TO: 53rd Judicial District

FROM: Judge Donna G. Dutton, Chief District Judge, 53rd Judicial District

RE: COVID19 Re-Opening Courthouse Procedures for District Court

In accordance with the Kentucky Supreme Court Administrative Order 2020-39, Kentucky Court of Justice Response to Covid-19 Emergency – Health and Safety Requirements for the Expansion of Court Operation, and all subsequent orders of the Court, IT IS HEREBY ORDERED,

The 53rd Judicial District Court schedule will make the following changes effective Monday, June 1, 2020 and to continue until further notice:

ALL PARTIES AND ATTORNEYS WILL BE ALLOWED TO APPEAR REMOTELY FOR THEIR CLIENTS ASSIGNED COURT DATE, UNLESS THE COURT DETERMINES THAT A MATTER REQUIRES IN PERSON ATTENDANCE. IF APPEARING REMOTELY, THEN IT IS THE PARTIES OR THEIR ATTORNEY'S RESPONSIBILITY TO PROVIDE AN EMAIL/CELL NUMBER, & THEIR CLIENT'S NAME & CASE NUMBER AT LEAST ONE COURT DAY, TO THE DISTRICT JUDGE'S SECRETARY TO THE FOLLOWING EMAIL ADDRESSES: Judge Dutton - contact dis53div2@kycourts.net ; Judge Bullock – contact cir53div1@kycourts.net . If the attorney appears remotely, then their client should appear remotely as well. Individuals who are exhibiting symptoms of COVID019 as identified by the CDC (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell); have been asked to self-quarantine by any doctor, hospital, or health agency; or have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19 within the past 14 days, or who fall into a high-risk category will be allowed to participate remotely by contacting the judge's secretary at the above email addresses. *A confidential contact information form will be made available.*

ANDERSON COUNTY

(Maximum seating capacity per docket is 8)

Monday

8:30 – Jail Docket
9:00 – Traffic Docket – Defendants with last name A thru H
10:00 – Traffic Docket – Defendants with last name I thru P
11:00 – Traffic Docket – Defendant with last name Q thru Z

Wednesday

9:00 – Probate, Guardianship, & Civil docket (remotely, unless the court determines an in-person attendance is required. Small Claims will be continued until after August 1. Residential evictions for reasons other than nonpayment of rent and nonresidential evictions. ***Residential evictions for failure to pay rent are suspended until further notice from the Supreme Court.*
1:00 p.m. – Juvenile docket (no more than 5 cases) – *no transport of juveniles*

Thursday

8:30 - Jail Docket
9:00 – Criminal Docket – Defendants with last name A thru H
10:00 – Criminal Docket – Defendants with last name I thru P
11:00 – Criminal Docket – Defendants with last name Q thru Z
1:00 – Out of Custody Preliminary Hearings
2:00 – In Custody Preliminary Hearings – no transports – to be held remotely

* All show cause dockets for fines & costs will be continued until November 1 with information about how to make payments by phone or mail.
* All pre-payable speeding tickets, proof of insurance, vehicle registration, driver's license not in possession, or operating a vehicle while suspended will be sent notice with a new court date after August 1 and information about how to possibly resolve the case by contacting the county attorney.

All persons with scheduled jury trials will be sent notice for a date to reschedule after August 1st

SHELBY COUNTY

(Maximum seating capacity per docket is 10)

Monday

8:30 – Residential evictions for reasons other than nonpayment of rent or nonresidential evictions ; Small Claims will be continued until after August 1.
10:00 – Civil (remotely, unless the court determines in-person attendance is required, or signature only)
10:30 – Probate & Guardianship (remotely, unless the court determines in-person attendance is required, or signature only)

Tuesday

8:30 – Traffic Docket – Defendants with last name A thru H
10:00– Traffic Docket – Defendants with last name I thru P
11:30 – Traffic Docket – Defendant with last name Q thru Z
1:00 – In Custody Criminal Arraignments
2:00 – Criminal Arraignments A – M
3:00 – Criminal Arraignments N – Z

Wednesday

All persons with scheduled jury trials will be sent notice for a date to reschedule after August 1st

Thursday

8:30 – Criminal Docket – Defendants with last name A thru H
10:00 – Criminal Docket – Defendants with last name I thru P
11:30 – Criminal Docket – Defendants with last name Q thru Z
1:00 - In Custody Preliminary Hearings (no transports)
2:00 – Out of Custody Preliminary Hearings A – M
3:00– Out of Custody Preliminary Hearings N – Z

Friday

8:30 – Juvenile (no more than 5 cases) – no transport of juveniles

* All show cause for fines & costs will be continued until after November 1 with information about how to make payments by phone or mail.
* All pre-payable speeding tickets, proof of insurance, vehicle registration, driver's license not in possession, or operating a vehicle while suspended will be sent notice with a new court date after August 1 and information about how to possibly resolve the case by contacting the county attorney.

SPENCER COUNTY

(Maximum seating capacity per docket is 6)

Tuesday

8:30 - Probate, Guardianship & Civil (remotely, unless the court determines in-person attendance is required, or signature only); Evictions for reasons other than nonpayment of rent and nonresidential evictions; Small Claims will be continued until after August 1.
9:30 – Juvenile (no more than 5 cases) – no transport of juveniles

Friday

8:30 – Jail Docket & In Custody Preliminary Hearings
9:00 – Traffic, Criminal Docket, Preliminary Hearings – Defendants with last name A thru H
10:00 – Traffic, Criminal Docket, Preliminary Hearings – Defendants with last name I thru P
11:00 – Traffic, Criminal Docket, Preliminary Hearings – Defendants with last name Q thru Z

* All show cause for fines & costs will be continued until after November 1 with information about how to make payments by phone or mail.
* All pre-payable speeding tickets, proof of insurance, vehicle registration, driver's license not in possession, or operating a vehicle while suspended will be sent notice with a new court date after August 1 and information about how to possibly resolve the case by contacting the county attorney.

All persons with scheduled jury trials will be sent notice for a date to reschedule after August 1st

- Sitting in the courtroom is on a first come, first serve basis. The first court participant to arrive at the courthouse will be directed to a designated seat at least six (6) feet apart in the courtroom. If the courtroom should fill, then people will be directed to stand in line outside the building at least six (6) feet apart.
- Pretrials with the county attorneys should take place by email prior to the assigned court date.
- Entrance to the courthouse for purposes of District Court matters will be limited to those persons who are scheduled to appear before the court that day. *No family members, children, or friends*.
- As it relates to District Court matters, no one will be allowed into the courthouse until it is time for their case to be heard by the court.
- Signage will be in the courtroom and other areas indicating where to sit and stand keeping at least six (6) feet away from others.
- Purses or other similarly enclosed bags are not permitted, unless items inside the bag are medically necessary. Any items that are necessary to bring should be carried by hand or in an open container that can easily be inspected.
- Court security officers will be positioned throughout the building to direct people where to go.
- If people need to meet with their attorney, they will need to do so outside the building. Conference rooms will be closed.
- Elevators will be limited to two (2) people at a time – stairs will be encouraged and will be designated for going up and down.
- Mask or other face covering is required.
- At the end of each court proceeding, all microphones, tables, benches, and other exposed surfaces will be thoroughly cleaned and disinfected.
- Hand sanitizer will be available as persons enter the courtroom.
- Court Security will be asking "Health Screening Questions" before entering the building.

- Entered this 2 day of June, 2020

Donna G. Dutton
Chief District Judge