



SHELBY COUNTY COURTHOUSE  
**PROBATE COURT OF SHELBY COUNTY**  
DIVISION ONE  
140 ADAMS AVE., ROOM 124  
MEMPHIS, TENNESSEE 38103

KATHLEEN N. GOMES  
JUDGE

**PLAN TO RE-OPEN IN-COURT PROCEEDINGS**  
**FOR CIVIL, CRIMINAL, JUVENILE,**  
**GENERAL SESSIONS AND MUNICIPAL COURTS**  
**IN MEMPHIS, SHELBY COUNTY, TENNESSEE**  
**30<sup>TH</sup> JUDICIAL DISTRICT**

The 30<sup>th</sup> Judicial District consists of several courthouses. The Circuit, Chancery, Probate and General Sessions Civil Courts are located in the Shelby County Courthouse. The Criminal, General Sessions Criminal and City of Memphis Municipal Courts are located in the Criminal Justice Center at 201 Poplar Avenue. The Juvenile Court is located at 616 Adams Avenue. In addition, there are other municipal courts located in Bartlett, Germantown, Collierville and Millington. Each courthouse has its own protocols for entry into their respective buildings, which are included in this plan. The Sheriff has set the requirements to safely enter each courthouse. This comprehensive plan also includes the Sheriff's Office requirements. The challenge presented to the 30<sup>th</sup> Judicial District is getting into each courthouse safely.

The general rules for coming into the Shelby County Courthouse are as follows:

1. All persons coming into the courthouse must wear a face covering. If they appear without a covering, one will be provided. Appropriate signage will be installed at all entrances.

2. Hand sanitizing stations have been ordered for each door of the courthouse and in front of each courtroom in the courthouse.
3. There will be no more than 10 (ten) persons in any courtroom at any time, excluding the Judge, Court personnel and Court Security. Until such time as the Tennessee Supreme Court adopts a revised policy on the number of people allowed at one time in the courtroom, all Courts must strictly comply with this limitation.
4. Temperature checks have been requested for entry into the courthouse but so far, the Health Department has not advised if this will be available.
5. Social distancing of 6 feet will be required throughout the courthouse. The Sheriff's Department will be responsible for making sure that social distancing guidelines are followed in the hallways of the courthouse as well as in the individual courtrooms.
6. Only litigants will be allowed in the courthouse. No spectators or friends will be permitted in the Courthouse. Courthouse Security and the Sheriff's Office will be responsible for directing litigants to the appropriate Court.
7. Plexiglass sneeze guards are available upon request to Support Services for Judges and Clerks of the various Courts.
8. All litigants and attorneys shall be able to enter the courthouse at any of the existing guarded entrances. After going through Security, a Sheriff's Deputy will be stationed at each door to direct the litigants to the correct courtroom. There will not be a separate door for General Sessions litigants to enter and exit the courthouse, as proposed in the General Sessions plan which is attached. It is understood by all the Courts that some changes may need to be made once litigants start coming into the courthouse.

9. All Courts are encouraged to conduct as much business as possible by other means, rather than in-court proceedings, as each Court gradually re-opens for in-court proceedings.
10. These general procedures are applicable to all Courts in the 30<sup>th</sup> Judicial District. These general procedures control, even if any individual Court plans contain procedures in conflict with these general procedures.
11. Attached are the plans of the individual Courts of the 30<sup>th</sup> Judicial District, as listed below:

Circuit Court  
Chancery Court  
Probate Court  
General Sessions Civil Court  
Juvenile Court  
Criminal Court

General Sessions Criminal Court  
Memphis Municipal Court  
Bartlett Municipal Court  
Collierville Municipal Court  
Germantown Municipal Court  
Millington Municipal Court

12. Also attached is the Shelby County Sheriff's Office Plan for Reopening Courts.

  
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JUDGE KATHLEEN N. GOMES  
Presiding Judge of the 30<sup>th</sup> Judicial District

ENTERED this 28<sup>th</sup> day of May, 2020

Attachments