counsel will determine whether an in-person hearing or tele/video hearing will be conducted. The section on technology-assisted hearings as set out above applies to this sub-section.

VI. Protective Order Dockets

EMERGENCY PROTECTIVE ORDERS:

All Emergency Protective Order ("EPO") petitions will be accompanied by an affidavit from the petitioner and the court will review, grant or deny, and set any further hearing as necessary. Except for parties who are neighbors or non-intimate partners, parties coming to the Court Clerk's Domestic desk on the 2nd floor of the courthouse will be directed to the Family Safety Center ("FSC") for assistance. FSC will not be handling any EPO for cases involving either non-intimate partners or neighbors. Any party seeking an EPO against a non-intimate partner or a neighbor must file a petition at the Court Clerk's Domestic desk on the 2nd floor of the courthouse.

The Family Safety Center reopens at a lowered capacity June 1. FSC requires their clients to wear masks to access the facility and masks will be provided to clients who need them. FSC will conduct health screenings of its clients and admit no more than 10 clients at a time. Due to limitations in capacity because of physical space and the need for social distancing, clients' children or accompanying support persons will not be admitted to FSC. FSC may offer alternatives and resources to accommodate clients as necessary.

PROTECTIVE ORDER HEARINGS – Final or Continued:

To the extent possible, Protective Order Hearings will be conducted with some parties appearing by videoconferencing, using Bluejeans videoconferencing. When it is not possible to conduct a hearing by videoconference, to maintain social distancing in the court house during the Covid-19 crisis:

1. The Bailiff will greet parties in the hallway as they arrive for court. He will mark them present on his docket and record their phone numbers and email addresses for future use when we transition to Bluejeans for video hearings. This information for Court and staff use only and will not be released to any other party.
2. The petitioners will be directed to take the stairs to the basement and then to the jury assembly room (the Court Clerk has authorized us to use this space until the end of July). Respondents will be directed to wait elsewhere until called for their hearing.
3. In the jury assembly room an advocate or bailiff will also record their presence on a docket and direct them to their waiting area.

4. As the docket is called, the clerk in the courtroom will call or text the bailiff in the waiting area with the parties' names in the next case. The bailiff will first call the petitioner and explain how to take the stairs to courtroom 111, then repeat with the defendant. The parties will not have to meet or pass in the stairs or hallway.
5. After the hearing, the petitioner will be released 1st, and the defendant 10 – 15 minutes afterward.

Only the parties and their necessary witnesses will be allowed to enter the waiting area and courtroom. Only parties in a single case will be allowed in the courtroom at any given time.

The parties who have brought children will have their cases continued to another day and given instructions not to bring children.

As long as supplies permit, the PO Court bailiff will provide a mask to any party that appears without a mask upon arrival.



**In the District Court in and for Tulsa County, State of Oklahoma
 Juvenile Division
 Administrative Directive 2020-04
 Juvenile Division’s COVID-19 Crisis Procedures, Phase Three of Reopening**

In accordance with AO-2020-5 of the District Court of Tulsa County, In Re: Phase Three of Reopening Plan for Tulsa County District Court Operations, implementing various SCAD orders of the Oklahoma Supreme Court and the Oklahoma Court of Criminal Appeals, the following procedures are effective August 1, 2020, and remain in force and effect until amended or withdrawn.

To the extent possible, all matters will be conducted by review and Court decision made upon review. Matters that cannot be conducted by review and Court decision will be conducted via teleconference or videoconference with the BlueJeans platform as set forth below.

There will be no in-person court proceedings unless the appropriate Judge determines otherwise. Parties who seek an in-person court proceeding shall file a verified motion identifying the emergency or urgency at least five business days in advance of the scheduled court date. Allowing some or all parties or interested persons to appear is within the sole discretion of the assigned Judge.

