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 30TH JUDICIAL DISTRICT

The 30th 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 30th 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 30th 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 30th Judicial District, as listed below:

Circuit Court	General Sessions Criminal Court
Chancery Court	Memphis Municipal Court
Probate Court	Bartlett Municipal Court
General Sessions Civil Court	Collierville Municipal Court
Juvenile Court	Germantown Municipal Court
Criminal Court	Millington Municipal Court

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

Kathleen N Gomes

JUDGE KATHLEEN N. GOMES
Presiding Judge of the 30th Judicial District

ENTERED this 28th day of May, 2020

Attachments

IN THE CIRCUIT COURT OF TENNESSEE
FOR THE THIRTIETH JUDICIAL DISTRICT AT MEMPHIS

IN RE: COVID-19 PANDEMIC SHELBY COUNTY CIRCUIT COURT

PHASE I PLAN FOR RESUMING IN-COURT PROCEEDINGS

In coordination with the Sheriff's Department, the Circuit Court will work with Chancery, Probate, and General Sessions to coordinate in-person court proceedings, staggering cases and staggering witnesses to ensure the Court can safely accommodate the number of people appearing in the courthouse/courtroom on any given case or day.

Outside and throughout the courthouse, the Court will display signs informing individuals they must wear nose/mouth coverings and stay at least six feet apart.

All individuals, including security guards, court personnel, deputies, law clerks, and judges will be required to use nose/mouth covering and practice physical distancing at all times while in the courthouse, courtroom, and while waiting to enter the courthouse.

Sanitizer or wipes will be available for individuals at the entrance of the courthouse and near each courtroom.

Areas of entry into the courthouse, court facilities, elevators, and other areas used by the public and courthouse staff will be sanitized at intervals during the hours of operation and at the end of each day.

The Court will have a plan for each courtroom to be sanitized at regular intervals during the day depending on the nature of the docket, including wiping down areas used by members of the public, courtroom personnel, witnesses, attorneys, and litigants.

The Circuit Court will conduct the following in-person court proceedings:

- Allegations of abuse, including but not limited to orders of protection and emergency child custody orders;
- DCS emergency matters related to child protection;
- Certain temporary injunctive relief;
- Emergency protection of elderly and other vulnerable persons;

- COVID-19 public health emergencies;
- Other proceedings that can be conducted safely in accordance with COVID-19 precautions as agreed to by the judge, attorneys, and the parties.

All in-person proceedings will be conducted implementing physical distancing for all participants both inside and outside the courtroom with spaces marked off by tape at least six-feet apart. Not including court personnel, no more than ten (10) persons at a time will be allowed in a courtroom.

Judges will attempt to reduce the number of in-person proceedings by utilizing audio or video conferencing to resolve matters without the need for in-person hearings.

Motions may be considered on brief without oral argument, telephonically, or via Zoom, depending on the Division preferences.

Depending on the Division preferences, uncontested divorces on grounds of irreconcilable differences or on default judgments may be conducted via Zoom or on the affidavit/interrogatories of the Plaintiff/witnesses.

All other proceedings including, but not limited to, bench trials (domestic and non-domestic), minor settlements, and writs of inquiry may be conducted via Zoom, at the judge's discretion.

The Court will allow in-person appearances only if the Court can implement physical distancing of all parties, lawyers, and witnesses. If Zoom or an in-person court hearing is not feasible for any reason, the hearing will be reset.

Status conferences may be conducted telephonically, via Zoom, or by written report.

All jury trials scheduled from May 4, 2020, through July 3, 2020, will be reset.

Attorneys and self-represented litigants will be allowed to submit proposed orders via email or by placing them in the Division's box. All approved orders will be signed and entered promptly. The Court will ask that email addresses be included on the signature lines of orders so that attested copies can be emailed. Otherwise, attested copies will be mailed by regular U.S. mail or placed in the Division's box.

Attorneys and self- represented litigants will be reminded to check the Circuit Court website for each Division's COVID-19 preferences.

The Circuit Court Clerk's office will be open and available for in-person court filings, attested/certified copies, disbursements and other general business during business hours set by

the Circuit Court Clerk. As always, pleadings will be accepted electronically via the 24- hour online electronic filing system. In addition, a drop box will be available and will be checked regularly during normal business hours.

Signed this 5 day of May, 2020, on behalf of the Shelby County Circuit Court Judges.

Mary L. Wagner
Judge of Division VII

Chancery Court
Memphis, Shelby County, Tennessee
30th Judicial District

Shelby County Chancery Court's Gradual Reopen Strategy

The Tennessee Supreme Court has offered general guidance on reopening plans, but specific planning has been placed in the hands of local courts to determine the best way forward for their own needs. The following strategic plan outlines Shelby County Chancery's practices moving forward as it performs its duties and responsibilities while keeping the public's health and safety at the forefront.

A. Admission to Courthouse:

1) Only litigants and lawyers appearing on the docket will be allowed in the courtroom. Lawyers and litigants will not be permitted to exceed ten (10) people unless specifically excepted by the Chancellor and no other in-person hearings are taking place in another Part.

2) Only persons who have business with the Clerk's Office (i.e. filing of lawsuits, receive records, etc.) shall be allowed into the Courthouse. The Clerk's Office will continue having only one set of doors for ingress and egress at the filing counter, Room 308. A drop box is also available for those matters that must be handled in-person (e.g. adoption filings).

3) No spectators, friends, or other individuals who have no Courthouse business will be permitted in the Courthouse.
   a. Pursuant to approval by the Shelby County Sheriff's Office, Courthouse security personnel shall inform anyone attempting to enter the Courthouse that entry is restricted to those with business and/or case(s) and signs to this effect will be posted at the entryway prior to entry.

4) Chancery Court sits on the west side of the 3rd floor, and visitors to Chancery Court will utilize only the northwest entrance at the corner of Washington/2nd Street.

5) Clerks (when feasible) and/or Court Security Personnel will utilize screening resources when available, such as touchless thermometers and the relevant COVID-19 health questions prior to entry to the Courthouse for litigants, attorneys, and other individuals who have specific business in the Courthouse. Court staff and chancellors may also be subject to health screening.

6) Masks covering the mouth and nose will be required. Gloves will be encouraged and permitted. Masks and gloves will be provided if available. Hand sanitizer will be available. Court personnel, courtroom staff, and chancellors will be required to wear

masks and optionally gloves, and Sheriff's Officers will also be required to wear masks and optionally gloves, per order of the Sheriff.

