

**EMERGENCY PROTOCOL
WARREN DISTRICT COURT
8TH JUDICIAL DISTRICT**

Pursuant to Kentucky Supreme Court Administrative Order 2020-39, this shall be Warren District Courts emergency protocol

The Warren District Court is committed to following the direction of the Kentucky Supreme Court by requiring limited courtroom capacity, social distancing, frequent disinfecting of all public spaces and facial coverings by any in-person participant.

All of the doors within the courtrooms shall remain propped open to avoid in-person contact. Court staff has prepared each courtroom to allow for limited capacity including roping off a portion of the seating area and placing stickers throughout the courtroom to designate where a person can sit and/or stand. A Warren County Deputy Bailiff shall monitor the number of people in the courtroom so that the capacity within each courtroom is less than 30% maximum occupancy. Only the person listed on the docket and subpoenaed witnesses shall be allowed in the courtroom.

All hearings involving pro se litigants may be conducted by telephone or Skype. Warren County Deputy Bailiff's shall gather telephone numbers and/or address from parties as they enter the Warren County Justice Center and before entrance into any courtroom. Each Judge will contact any party requesting to have their hearing via telephone on the day of the scheduled hearing. This will help limit the number of in-person hearings.

Based upon Warren County Justice Center occupancy capacity and courtroom capacity, each division shall limit courtroom capacity to 33 persons at a time.

Warren District Court Administrative Order 2020-5 states that Warren District Court Division 1, Judge Sam Potter, has continued all cases generally until further notice and/or court order with exception of emergent time sensitive matters.

All attorneys shall appear by telephone and/or Skype. Attorneys shall provide administrative support specialists their phone number and/or skype email prior to hearing.

Any litigant may contact the individual court division office's to schedule a hearing by Skype and/or telephone. Contact information can be provided to the Court's Administrative Support Specialists [Wendy Henson (wendyhenson@kycourts.net) at 270-746-7060 for Judge

Brent Potter, Division 2 and at 270-746-7223 Judge John Brown, Division 3; Amanda Johnson (amandajohnson@kvcourt.net) at 270-746-7028] and/or the appropriate bench clerk at the Warren County Court Clerk office at 270-746-7400.

Further, the Covid-19 situation is fluid, therefore the Warren District Court anticipates that this emergency protocol may be amended in the future by further court orders, jointly or by individual Divisions of Warren District Court as may be approved by the Kentucky Supreme Court.

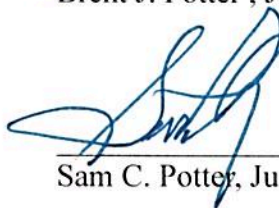
So ordered this 27 day of May, 2020.



John B. Brown, Chief District Judge



Brent J. Potter, Judge



Sam C. Potter, Judge