Contact information including email address and telephone number shall be shared by all attorneys, parties, DHS representatives, tribal representatives, and other interested persons who seek to participate in a court proceeding at least one day before the scheduled hearing with the Court Clerks listed below. If more than one Court Clerk is listed in an area, communicate contact information to all listed. For all court proceedings except those conducted by Judge Sparkman, the attorneys, parties, DHS representatives, tribal representatives, and other interested parties who have shared contact information, a BlueJeans invitation/link will be provided in advance of the court proceeding for use in participating. For Judge Sparkman’s proceedings, attorneys, parties, DHS representatives, tribal representatives, and all others shall not attempt to participate in the BlueJeans court proceeding until first notified by the Clerk that the Court is calling the case and they are invited to participate by email or other communication from the Clerk.

Show Cause Hearings

Karry Tripp	karry.tripp@oscn.net	918-596-5912
Kodye Steele	Kodye.steele@oscn.net	918-596-5914
Allen Woodworth	allen.woodworth@oscn.net	918-596-5984

Detentions

Karry Tripp	karry.tripp@oscn.net	918-596-5912
Kodye Steele	Kodye.steele@oscn.net	918-596-5914
Allen Woodworth	allen.woodworth@oscn.net	918-596-5984
Amber Steelman	amber.steelman@oscn.net	918-596-8471

Proceedings before Judge Carter

Susan Jenkins susan.jenkins@oscn.net 918-596-5908

Proceedings before Judge Palmer

Jason Porter Jason.porter@oscn.net 918-596-4758

Proceedings before Judge Sparkman

Kelly Coffey Kelly.coffey@oscn.net 918-596-5319

Proceedings before Judge Dreiling

Joey Combs joeycombs@oscn.net 918-596-5910

Information for BlueJeans participation by video or telephone

When you are invited to participate, necessary information will be provided you. If you are unable to connect with BlueJeans link or telephone number, call the appropriate Judge’s bailiff. For Judge Carter, call Eddetta Grant at 918-596-5907; for Judge Palmer, call Phil Grandstaff at 918-596-5309; for Judge Sparkman, call Marilyn Grant at 918-596-5953; and, for Judge Dreiling, call Alex Norris at 918-596-4961 for direction. If you do not know the Judge’s assigned bailiff, contact one of these listed bailiffs.

DEPRIVED MATTERS:

- **Show Cause Hearings:** The Court will continue to hold show cause hearings telephonically through BlueJeans. DHS liaisons/minute clerks will notify all parties and attorneys of the BlueJeans link/invitation in advance of the show cause hearing. One of the deputy court clerks listed on page 1 under the topic heading “Show Cause Hearings” can be contacted to obtain the BlueJeans link/invitation if it is not provided in advance.
- **Filing Announcements:**
 - ADA will need to email the petition to all parties prior to the filing announcement date.
 - NPs, Parent’s Attorneys, DHS, ADA, Tribes shall appear telephonically via BlueJeans. The Court may direct or allow NPs to appear in person.
 - ADA will need to serve NPs who do not appear with an Adjudication date.
 - The Court will take stipulations at filing announcement if time permits.
- **Adjudication Hearings (announcement):**
 - Unless parent(s) have stipulated by affidavit, all parties, counsel, DHS and Tribes shall appear telephonically through BlueJeans. If a parent has stipulated by affidavit, the parent and attorney do not need to appear.