7) Before entering a courtroom, everyone should wash their hands at the restrooms on the north corners of the building. Upon exiting the courtroom, everyone should wash their hands again.

B. Management of Social Distancing in Courtrooms/Docket Management:

1) The following public health practices will be enforced to ensure the safety of litigants, citizens, attorneys, and court personnel.
   a) Attorneys have been requested, prior to the resumption of in-person hearings, to diligently attempt to contact litigants to resolve as many cases as possible.
   b) Where there are orders for consent, voluntary non-suits, dismissals, and other matters that may not require appearance by any party, these orders may be mailed, emailed with authenticating language from all signatories (not a paralegal or assistant), or left in the respective Part's mailbox outside the Filing Counter in Room 308.
   c) The floor has been marked with yellow tape at six foot intervals, which should be used as helpful guidance in observation of social distancing.
   d) Plan to arrive only a few minutes before court to minimize contact with exiting parties of other cases. Use benches and seating only if necessary, and at distances created by the taped barriers.

2) Media requests for access to court proceedings must be directed to the Clerk and Master (as is our current procedure). Media access will be permitted in compliance with court rules. Social distancing and maximum capacities will be considered in determining the extent of media access inside the courtroom.

3) Cleaning and disinfecting will take place in each courtroom regularly throughout the day as the flow of litigants and court personnel allow (as each group is moved out), and a thorough cleaning and disinfecting will take place at the conclusion of each docket.

C. Continued Use of Teleconference, Video Conferencing & Other Technology

1) As a major population center, Shelby County must take greater precautions for public health. Therefore, for as long as permitted, Chancery Court will continue using teleconference and video conference tools for business to the greatest extent possible.
   a) With a backlog of several months, Chancery Court Chancellors and Staff will swiftly, methodically increase its capacity for hearings as it acclimates to new technologies.
   b) The expedience of using these technologies will not be permitted to undermine the rights of parties, and to the greatest extent possible will mirror those

traditions, preferences, requirements, and practices of regular in-person court hearings.

2) Court staff will utilize those technological tools where possible to work at a distance on schedules set by the Chancellors and Clerk & Master.
   a) Chancery Court will not close down at any point, and will remain open to the public.
   b) Staff working hours may be modified temporarily by the Chancellors and Clerk & Master.

[/s Chancellors]

PROBATE COURT
Memphis, Shelby County, Tennessee
30th Judicial District

PROBATE COURT

Probate Court, in general, services a very vulnerable population. Therefore, as much business as possible should be by other than in-person court proceedings. Probate will continue to use the telephone, mail, video conferencing and other means that do not involve in-person contact.

All in-person hearings will be determined by each of the Probate Judges on a case by case basis. Probate Court shall continue to conduct as much business as possible by other than in-person court proceedings and, litigants and attorneys are encouraged to use telephone, mail and video conferencing. If there is a need for an in-person hearing, all persons who enter the courtroom must wear a face covering and will be required to maintain social distancing of 6 feet between the individuals. There will be no more than 10 persons in the courtroom at any time, excluding the Judge, court personnel and the bailiff. Witnesses are excluded from the courtroom until called to testify. Support personnel will be permitted at the discretion of the Judge. The deputy in each court will be required to enforce the social distancing and making sure that the number of people in the courtroom are limited to 10. It is anticipated that in-court proceedings may be necessary for contested conservatorships, will contests, exceptions to claims and show causes, but these will be set at the discretion of the Probate Court Judge.

At the present time, the Probate Court Clerk's Office requires appointments for all filings with the court, since e-filing is not an option. *Pro se* litigants also are required to file by appointment. A name change docket is presently being designed via web conferencing to allow for name changes and small estates that are usually filed *pro se*. Mental health commitment hearings will continue to be held by phone or webcast.

There will be hand sanitizer outside of each courtroom. Support services shall sanitize each courtroom and the Judges' and Clerk's offices on a daily basis.

Because of the nature of the matters handled in Probate, it is rare that the media seeks access to hearings. Media access will be allowed in compliance with the law and the Court rules.

JUDGE KATHLEEN N. GOMES, DIVISION ONE

JUDGE KAREN D. WEBSTER, DIVISION II

General Sessions Civil Court
Memphis, Shelby County, Tennessee
30th Judicial District
REVISED 5/27/2020

COMPREHENSIVE PLAN TO RESUME IN-PERSON COURT PROCEEDINGS FOR GENERAL SESSIONS CIVIL COURT, 30TH JUDICIAL DISTRICT

On March 13, 2020 in response to the COVID-19 pandemic, the Chief Justice of the Tennessee Supreme Court declared a state of emergency for the Judicial Branch of Tennessee government. On March 25, 2020 the Tennessee Supreme Court continued the suspension of in-person Court proceedings and extension of deadlines. On April 24, 2020, the Tennessee Supreme Court entered an Order Modifying Suspension of In-Person Court Proceedings and further extension of deadlines.

The target date to resume in-person hearings is June 15, 2020. Pursuant to the mandate of the Supreme Court of the State of Tennessee, the following is proposed:

A. Admission to Courthouse:

1) Only litigants and lawyers appearing on the docket will be allowed in the courtroom.

2) Only persons who have business with the Clerk's Office (i.e. filing of lawsuits, receive records, etc.) shall be allowed into the Courthouse.

3) No spectators, friends or other individuals who have no Courthouse business will be permitted in the Courthouse.
   a. Pursuant to approval by the Shelby County Sheriff's Office, Courthouse security personnel shall inform anyone attempting to enter the Courthouse that entry is restricted to those with business and/or case(s) and signs to this effect will be posted at the entryway prior to entry.
   b. The Courthouse has previously closed entryways in the interest of security. The Courthouse is 4 stories, including a basement. There is an entryway on the 2nd floor which would allow ingress/egress from the Circuit and Chancery Courts, which are located on the 2nd and 3rd floor. There is also a clear entrance for the Probate Court on the 1st floor on the Southeast corner (the Adams/Third Street entrance). We also propose to utilize the previously closed door located at the Northeast corner as an "exit only" door. This door would be manned with security to prohibit entry, but with no screening equipment since it is an "exit" only.
   c. The General Sessions Civil Courts occupy most of the entire 1st floor (see layout attached), with the exception of the East side occupied by Probate Court and Probate Court Clerk.

d. The second floor entryway can be utilized by the Circuit, Chancery and Probate Courts (along with the previously mentioned 1st floor entrance on the Southeast corner). The Washington/Second Street entrance (on the Northwest corner) will be used exclusively for ingress/egress for the General Sessions Civil Courts and Court Clerk. This would require the General Sessions Courts to prohibit use of the entrance at Adams/Third Street on the Southeast corner for persons conducting business in General Sessions Court to prevent heavy traffic and close contact of persons entering/exiting.

