

Town of DeWitt Justice Court
Safety Protocols for “In-Person” Court Appearances

Honorable David S. Gideon

Honorable Robert L. Jokl, Jr.

The following safety guidelines shall be implemented for all “in person” court appearances in the Town of DeWitt Court:

- Upon entering the Town Hall building, Court Security or the Court Bailiff shall require all individuals entering to complete and file a health screening form, including, but not limited to a cellular telephone contact number for receiving texts from the Court.
- All individuals entering shall have their temperature checked using a touchless no-contact thermometer by the Court Security or the Court Bailiff.
- Any individual exhibiting a temperature and/or exhibiting health concerns based upon responses to the health screening form questions shall be turned away and rescheduled for a future court appearance. The determination shall be the sole responsibility of the court personnel.
- Due to social distancing limitations, the defendant will be the only person allowed to enter the building for the appearance (i.e. no children). If social distancing can be maintained, in the sole discretion of the court personnel, immediate family and others may be allowed access to the courtroom to observe.
- Masks will be required for entry. If an individual does not have a mask, one will be provided for them by the court personnel.
- While waiting for their matter to be heard, the defendant may wait outside or away from the municipal facility. Using the court text notification system the defendant will receive a first text notification providing an approximate advance time that they will be summoned into the building. An additional text notification will be sent thereafter indicating that they may now enter the building to meet with counsel for their matter to be heard after consultation with counsel.
- When the matter is called for appearance, the defendant shall meet with counsel in the municipal building lunchroom positioned at opposite ends of an eight (8') foot long table. Defense counsel will be provided with all paperwork filed with the Court;

available by pick-up in a bin provided for the same at the end of the bench in the courtroom.

- In the courtroom, counsel will address the Court standing at the podium positioned eight (8') foot in front of the judge and the defendant will stand at the end of the six (6') foot table to the left of the podium and counsel. There will be no access to the well area directly in front of the bench.
- Any documents provided by counsel to the Court shall be placed in a bin provided for the same at the end of the bench in the courtroom to the right of counsel.
- Surfaces and microphones shall be wiped down by court personnel with disinfectant between each appearance.
- Hand sanitizer is available at the bench, court security station and in the municipal lunchroom.
- There will be three (3) stations within the municipal building to maintain the flow of cases being heard. The first position is the case actually being heard. Additionally there will be an "on deck" station in the very back of the courtroom for the next case ready to be heard and lastly there will be a third waiting area located in the lobby area for the third case to be heard. Individuals will advance to the next position as cases are heard.
- All areas and seating will be positioned for compliance with proper social distancing standards.
- Gloves will be worn by the court personnel while handling paperwork and files.
- Court Security and the Bailiff will be wearing masks and gloves.
- **All status reports by counsel shall be handled by mail/email or fax. There shall be no "in person" status reports allowed.**
- All Vehicle and Traffic infractions shall be handled by mail.
- "In person" payments of any fines and/or surcharges and fees assessed shall only be accepted at the Court Clerk's Office window located in the lobby area and not in the courtroom.