- DHS liaisons/minute clerks will notify all parties and attorneys by email/teleph one/text of the BlueJeans invitation/link to allow participation in the court proceeding; In Judge Sparkman's proceedings in which the same BlueJeans invitation/link is used fo r all proceedings, parties, attorneys, Tribes, DHS. etc., are not to call in for their hearings until the liaison or clerk notifies them to do so.
 - The Court may take stipulations telephonically through BlueJeans or by affidavit.
 - If the stipulation is by affidavit, the parent's attorney should provide a copy of the affidavit 24 hours in advance to the Court, ADA, DHS, Tribes, other parent's attorney.
 - If the stipulation is telephonic, all parties should be aware that a court reporter may not be available. However, the Court will endeavor to record the proceeding by other electronic means.
 - If DHS has prepared a proposed ISP, it shall present the ISP to all parties, the Court, and the Tribe at least one week in advance. If any party objects to all or some of the proposed ISP, the attorney should email the court case manager about the objection; the Court will decide on those objections and enter the ISP or set another disposition date. If DHS has not prepared or presented an ISP or if a further hearing is necessary, the Court will give a disposition date.
 - The Court will provide parents a NJT date if they do not wish to stipulate.
- **Expired or Expiring Emergency Custody Orders (ECO):**
 - If the case has previously been rescheduled by the Court:
 - The State shall provide an affidavit to the Court requesting that the minor child/children be placed back into the emergency custody of the state.
 - This affidavit shall contain all the efforts provided by the state to reunify the family since the time that the minor child/children were placed in state's custody; as well as all efforts the family has made to correct the conditions that lead to the minor child/children being removed from their home.
 - This affidavit shall state with specificity the safety concerns of the family home and why the minor child/children cannot be safely returned to their family home or why the case cannot be modified to a family services case.
 - Prior to presenting the affidavit to the Court, the State shall provide appropriate notice to all parties of their intent to request an ex parte order from the Court.
 - If the Court grants the State's request for a new ECO, the Court shall schedule an emergency show cause hearing within 48 business hours; unless waived by parent(s) counsel. This hearing shall follow the procedures set out in the adjudication hearings section.

If the Court has not previously rescheduled the case, the Court will hear the case following the procedures set out in the adjudication hearings section.

- **Non-Jury Adjudication Trials will be held as follows:**
 - Attorneys, NPs, DHS, Tribes, etc., shall appear telephonically, unless stipulating by affidavit.

- A parent may stipulate on the day of the NJT. See the instructions above for Adjudication (announcements).
 - If a parent does not wish to stipulate, the Court will pass the NJT to another date. Should a parent fail to appear telephonically (unless the parent has entered a stipulation by affidavit), the Court may take a consent adjudication and/or IT under advisement and send notice to appear to the NP at his/her last known address. The Court requests that DHS, parties, the Tribe, and attorneys assist the Court with updated addresses if known.
 - If the emergency temporary order is set to expire and a parent wishes to proceed, the Court will conduct the NJT telephonically by BlueJeans. All parties should be aware that the Court may not have a court reporter available. However, the Court will endeavor to record the NJT by other electronic means. Persons lacking sufficient technology to participate via BlueJeans may at the Court's sole discretion be allowed to appear in person.
- **Permanency Hearings:**
 - DHS, CASA, and Tribe, etc. will submit written reports to all parties and the court case manager, 7 days in advance of the scheduled hearing. DHS liaisons shall continue to print copies for the Court.
 - The parties will respond in writing via email to the Court case manager to provide input; e.g., proposals, objections, recommendations. The parties shall provide their responses to all other parties at least one day prior to the scheduled hearing.
 - After considering all information from the parties, the Court will enter an order. The order will have the DHS report, supporting documents, and email communications attached.
 - The Court clerk/bailiff will mail a copy of the order to parents at their last known addresses and mail/email a copy of the order to parents' attorneys. Attorneys should notify the Court case manager if the attorney is willing to accept the order on behalf of clients.
 - If there is an objection to the order entered, the objecting party may file a motion within 15 days and a request to have the matter set for hearing
 - The Court is waiving the appearances of parties, attorneys, DHS, Tribes, and CASA.
 - The Court will send Notices to Appear for future hearings to the NPs at their last known addresses. The Court requests that DHS, parties, the Tribe, and attorneys assist the Court with updated addresses if known.
- **Permanent Custody Hearings:**
 - The Court will conduct permanent custody hearings via paper review and enter appropriate orders (refer to Permanency Hearings above). If a child wishes to be present, the court will attempt to arrange with DHS and child's attorney for the child to appear telephonically by BlueJeans.
- **Jury trials** will be scheduled and conducted for critical cases as determined by the Juvenile Division Judges so as to comply with appropriate orders and to protect the health and safety of Court staff and members of the public who serve on jury duty.