4) Clerk's (when feasible) and/or Court Security Personnel will utilize screening resources available, such as touchless thermometers and the relevant COVID-19 health questions prior to entry to the Courthouse for litigants, attorneys and other individuals who have specific business in the Courthouse. Court staff and judges will also be subject to health screening.

5) Masks and gloves will be encouraged and permitted. Masks and gloves will be provided, if needed and desired, where feasible. Hand sanitizer will be available in the six (6) General Sessions Courtrooms. Court personnel, courtroom staff and judges will be required to wear masks and optionally gloves, and Sheriff's Officers will also be required to wear masks and optionally gloves, per order of the Sheriff.

B. Management of Social Distancing in Courtrooms/Docket Management:

1) Presently the General Sessions Civil Courts have a backlog of approximately 9,000 cases set, which comprise all of the reset cases from March, April and May and new cases added in June. With that in mind, the following is proposed to ensure the safety of litigants, citizens, attorneys and Court staff/personnel.

   a) Attorneys have been requested, prior to the resumption of in-person hearings, to diligently attempt to contact litigants to resolve as many cases as possible.
   b) Where there are consents, voluntary non-suits, dismissals and other matters that may not require appearance of any party, these matters can be prepared by the Clerk's Office at any time prior to Court date for the signature of the Court (this, hopefully will reduce the number of in-person appearances).
   c) Because of the volume of cases that the General Sessions Court of Shelby County handles regularly, and the backlog created by the suspension of in-person hearings, we are also looking at the possibility of managing and re-scheduling large dockets for the near future while still maintaining social distancing and safety protocol.

d) We propose the following to resume in-person hearings on Monday, June 15, 2020:
   1) Only 3 of the 6 divisions of General Sessions Civil Court will hold in-person hearings per day (one on each of the three sides of the courthouse where General Sessions Civil Court courtrooms are located.
   2) The other 3 courtrooms will be used as waiting areas. No more than 10 litigants will be allowed in the "active courtroom", in addition to the Judge, the Court Officer and the Clerk and the attorney(s) for the matter(s) before the Court at that time.
   3) No more than 10 litigants in the "waiting courtroom" will be allowed.
   4) Additionally, there is more than ample space on each General Sessions hallway that we can easily and safely have an additional 10-20 litigants per hallway waiting (seating will be provided by the use of portable chairs). This will allow us to set no more than 30 to 40 cases for each of the three "active divisions" per day, per docket.
   5) The three Judges whose courtrooms are "inactive" will be available in chambers to handle matters that do not require a personal appearance by a litigant, any presentation of documents requiring a signature by an attorney, etc.

e) Media requests for access to court proceedings will need to be directed to the Judge's administrative office staff (as is our current procedure). Media access will be allowed to the extent that it is now, at the discretion of the judge and in compliance with court rules. Social distancing and maximum capacities will be considered in determining the extent of media access inside the courtroom.

f) Cleaning and disinfecting will take place in each courtroom and holding area regularly throughout the day as the flow of litigants and court personnel allow (as each group is moved out), and most certainly a thorough cleaning and disinfecting will take place at the conclusion of each docket and as the holding areas are emptied between sessions and at the end of each day when the room is cleared.
   Hand sanitizer will be regularly available to all litigants, court personnel and attorneys in each courtroom.

g) Remote accessibility for court hearings is already being utilized to conduct the Mental Commitment hearings, and will continue to be utilized for that purpose, as well as any other matters when feasible.

Respectfully submitted,

Judge Lonnie B. Thompson
Administrative Judge
General Sessions Civil Court, Shelby County, Tennessee

FILED

MAY 27 2020

JUVENILE COURT CLERK
BY: _____ D.C.

IN THE JUVENILE COURT OF MEMPHIS AND SHELB Y COUNTY, TENNESSEE

IN RE: COVID-19 PANDEMIC

ORDER MODIFYING SUSPENSION OF IN-PERSON COURT PROCEEDINGS

On March 13, 2020 in response to the COVID-19 pandemic, the Chief Justice of the Tennessee Supreme Court declared a state of emergency for the Judicial Branch of Tennessee government. On March 25, 2020 the Tennessee Supreme Court continued the suspension of in-person Court Proceedings and extension of deadlines. On April 24, 2020 the Tennessee Supreme Court entered an Order Modifying Suspension of In-Person Court Proceedings and Further Extension Deadlines. On May 26, 2020 the Tennessee Supreme Court entered an Order Extending State of Emergency and Easing Suspension of In-Person Court Proceedings. A copy of the Supreme Court of Tennessee Order No. ADM2020-00428, filed May 26, 2020, is attached hereto and incorporated herein by reference. First and foremost, the Juvenile Court of Memphis and Shelby County is open and will remain open under all circumstances, subject to the provisions of said order.

Due to concerns that this pandemic raises, all persons entering the courthouse are subject to the following:

- Facial coverings must be worn.
- Submit to temperature checks, if requested.
- Answer appropriate questions designed to determine risk levels, if requested.
- Ingress shall be limited to litigants, attorneys, and subpoenaed witnesses, not friends, family and support persons.
- Ingress shall be limited to the Washington street entrance unless a person is disabled, then Adams street entrance may be used.

Juvenile Court of Memphis and Shelby County will continue to conduct as much business as possible by means other than in-person court proceedings. Juvenile Court of Memphis and Shelby County will continue to increase the use of telephone, teleconferencing, email, video conferencing or other means that do not involve in-person contact. All of these methods are the preferred options over in-person court proceedings.

Juvenile Court of Memphis and Shelby County will resume hearing all dockets via Zoom, effective June 1, 2020. A revised docket schedule will be published, and zoom invitations will be sent out for each docket. The Judge and/or Magistrate Judges may limit the number of cases set on each docket. Until further notice, the contempt docket will be limited to arrest cases.

