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PP DOCKET NO. 98

2020 MAY 19 P 2:14

CLERK OF THE DISTRICT
18TH JUDICIAL DISTRICT
SEDGWICK COUNTY, KANSAS

IN THE EIGHTEENTH JUDICIAL DISTRICT
DISTRICT COURT, SEDGWICK COUNTY, KANSAS

Administrative Order 20-06

20MV291

Plan for re-opening of the 18th Judicial District during COVID-19

Kansas Supreme Court Administrative Order 2020-PR-048 sets forth specific guidelines that must be observed in order to safely reopen district court operations to the public. The Order requires that the chief judge of the judicial district consult with the head of the local public health department to determine how to phase in return to in-person hearings and public access to the court system taking into account local risk and the courtroom facilities. The court may open only after the chief judge has fully complied with directives of the county health officer and has developed a plan for appropriate screening of individuals entering the courtroom or court office and established a plan for sanitization of work or courtroom surfaces between contacts with more than one individual. Additionally, the court must possess sufficient cleaning products or other supplies necessary to sustain the cleaning requirements. The court must also possess sufficient PPE for district staff and court participants as may be needed. Last, even when open no hearing or docket may be conducted if it requires more than 10 people in a courtroom and each of those 10 people must be able to remain at least 6 feet apart throughout.

The chief judge of the 18th Judicial District has consulted with the local health officer and sets forth the following guidelines for re-opening courtrooms and court facilities to the public:

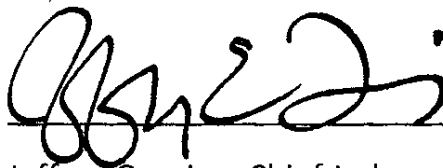
- 1) A screening station will be established on the first floors of the Main Sedgwick County Courthouse and the Juvenile/Probate Courthouse. The Courthouse Police shall screen people as they request to enter the courthouses 8:00 a.m. through 5:00 p.m. during each day the court is open for business.
- 2) All court employees, including judges shall self-screen prior to reporting to work each day. If they answer yes to any of the screening questions they should not report to work.

- 3) All attorneys, litigants, witnesses or others who wish to enter the court facilities shall be subject to screening.
- 4) Screening shall consist of each person being asked questions consistent with the visitor alert prepared by Sedgwick County in accordance with the Kansas Judicial Branch. In the event a person answers yes to any of these questions they will be denied access to the court facilities and given a flyer with instructions of how to reschedule their court appearance.
- 5) Any individual who refuses to comply with the screening process shall be denied entrance to the facility.
- 6) The screening officer shall record the date, name, contact information and case number (if available) for each visitor that is denied admittance.
- 7) In the event the visitor has physical contact with any surface, said surface shall be cleaned in between visitors.
- 8) Visitors admitted to the courthouses will be provided with a face mask if they are not wearing their own.
- 9) Visitors must follow all signs and instructions regarding social distancing in courtrooms, offices, elevators and lobbies.
- 10) All counter surfaces, counsel tables, podiums, lecterns, chairs, or other surfaces where a visitor has physical contact must be cleaned and sanitized before the next visitor shall have access to the same area.
- 11) All employees and judges shall wear PPE that covers their nose and mouth while they are in public areas or unable to maintain a minimum of six feet distance at work. Employees that have direct contact with the public that are not otherwise protected by a shield or barrier or who are engaged in cleaning of hard surfaces shall use PPE while engaged in this process.
- 12) Employees, judges, attorneys, litigants, witnesses, or other visitors shall maintain the recommended 6 feet social distancing barrier between themselves and other individuals that are not part of their family unit. All courtrooms and court facilities shall have markings and signs necessary to designate the required social distance.

- 13) Until otherwise modified by an administrative order of the Kansas Supreme Court, there shall be no more than 10 people at the same time in any courtroom.
- 14) To the extent possible, all court proceedings shall continue to be conducted by the use of audio/visual technology.
- 15) To the extent possible, Court Services Officers (CSOs) shall use audio/visual technology to conduct client visits and assessment tools. If meeting in person is necessary, CSOs should meet with a barrier between themselves and their client. No UA, BA or paternity tests will be performed by CSOs.
- 16) No jury trials shall be scheduled and no potential jurors shall be summoned until such time as a specific procedure and protocol has been established, along with sufficient PPE or other devices, as are needed to insure the safety of jurors and other trial participants.
- 17) All non-confidential video hearings shall continue to be broadcast on YouTube or WebEx live until such time as court proceedings are fully open to the public and public attendance is not substantially limited by social distancing or other requirements.
- 18) Each Judge shall have the authority to direct that participants wear a facial covering or mask during court proceedings. If this is required, the court shall make this PPE available to any participant that does not already have PPE of their own. Judges should consider both the length of exposure, the ability to consistently adhere to spacing requirements, and the specific risks of the participants in determining if facial PPE will be required.

This order shall become effective on May 26, 2020 and shall continue in place until such time as it is modified by additional administrative orders issued by the Chief Judge of the Judicial District.

BY ORDER OF THE CHIEF JUDGE OF THE 18TH JUDICIAL DISTRICT OF KANSAS this 19TH day of May, 2020.

A handwritten signature in black ink, appearing to read "Jeffrey Goering", is written over a horizontal line.

Jeffrey Goering, Chief Judge