DHS: When submitting court reports via email, 1) ensure all parties are on the email; 2) in the email, please provide the NP's current address and phone number, so notices can be sent and attorneys can make contact with their clients; 3) send separate email directly to the child(ren)'s attorneys to ensure they have the most updated placement information, so they may make contact with their client(s).

Family Treatment Court (FTC)). FTC staffings shall continue via BlueJeans or other teleconferencing platform. FTC court proceedings shall be conducted via BlueJeans with video or teleconferencing. Participants, at a minimum, are to be in weekly contact with FTC staff and as frequently as directed by FTC staff. Absent emergency or urgent situations, participants in FTC will not attend in-person court proceedings. If an emergency or urgent situation is identified in staffing, the involved participant will be directed by FTC staff to participate in Court in person, at the time directed. Mandatory drug testing resumes June 1, 2020, at the frequency required by the participants' assigned color.

Delinquency Proceedings. All delinquency proceedings including Filing Announcements, Service, Adjudications, Dispositions and Reviews hearings shall be conducted via BlueJeans or other teleconferencing platform. Service of Petitions shall be accomplished via certified mail, acceptance of service by counsel, or waiver in coordination with the Intake Department. Pauper Affidavits shall be addressed at Filing Announcement/Service Hearings. Pleas shall be taken by the Court via BlueJeans video or teleconferencing. Plea Forms containing all required signatures shall be provided to the court at least 24 hours in advance of the Adjudication hearing. Electronic transmission of Plea Forms will be accepted. Intake Assessments shall be provided to the Judge's Clerk or placed in the appropriate Judge's in-box at least 24 hours in advance of the Adjudication hearing. Probation and OJA reports shall be provided to the Judge's Clerk or placed in the appropriate Judge's in-box one week prior to the review or hearing date. To schedule a surrender hearing, the juvenile and parent or the juvenile's attorney or intake or probation counselor shall coordinate with the court clerk (918-596-5913) to obtain a setting on the detention hearing docket that is conducted at 1:30 p.m., Monday through Friday via BlueJeans. The call-in information can be obtained from the intake or probation counselor or one of the deputy court clerks listed on page 1 under the topic item "Detentions."

Detention visitation and interviews are discontinued. Reasonable telephonic visitation with parents allowed. CWS to contact Detention Main Control to set up time for telephone contact with child. CPS, attorneys, APDs to contact Detention Main Control to make arrangements for private calls with child.

INT

The Court will hold INT Initial Hearings and reviews telephonically through BlueJeans. Attorneys, therapists, DHS, children and Tribes are to appear telephonically if a hearing is necessary.

ADOPTIONS

Adoption finalization hearing will be conducted via Skype, Facetime, or similar methods to be arranged by adoptive parents' attorney without adoptive parents and child(ren) appearing in Court. Adoptive parent's attorney will be required to identify the adoptive parents and child(ren) through the selected methodology and confirm their identity to the Court. Attorneys shall provide the Court with finalization pleadings, orders at least one day before the finalization hearing. DHS and Tribes shall appear and provide required testimony through BlueJeans.

Juvenile Protective Orders ("JPO"). Any request received by the Court Clerk's Office for a JPO shall be processed and the Petition immediately submitted to the Court for review. All JPO hearings, whether the Protective Order is granted or not granted and set for hearing, shall be conducted via BlueJeans or other teleconferencing format. The Protective Order and/or the Order Setting Hearing shall include the date and time of the hearing, that the hearing will be conducted via teleconferencing, and the teleconferencing connection information. Service of JPOs and Orders Setting Hearings shall continue as usual.

In-Court Proceedings

All attorneys, parties, and others participating in any in-court proceeding must wear a face mask, gloves, and wash with soap and water or sanitize their hands at every reasonable opportunity, all in compliance with AO-2020-5. No more than ten people, including the judge and court personnel, shall be allowed in any courtroom or congregate in other areas in the Family Center for Juvenile Justice at any one time. The only exception to the ten-person rule will be for critical jury trials that must be conducted and can be conducted so as to allow no more than twenty people in any courtroom at any time. All persons shall engage in social distancing, remaining six feet away from all other persons at all times. Distancing within the courtrooms will be indicated by arrangement of furnishings in the courtroom, signage, and Court verbal direction. Persons will exit the courtrooms efficiently and will not bottleneck in the doorway or otherwise hinder ready ingress and egress to the courtroom.