Juvenile Court of Memphis and Shelby County will continue to operate under the guidelines and restrictions set forth in the Tennessee Supreme Court's March 25, 2020 order

until the Chief Justice has approved a written plan for the Thirtieth Judicial District and gradually begin conducting in-person court proceedings in some non-emergency matters.

Judges and magistrates judges will ensure that core constitutional functions and rights are protected. Additionally, the Juvenile Court Clerk is charged with ensuring that court functions continue. The Court Clerk is to work cooperatively and at the direction of the presiding judge of each judicial district to fulfill the clerks' obligation to facilitate continuing court function. Nevertheless judges and court clerks will continue to minimize in-person contact by utilizing available technologies, including alternative means of filing, teleconferencing, email, and video conferencing.

Any Tennessee state or local rule, criminal or civil, that impedes this Court or court clerk's ability to utilize available technologies to limit in-person contact is suspended until further order of the Tennessee Supreme Court.

The Judicial Office and the Court Clerk's Office may limit in-person contact with the public during the period of suspension, but must remain open for business. If it becomes necessary to restrict physical access to Judicial or the Court Clerk's Offices during the period of suspension, these offices shall remain accessible by telephone, email and fax to the extent possible during regular hours. If available, drop boxes will be used for conventionally filed documents.

Deadlines set forth in court rules, statutes, ordinances, administrative rules, or otherwise that are set to expire during the period from Friday, March 13, 2020, through Sunday May 31, 2020, remain extended through Friday, June 5, 2020 pursuant to the terms of paragraph 7 of the Tennessee Supreme Court, April 24, 2020 Order.

Attorneys are encouraged to utilize the "Online Notary Public Act," and the regulations promulgated by the Secretary of State. Additionally, Executive Order No. 26 issued by Governor Lee on April 9, 2020 addresses notary issues. With regard to court filings, declarations under penalty of perjury may be issued as an alternative to a notary. The use of electronic signatures as provided under Rule 5B of the Tennessee Rules of Civil Procedure and Rules of 46 and 46A of the Tennessee Supreme Court is extended to any pleadings or documents to be filed or served by conventional means during the time that the state of emergency for the Judicial Branch remains in place.

Orders of protection and temporary injunctions that would otherwise expire during the period from Friday March 13, 2020 through Sunday May 31, 2020 are hereby extended through Monday, June 15, 2020.

Under the terms of this order, the Juvenile Court of Memphis and Shelby County remains open, consistent with the Judicial Branch's obligation to mitigate the risk associated with COVID-19. The Juvenile Court of Memphis and Shelby County will work with local law enforcement and other county officials to ensure that, to the extent possible, the courthouse remains accessible to carry out essential constitutional functions and time-sensitive proceedings.

This order is intended to be interpreted broadly for protection of the public from risks associated with COVID-19.

IT IS THEREFORE ORDERED.

This 27th day of May, 2020

Judge Dan H. Michael
Juvenile Court Judge

FILED
MAY 28 2020
JUVENILE COURT CLERK
BY _____ D.C.

IN THE JUVENILE COURT OF MEMPHIS AND SHELB Y COUNTY, TENNESSEE
IN RE: COVID-19 PANDEMIC

AMENDED ORDER MODIFYING SUSPENSION OF IN-PERSON COURT PROCEEDINGS

The previous order entered in this Court on May 27, 2020 shall be amended to include the following additional safety requirement:

> The number of persons allowed in a courtroom at any one time shall be limited to ten (10), plus the Judge or Magistrate Judge, court personnel, and court security.

All other provisions set forth in said May 27, 2020 order shall remain in effect.

IT IS THEREFORE ORDERED.

This 28th day of May, 2020.

Judge Dan H. Michael
Juvenile Court Judge

Comprehensive Plan to Re-Open the Shelby County Criminal Courts

Pursuant to the Supreme Court Order of April 25, 2020

Since the courts with criminal jurisdiction in the 30th Judicial District are located at different courthouses each individual courthouse will develop a plan that takes into account their particular situation. These individual plans will be outlined below for each court.

General Courthouse Provisions for the Shelby County Criminal Justice Center

With the safety of the public and court personnel in mind the Sheriff and Homeland Security will develop a plan to admit the public in such a way as to assure that anyone who enters the court house is screened for exposure to Covid 19 and those that have symptoms or have been recently exposed will be denied entrance and given another day to report. Only those people who have a case that particular day are to be allowed entry. The Sheriff will use designated entrances to funnel people to particular courts and prevent crowding to occur. Staging areas will be established to allow people to wait for their case to be called and not congregate in the hallways. Face coverings will be encouraged. The DA and the Public Defender are already masked and have a supply available for witnesses. Each office will be responsible to monitor staff and put on leave anyone who is sick or has been exposed to someone who has been sick.

Comprehensive Plan to Re-Open the Shelby County Criminal Courts

Pursuant to the Supreme Court Order of April 25, 2020

Since the courts with criminal jurisdiction in the 30th Judicial District are located at different courthouses each individual courthouse will develop a plan that takes into account their particular situation. These individual plans will be outlined below for each court.

General Courthouse Provisions for the Shelby County Criminal Justice Center

With the safety of the public and court personnel in mind the Sheriff and Homeland Security will develop a plan to admit the public in such a way as to assure that anyone who enters the court house is screened for exposure to COVID 19 and those that have symptoms or have been recently exposed will be denied entrance and given another day to report. Only those people who have a case that particular day are to be allowed entry. The Sheriff will use designated entrances to funnel people to particular courts and prevent crowding to occur. Staging areas will be established to allow people to wait for their case to be called and not congregate in the hallways. Face coverings will be encouraged. The DA and the Public Defender are already masked and have a supply available for witnesses. Each office will be responsible to monitor staff and put on leave anyone who is sick or has been exposed to someone who has been sick.

Criminal Court Provisions

1. Using remote methods for hearings and witness testimony will be strongly encouraged. The current video system provided by the County is insufficient and new software is being utilized and projection equipment is being installed. Going forward, when appropriate, hearings will be by remote means. Only those proceedings that require in person hearings will be conducted in the courtroom. It will be in the trial judge's sole discretion to determine whether any matter will be heard in-person or by video conference. If the judge determines that there will be an in-person proceeding, the limits on the number of persons in the courtroom, as set out in the general provisions, will control.