The bailiff will ask these questions of everyone before they enter a courtroom. If anyone answers "yes" to any questions, that person will not be admitted to the courtroom.

- In the last two weeks, have you been diagnosed with, or had direct contact with anyone who has been diagnosed with COVID-19?
- Do you have symptoms of COVID-19, such as fever, severe cough or shortness of breath?
- Have you been asked or has anyone you live with been asked to self-quarantine by any medical provider or health agency?
- Within the past 30 days, have you traveled outside Oklahoma, and if so, where? (Rate of COVID-19 cases in this location to be considered.)

Other than an in-court proceeding, there is no access to courtrooms or the judicial corridor except for authorized users. All orders or other documentation requiring a Judge's signature will be left with the Court Clerk's office on the first floor and picked up from the same location.

Judicial Corridor occupants/authorized visitors

These measures are adopted to keep everyone in the workplace as safe as possible.

Do not report to work if you have a fever and/or are experiencing a combination of symptoms associated by the CDC with COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>. If you are experiencing described symptoms, you are encouraged to seek a COVID-19 test with a negative test result before returning to work. If you have had direct exposure to someone who has tested positive for COVID-19 and have not met the CDC recommended 14 days of self-quarantine, do not return to work until the self-quarantine is satisfied. If you can answer "yes" to any of the following questions, do not report to work:

- In the last two weeks, have you been diagnosed with, or had direct contact with anyone who has been diagnosed with COVID-19?
- Do you have symptoms of COVID-19, such as fever, severe cough or shortness of breath?
- Have you been asked or has anyone you live with been asked to self-quarantine by any medical provider or health agency?
- Within the past 30 days, have you traveled outside Oklahoma, and if so, where? (Rate of COVID-19 cases in this location to be considered.)

Report these issues to your supervisor immediately. See AO-2020-11 for further guidance and direction.

No family members or guests allowed in any workspace area until further notice. Face masks shall be worn at all times unless the employee is alone in his or her office or work cubicle. If two individuals confer, both must wear face masks and remain six feet apart regardless if they are in an office or a common area. No more than two people shall be in any office at any time. Anyone who comes to your area must wear a face mask.

Keep at least six feet away from each other while in the breakroom. Eat at your desk if at all possible instead of in the breakroom. No more than 4 people shall be in the breakroom at any time.

Dated this 1st day of August, 2020.

Martha Rupp Carter
District Judge
Chief, Juvenile Division

Tulsa Alternative Courts COVID-19 Back to Court Plan



All Court Appearances: (Drug, DUI, Mental Health, Veterans Treatment, and Co-Occurring Courts)

- a. Beginning Monday August 3, 2020
- b. All participants appearing for court will be required to wear a cloth facemask while in the court house. A mask will be provided if the participant does not have one.
- c. Tulsa Alternative Courts will limit the number of participants that appear for court and regulate traffic flow in the following ways:
 - i. Each docket will be limited to a reasonable number of participants for each review dependent upon social distancing capabilities in the courtroom.
 1. Each team will use their discretion as to whom they would like to appear before the Judge during that specific docket review.
 2. It will be the responsibility of each team to notify participants of their responsibility to report for court or not.
 3. It will also be the responsibility of each team to ensure that each participant being asked to report to the court house understand the protocols and guidelines that have been put into place. I.e.: face masks, checking in with the coordinator, where to sit and stand, etc...
 - ii. Only 50 people will be allowed in the court room at a time (or the number consistent with the applicable SCAD Order and/or local authorities).
 - iii. Each docket will have the coordinator to help regulate the traffic flow into the court room and to manage and ensure that social distancing is recognized.
- d. Each court will have brightly colored and laminated signs designating the appropriate spacing on gallery benches and designating the appropriate place to stand at the bench to allow for physical distancing when speaking to the Judge and the team.
 - i. These signs will be disinfected and cleaned after each use.
- e. Program administration will provide masks and disinfecting wipes to each coordinator as long as supplies can continue to be purchased.
- f. Court appearances via the BlueJeans platform will be made available to each team as an option to utilize for those participants NOT required to appear in-person for court that week. The use of this resource in this capacity will be left to the discretion of each team.