2. Pursuant to the April 25, 2020 Order of the Tennessee Supreme Court all jury trials will be suspended until July 3, 2020 or until further orders.

3. Limit the number of people in court at any one time to 10 persons in addition to the judge, deputies and courtroom personnel. This would insure social distancing of 6 feet between persons. The courtroom deputies will control access to the courtroom and only allow those persons whose cases are being handled at any particular time admittance. The deputies will monitor social distancing in the courtroom. Face coverings are encouraged and masks will be available if requested. The County Health Department has been given funds to hire staff to screen persons who want to enter the Justice Center and stop those who are showing symptoms.

4. Additional persons who accompany a defendant to court will not be allowed into the building unless that person is a witness needed for a hearing and whose presence has been requested by counsel. A defense support person will be allowed. Victims and support persons will be allowed but the number must be limited to what is necessary. The press will be allowed entry if they abide by Rule 30 of the Rules of the Tennessee Supreme Court and they pass the screening questions.

5. Out- of- custody defendants set for arraignment do not have to appear if they have retained counsel and counsel waives the defendant's appearance. The attorney is responsible to give the report date to his or her client. It is encouraged that counsel conduct this type of arraignment remotely with prior notice to the court.

6. Out- of- custody defendants set for report whose cases need to be reset do not have to appear if the resetting is by consent of all parties, in advance of the court date, and

counsel waives his client's appearance. The attorney will have the responsibility of communicating the new date to his or her client.

7. A Defendant set for disposition will be given a time to be in court to dispose of their case. Times will be staggered to alleviate crowding.

8. Defendants in-custody set for arraignment will appear by video and the court will determine if the defendant needs appointed counsel or if counsel has been retained. Arraignments for criminal informations for in-custody defendants will be done in court, individually, when the case is ready for disposition.

9. The Criminal Court judges will develop a schedule for jail and bond arraignments so that the Divisions are staggered and therefore reduce the number of persons who need to be in the building at any given time.

10. Defendants set for evidentiary hearings such as Violations of Probation and Petitions to Revoke Suspended Sentence will be given a scheduled time to begin. Video hearings will be encouraged.

11. Though the Shelby County Criminal Court Clerk does not have the ability at this time to e-file motions, a portal has been created to allow remote filing of motions and other documents. Attorneys who wish to remote file documents should send the document as an email attachment in portable document format (.pdf) to Criminalcourt.filing@shelbycountytn.gov. The Clerk will print and file the document in the appropriate court file.

12. Each night the court rooms and halls will be disinfected.

13. The new grand jury will be selected on May 18 in the large jury assembly room. Social distancing will be observed. Cases will be presented beginning on May 19. The Grand Jury room has been modified to assure social distancing between the members as well as witnesses. Witnesses will appear through remote means.

General Sessions Criminal Court Provisions

The Criminal Divisions of the Shelby County General Sessions Court have multiple specialty courts with multiple weekly sessions of court and are housed on multiple floors in the courthouse. Because of the locations of various courts with General Sessions jurisdiction and

because the Municipal Courts are housed in the lower level of the courthouse, crowd control is an essential consideration for purposes of social distancing.

Admission into the Shelby County Criminal Justice Center for the General Sessions Criminal Divisions

The Sheriff will use designated entrances to funnel people to particular courts and prevent crowding to occur. Staging areas outside of the building will be established to allow people to wait for their case to be called or be allowed for admittance and not congregate in the hallways or Lower Level Lobby. Signage will assist in directing persons to the correct entrance. The Sheriff will provide the necessary personnel to assist the crowd control outside and inside the Lower Level Lobby area.

The Shelby County Criminal Justice Complex has multiple entrances. All General Sessions Division Criminal litigants will enter and exit thru the Washington Street entrance. Other ADA compliant entrances will be open and available.

1) All persons admitted into the Lower Level of the Complex will be encouraged to wear face coverings. Social distancing requirements will be adhered to in the Lower Level Lobby. An assigned Shelby County Sheriff Deputy will monitor the entry area and the Lobby area at all times to maintain crowd control and social distancing standards.

a. Only those people who have a case docketed that particular day are allowed entry in the courthouse. Persons under subpoena, and are parties whose admissions are statutorily required to further ligations will be admitted in the courtroom at a time specified by the Division Judge.

b. Attorneys will be encouraged to provide a designated area outside of the courthouse for any

witness they deem necessary for motions, hearings, etc. The District Attorney General will provide a staging area for their witnesses outside of the courtroom other than the Lower Level Lobby.

c. All Attorneys are encourage to inform their witnesses of the location of the attorney's

designated waiting area and maintain contact with their witnesses to inform them of the time they are to seek admittance to the courthouse.

d. Attorneys will be encouraged to communicate and negotiate settlements and resets dates

prior to the scheduled court date of the defendants. Signed continuance orders with the attorney preferred method of communication, email or telephone number will be provided at docket call evidencing the agreed upon date for resetting of a particular case. Neither the attorney or the defendant need to be in the courtroom at the time of the submission of the continuance. Attorneys are responsible for notifying their clients of the reset dates and that their appearance has been excused (if mutually agreed upon and consented to by the parties) and any other directive that is court mandated (i.e. booking and processing, reporting for a pretrial sentencing report preparation). It is preferred that only defendants whose cases that are ready for disposition or scheduled for motions, hearings, bail compliance, and status hearings appear in court.

e. Out of custody defendants set for attorney do not have to appear if they have retained

counsel evidenced by the signature of the attorney on court records. It is the attorney's responsibility to give the report date to his or her client.

2) Video arraignments will be held daily. The current video system provided by the County is insufficient, hence a schedule has been established for use by the General Sessions Judges. Video conferencing will be continued to be used and additional virtual meeting services will be used as necessary by particular courts.

Limitation on the number of persons in the courtroom

1) There are nine (9) divisions of General Sessions Criminal Court with twelve (12) courtroom facilities. These courtrooms vary in size. Each judge/judicial officer will adhere to the 6 ft. social distancing requirement in the gallery/audience section of the courtroom. The court's bailiffs will be responsible for assuring the social distancing requirements are met.

2) The social distancing requirements will be adhered to upon admittance across the bar (in front area of the courtroom close to the bench). The bailiff will be responsible for the adherence to the compliance of the 6 ft. requirements.

3) Those persons once admitted into the courtroom that do not have a face covering will be given a paper towel to cover their facial areas, if complimentary coverings are not available.