These policies will start on Monday August 3, 2020 and continue until further order of the court.

- g. The above listed policies will be reviewed as needed.
- h. Program Administration reserves the right to extend the expiration date based on current guidelines issued by the appropriate court and health authorities.



AO-2019-11

AO-2020-14



SECOND AMENDED FISCAL YEAR 2021 JURY SCHEDULE

Month	JURY WEEKS	Pool Creation	Mailing Dates
August 2020	August 24, 2020 August 31, 2020	June 30, 2020 June 30, 2020	July 6, 2020 July 6, 2020
September 2020	September 14, 2020 September 21, 2020 September 28, 2020	August 10, 2020 August 17, 2020 August 24, 2020	August 17, 2020 August 24, 2020 August 31, 2020
October 2020	October 5, 2020 October 12, 2020 October 19, 2020 October 26, 2020	August 31, 2020 September 8, 2020 September 14, 2020 September 21, 2020	September 8, 2020 September 14, 2020 September 21, 2020 September 28, 2020
November 2020	November 2, 2020 November 16, 2020 November 30, 2020	September 28, 2020 October 12, 2020 October 26, 2020	October 5, 2020 October 19, 2020 November 2, 2020
December 2020	December 7, 2020 December 14, 2020	November 2, 2020 November 9, 2020	November 9, 2020 November 16, 2020
January 2021	January 11, 2021 January 25, 2021	December 7, 2020 December 21, 2020	December 14, 2020 December 28, 2020
February 2021	February 1, 2021 February 8, 2021	December 28, 2020 January 4, 2021	January 4, 2021 January 11, 2021
March 2021	March 1, 2021 March 8, 2021	January 25, 2021 February 1, 2021	February 1, 2021 February 8, 2021
April 2021	April 5, 2021 April 19, 2021	March 1, 2021 March 15, 2021	March 8, 2021 March 22, 2021
May 2021	May 3, 2021 May 17, 2021 May 24, 2021	March 29, 2021 April 12, 2021 April 19, 2021	April 5, 2021 April 19, 2021 April 26, 2021
June 2021	June 7, 2021 June 14, 2021	May 3, 2021 May 10, 2021	May 10, 2021 May 17, 2021

RECEIVED

JUL 21 2020

**DON NEWBERRY
COURT CLERK**

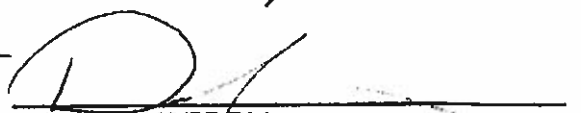
The Judges below will be assigned for jury trials for the weeks indicated:

Month	JURY WEEKS	Criminal Judges	Civil Judge
September 2020	September 14, 2020	Musseman, Holmes	Nightingale
	September 21, 2020	Greenough, Smith	Cantrell
	September 28, 2020	Moody, Priddy	Wall
October 2020	October 5, 2020	Musseman, Holmes	Drummond
	October 12, 2020	Greenough, Smith	LaFortune
	October 19, 2020	Moody, Priddy	Musseman
	October 26, 2020	Musseman, Holmes	Sellers
November 2020	November 2, 2020	Greenough, Smith	Nightingale
	November 16, 2020	Moody, Priddy	Cantrell
	November 30, 2020	Musseman, Holmes	Wall
December 2020	December 7, 2020	Greenough, Smith	Drummond
	December 14, 2020	Moody, Priddy	LaFortune

Amended to add additional weeks September through December, 2020 and specify judge assignments for the specific weeks.

APPROVED THIS 17th DAY OF July, 2020.


 WILLIAM LAFORTUNE
 PRESIDING JUDGE


 DON NEWBERRY
 COURT CLERK