Other considerations

1) Each night the courtrooms and halls will be disinfected.

2) Outside of each courtroom Hand Sanitizing machines will be installed.

3) Persons that are exhibiting COVID-19 related symptoms or stating they have symptoms or have an underlying condition posing an enhanced risk will be required to remain outside of the courthouse until further directive is given by the Sheriff Deputy on duty. If available thermostatic devices will be used to determine if admission is appropriate.

4) Persons that want to make an inquiry to the General Sessions Clerk's Office that are not defendants or on the current day docket will be encouraged to return after the twelve noon hour or make inquiry by phone or internet.

Memphis Municipal Court Provisions

The Municipal Courts have requested the use of an unused entrance at the Southeast corner of the building from Washington Avenue. Citizen's entering that security point will be directed to stairs or an escalator directly adjacent and leading to the Municipal Court portion of the lower

level. This permission is currently under consideration by the Sheriff's Command Staff. Only persons with pending tickets will be allowed in the building and face coverings will be STRONGLY suggested.

Memphis Police Department Court Security Officers will stage citizens for entry to the courts in physically distanced lines. The floors will be marked to help keep a six-foot distance between each person.

Officers from each of the three City Courts will have temperature scanners to check temperatures prior to entering the Courts and only ten people including staff in court at a time.

Persons with temperatures more than 100.4 degrees will be directed to get medical attention and will be reset to a date past 30 days.

All court procedure will be in coordination with the Shelby County Sheriff's Department and Homeland Security office.

Staggered Court hours:

Division 1 *will conduct Court at 8:30a.m. and 12:30p.m.*

Division 2 *will conduct Court at 2:00p.m. and 5:00p.m.*

Division 3 *will conduct Court at 11:00a.m. and 1:30p.m.*

If there are too many persons waiting to enter Divisions 1 and 3, to maintain physical distance, the courtroom of Division 2 will be utilized to continue the desired spacing.

Additionally, persons who have finished their business in Divisions 1 and 3 but are waiting on Orders, will be allowed to wait in Division 2 for their Orders.

In the evening sessions Division 2 will utilized the seating in Division 1 for overflow and for persons awaiting Orders.

All Courtrooms will be sanitized after each session.

This staggered schedule will also give the City Court Clerk greater flexibility to reduce the number of employees in the office during peak hours.

Courtroom Modifications:
Plexiglass partitions have been installed at the Clerks and Prosecutors stations, and at the Judges bench. Stainless steel seating is now in all three courtrooms which is more easily sanitized, and seats are marked to maintain physical distancing.

All court personnel will wear masks and gloves.

Docket Reduction Procedures:

The Clerks of the Court have been calling citizens with pending tickets to attempt to dispose of as many as possible.

Compliance tickets (NDL, Proof of Insurance, car registration) are asked to email or fax documentation for possible dismissal.

Tickets for moving violations that might be reasonably settled are referred directly to the divisional Prosecutor for possible settlement. Also, all City of Memphis Prosecutors have been issued cell phones to handle matters outside the confines of the office.

Additionally, the City Court issued a PSA (copy attached) encouraging persons with tickets pending in May to contact the City Court Clerk's Office to resolve cases without coming into court.

Finally, the City Court Clerk has dedicated three direct email addresses for Court Clerks to receive documents and exchange information with persons who have tickets pending in their respective Divisions.

Bartlett Municipal Court Provisions

1. All of the following operational procedures will be carried out in accordance with the most recent guidelines issued by the Shelby County Health Department [SCHD]. *Defendants will need to utilize a mask or facial covering for any business within the courtroom. If for some reason this is not possible, arrangements will be made to reset the defendant's court date. Additionally, only those with official business in the court will be allowed entry into the building. All City and Police social media platforms will be used to notify the public of the expectations. All court officers, prosecutors and attorneys will be required to wear a mask while in the courtroom. Any person with business within the CJC will be required to submit to a temperature check prior to entry. Any individual,*

regardless of their business in the CJC, will be refused entry if the temperature is 100.4 [CDC] or above. IF the affected person is on the docket as counsel, witness, or defendant, the matter will be reset.

2. Defendants movement both outside and inside the Criminal Justice Center will be restricted with a focus on the social distancing guidelines of 6 feet of separation. Parking areas along both sides of the CJC will be blocked off for pedestrian traffic only. Appling Middle School will serve as overflow parking for court days through July 1st.

3. On court days the entry guidelines will be as follows:

    a. There will be 4 BPD officers on the exterior of the CJC. There will be one officer in the courtroom, one officer at the metal detector, one at the main CJC entrance, one officer in the main lobby, and a supervisor. (8 officers and 1 supervisor). All officers will operate on ISD 1 radio channel. The supervisor will stay on the primary police channel.

    b. Traffic only (no court appearance needed) will continue to enter through the main CJC entrance. BPD officers will restrict entry and only allow the appropriate number of violators into the lobby as current SCHD guidelines will allow. The walkway and parking area closest to the building will be used for pedestrian traffic and waiting purposes.

    c. Criminal: Entry will be made through the current Jail/Court entrance. The walkway and parking area closest to the building will be used for pedestrian traffic and waiting purposes. (2 Officers will be present on that side of building). Defendants will enter through the side door of the courtroom after passing through the metal detector. After the defendant's court business is completed, he/she will exit through the main doors. The defendant will then wait for the BPD officer in the lobby to direct them to the clerk's window if needed. If there is no reason to see the clerk, defendants will be directed toward the exit on the backside of the CJC.

    d. Any person (traffic or criminal) that has business at the clerk's window, will be reminded by the clerk to exit using the hallway by the training room after the transaction is completed.

    e. In any event where the waiting areas are not sufficient for the number of people with court business, officers will direct the overflow to wait in their vehicles. Contact will be made with the defendants by phone or in person, when they can enter the line for court.

4. Courtroom occupancy will be based upon current SCHD guidelines and will be restricted by BPD officers in the following locations: 1 officer in courtroom, 1 officer in main lobby, 1 officer at metal detector. This will allow for strict adherence to occupancy restrictions. All defendants will sit six feet apart, every other row of the courtroom in the pre-marked areas only. Each defendant's case will be addressed individually so there is only one person at the microphone at one time. Additional defendants will be allowed in the courtroom only after the prior defendants' matters have been concluded and the defendants have completely exited the courtroom. All cases in court will be staggered in such a way as to comply with these guidelines and allow all Defendants to remain six feet apart at all times. Defendants who are represented by an attorney will not be required to be in the courtroom unless they are entering a guilty plea or having a hearing. Only the attorney addressing the court on the Defendant's matter will be allowed in the courtroom. Furthermore, hearings and pleas via teleconferencing will be utilized upon the request of the parties involved in the matter and when available.

5. All business at the Court Clerk's window will be handled using the current distancing guidelines. Compliance will be maintained by 2 BPD officers on each side of the lobby around Court Clerk's windows. These BPD officers will also restrict entry into the lobby from both the courtroom and the front door.

6. Any witnesses for court proceedings will be asked to wait in their vehicles after a phone number or vehicle type is obtained. Either the clerk in the courtroom or BPD officer in the courtroom can call the witness using the court phone when they are needed to appear. While in the courtroom, the witness will remain in the designated area so as to comply with the six foot distancing requirement.

7. The courtroom conference room will be used for meetings between prosecutors, attorneys and probation. These meeting must be in compliance with occupancy and distancing guidelines per the SCHD and all persons will remain six feet apart at all times.

Collierville Municipal Court Provisions

The Municipal and General Sessions Court of the Town of Collierville, Shelby County Tennessee proposes the following guidelines and restrictions designed to minimize the risk of the spread of COVID-19 from in-person court proceedings:

1. Court dockets are being analyzed to carefully determine if an in-person court proceeding is required with the intent to lessen the number of individuals per court session.

2. Barriers will be used to direct individuals to form a line with 6 foot distancing markers and entry to the courthouse will be monitored to control access.
3. Individuals will be encouraged to use facial coverings before entering the courthouse.
4. Any courthouse visitor exhibiting COVID-19 related symptoms or stating they have symptoms or have an underlying condition posing an enhanced risk will be issued a reset date prior to entering the courthouse.
5. Limiting admission to the Collierville Courthouse to 20 litigants at a time.
6. Limiting the number of litigants to the courtroom to 10 people at a time.
7. Courthouse personnel will instruct and monitor social distancing guidelines of 6 feet or more for those individuals in the courthouse lobby and in the courtroom.
8. Witnesses will be sequestered and will be placed in a waiting room and spaced 6 feet apart or instructed to remain in their vehicles until contacted to enter the courthouse.
9. Disinfectants will be applied to the Courthouse lobby and courtroom following each court session.

Germantown Municipal Court

ANTICIPATED DATE OF INCEPTION: JUNE 1, 2020

THE FOLLOWING PROCESSES AND PROCEDURES WILL BE IMPLEMENTED FOR THE LIMITED-IN-PERSON COURT PROCEEDINGS IN GERMANTOWN MUNICIPAL COURT:

- There will only be one entry point into the building and a separate exit from the building.

- Only defendants who are on the docket will be allowed into the building. No spectators, children, support persons or groups will be allowed to accompany defendants for any reason.

- Prior to entry into the facility, law enforcement officers along with other court personnel will administer COVID19 symptom screenings which will consist of temperature checks with infrared touchless thermometers and a series of COVID19 related health questions. Any person whose temperature is 100.4 degrees or more will not be allowed into the building.

- These screening protocols will also be administered to defense attorneys, public defenders, probation officers and all other persons prior to gaining access into the building. The COVID19 screenings are not optional and refusal to submit to them will result in access being denied into the building. Additionally, Germantown Court reserves the right to require that masks or face coverings MUST be worn upon entrance into the building and must remain on while conducting business inside of the building. All court officers, law enforcement officers and other court personnel will be required to wear PPE or Personal Protective Equipment.

- Social distancing guidelines will be established both inside and outside of the facility utilizing signage, pavement markers and floor markers to assure that all persons maintain a distance of at least 6 feet themselves and others.

- Social distancing will also be observed inside of the courtroom with the court personnel maintaining at least 6 feet between each other as much as possible. There will be designated seating inside of the courtroom which will also adhere to social distancing requirements. Only ten (10) people will be allowed inside the courtroom at one time. This number excludes the judge, court officers, court personnel, the public defender and prosecuting attorneys.

- In most cases, the defense attorney can appear for their client, and the defendant should remain on the outside of the building unless their presence is needed in the courtroom. At that time, the defense attorney will notify his client by phone and they will be allowed to enter the building after completing the screening process. Once the attorney and defendant have completed their business, they should immediately leave the building. Germantown Court will only allow those persons who absolutely need to go into the courtroom to do so.

- To minimize the possibility of spreading the virus, there will not be the transferring of pens and other writing instruments between attorneys, defendants, prosecutors and other court personnel. The Judge may approve documents that have not been signed by the defendant, as long as they have been signed by the defendants counsel.

- Hand sanitizer as well as sanitizer wipes and other cleaning supplies will be made available. Hand sanitizing stations have been positioned in high traffic areas of the building and the general services staff will be available during court sessions to sanitize restrooms, door

handles, tables, plus credit card machines, styluses and other surfaces as needed. Plexiglass partitions and other methods of separation will also be implemented.

- The court will also continue to use technology such as zoom, webex, face time, email, and video and telephone conferencing to minimize in-person-proceedings. Inmates will be held inside of the holding area and must be seated at least one seat between them. Any inmate who exhibits any COVID19 symptoms will not be allowed into the courtroom and will be quarantined according to the existing jail policies pertaining to COVID19.

- The Judge reserves the right and authority to handle the courtroom and court docket as he sees fit and will be assisted by the court clerks and other security personnel in doing so.

- In the meantime, efforts should be made by prosecutors, public defenders, and private attorneys to minimize the time spent in court, to dispose or reset cases and to eliminate lengthy plea negotiations on the day of court.

- Juvenile Court will continue as scheduled. The only persons permitted in court or the building for Juvenile Court will be one essential court personnel, the child, parents, legal guardian or counsel for the defendant.

- The Judge has the authority to handle his courtroom and court docket as he sees fit and will be assisted by the court clerks and the court security in these matters.

- In cases where driving school is an option, online driving safety classes can be permitted in lieu of in person attendance or other arrangements can be provided by the court.

- This back to business proposal for re-opening the court for limited in person proceedings is submitted for review and approval after consultation with John Campbell, the Judge for the 30th Judicial District.

Millington City Court's Reopening Plan: Effective June 2, 2020

We plan on handling defendants as follows:

All jail case will be handled in a timely manner.

Out of custody cases will be handled with a 10 person maximum in the court room to allow for social distancing. There will be one entrance to enter for court only with an officer stationed at the door with an infrared thermometer and mask for anyone who does not have one. Once they are cleared by that Officer and the Officer stationed at the back door with the wand they will be allowed in the court room and told to sit in one of the designated spots. After the 10 person limit is met the Officer at the door will take down the name and number of the other defendants and they will wait in the car until they are called for their turn. No extra people will be allowed in the court room period unless someone handicapped needs assistance.

Once the defendant's case is handled by disposition, reset, diversion, waiver, or any other decision made between prosecutor and his/her attorney and has been ruled on by the Judge, they will exit court room to the left to the clerk's office if needed and then out that door as to avoid contact with incoming defendants.

Attorneys who have clients should attempt to arrive early with their client so their case can be handled without them having to wait while the court is doing jail arraignments.

There will be markings on the floor as well to aid the defendants, attorneys and Officer's to keep the flow of defendants moving. Entrance and exit will be marked clearly.

All entries, chairs, pens, etc. will be sanitized prior to the opening of court and periodically throughout the session.

A. Wilson Wages

A.Wilson Wages
Millington Municipal Court
May 28, 2020

Shelby County Sheriff's Office Plan for Reopening Courts

Overview of Courthouses

The Shelby County Sheriff's Office is responsible for the security of fifty-four (54) courtrooms located in the three (3) Shelby County courthouses which house the Criminal Courts, Chancery Courts, Circuit Courts, Probate Courts, Juvenile Court, the General Session Criminal and Civil Courts as well as the Judges, Clerks, the District Attorney General, the Public Defender, the Sheriff's Office, and a number of other support personnel. The main Jail is part of the Criminal Justice Complex.

There are 109 Deputies serving as court officers, excluding supervisors, on a regular basis. Currently, many more have been deployed during the pandemic. Court Officers have received special training in such security on an annual basis pursuant to State law.

Deputies oversee contract security personnel who staff the entrances to the courthouses and oversee the entry of visitors through the metal detectors that scan purses/briefcases and individuals. Hand-held wands are also available for entrances.

2019 Courthouse Visitors:

In 2019, there were nearly 750,000 visitors to the criminal justice center at 201 Poplar Avenue; over 270,000 visitors to the civil courthouse at 140 Adams Avenue; and over 380,000 visitors to the Juvenile Court at 616 Adams Avenue. Those figures do not include the employees of the Clerks and other officials housed in each of those buildings.

There are also 3 City of Memphis Courts housed in the criminal justice center and the Memphis Police Department is responsible for those courtrooms.

All Courthouses

The Sheriff's Office has been asked to submit its plans for reopening the courthouse buildings in light of the COVID-19 pandemic.

The Sheriff's Office will continue to perform all regular duties as well as well as ensuring that all adult entrants are maintaining safe distances and have face coverings. There will be enhanced safety procedures in place in all buildings.

All adult entrants will be required to have face coverings. In the event, they have nothing available, coverings will be provided by the Sheriff's Office. In the event they cannot or refuse to wear face coverings, they will be instructed to contact the applicable Court Clerk's Office to state that they were unable to attend Court.

There is signage regarding the facial coverings and 6' social distancing. There is also signage regarding health conditions and asking that no one who is ill/COVID-19 symptomatic enter the building. Those people will be asked to notify the applicable Court Clerk's Office that they were unable to attend Court.

A request has been made to the Mayor's Administration to provide personnel to take temperatures of entrants. Volunteers have been taking temperatures at several buildings.

People with special needs due to disabilities, age, etc. will be allowed entry at the most accessible entrance.

Only people directly impacted by the litigation will be allowed entry (litigants, victims, witnesses). Children who are not involved in the litigation will not be allowed entry.

Deputies will be assigned to entrances in sufficient numbers to control access.

Criminal Justice Complex Ingress/Egress for Visitors

1. General Sessions Divisions 7-13 and Memphis Municipal Courts:

Entry and exit will be on Washington Avenue at the southwest doors, which have traditionally been used for public entry. These doors are immediately off the sidewalk.

When social distance requirements demand, overflow parties for the General Sessions Courts will be brought to the auditorium. Assigned Deputies will be in communication as to when space allows additional parties to particular courtrooms.

2. Criminal Court Divisions I –X, General Sessions Divisions 14, Environmental Court, and Division 25 (Orders of Protection and Drug Court Preliminary Hearings):

Entry and exit will be on Poplar Avenue at the northwest doors. These doors are immediately off the sidewalk.

When social distance requirements demand, overflow parties for these Courts will be brought to the auditorium. Assigned Deputies will be in communication with Court officers as to when space allows additional parties to enter particular courtrooms.

Criminal Justice Complex Ingress for Employees/Attorneys/Law Enforcement

1. All entrances are open to employees/attorneys/law enforcement/special needs.

Civil Courthouse Ingress/Egress for Visitors

Every entrance currently open will remain open. Sheriff's Office personnel will verbally direct visitors to the area of the courts they are seeking.

When social distance requirements demand, overflow parties for these Courts will be brought to various locations, preferably within the courthouse, such as unused courtrooms. If necessary, overflow parties will be brought to the Jury Commission room at 157 Poplar Avenue and, in extreme cases, the Administration Building's Auditorium at 160 N. Main.

Assigned Deputies will be in communication as to when space allows additional parties to particular courtrooms.

Civil Courthouse Ingress for Employees/Attorneys:

1. All entrances are open to employees/attorneys.

Juvenile Court Ingress/Egress for Visitors

Entrance is restricted to Washington Avenue except for those with disabilities or special needs who may enter on Adams Avenue.

Most cases will be heard by Zoom conference with access to those without access to same is available in designated courtrooms. All courts will be staffed in accordance with the needs of the judiciary.

Shelby County Sheriff's Office

Shelby County Sheriff Floyd Bonner, Jr. is committed to ensuring the safety of everyone working/visiting the three (3) courthouses and to ensuring that the reopening of the courthouses serves the efficient administration of justice.

He is grateful that all members of the judiciary recognize that plans may need to

be modified and is confident that the lines of communication will remain open to resolve all issues expeditiously for the greater good of our community.