

IN THE DISTRICT COURT IN AND FOR ROGERS COUNTY

STATE OF OKLAHOMA
FILED IN THE DISTRICT COURT
ROGERS COUNTY OKLAHOMA

ADMINISTRATIVE ORDER

MAY 14 2020

AO-2020- 20

CATHI EDWARDS, COURT CLERK
DEPUTY

**FIRST ADMINISTRATIVE ORDER REGARDING THE REOPENING OF
THE ROGERS COUNTY COURTHOUSE DUE TO COVID-19 PANDEMIC**

At the time of this Order, the COVID-19 Pandemic is still an ongoing public health crisis requiring the Rogers County Courts to issue the following orders.

ON this 14th day of May, 2020, it is **ORDERED, ADJUDGED and DECREED** as follows:

1. The Rogers County Courthouse shall reopen at 8:00 a.m. on Monday, May 18, 2020.
2. All attorneys shall enter through the front doors of the courthouse. There shall be a line designated specifically for attorneys and the line will be clearly marked with a sign.
3. All members of the public must enter through the front doors of the courthouse. Lines shall be established and clearly marked with various destinations within the courthouse.
4. All individuals entering the courthouse through the front doors of the courthouse must have their body temperature checked and wear a face covering. Anyone with a temperature of 100 degrees and above will not be admitted into the courthouse. Anyone who refuses to wear a face covering when entering the courthouse or during their stay in the courthouse shall be made to leave the inside of the courthouse.

5. For all people inside of the Rogers County Courthouse, social distancing and the use of face coverings shall be enforced.
6. Deputies and bailiffs shall be available to direct attorneys and the public to their appearances.
7. Seating in the hallways of the third and fourth floors shall be modified. All of the benches shall be removed and chairs will be spaced at least six (6) feet apart to promote social distancing. For the safety of everyone, there shall be no more than forty (40) people allowed in each hallway at any given time.
8. The large, multi-purpose room on the second floor shall be used as a waiting room. Within that room, chairs shall be spaced to encourage social distancing.
9. Upon entering the courthouse, attorneys are expected to promptly report to bailiffs and announce that they are present and ready to be heard.
10. Attorneys and law-office staff shall be allowed in the judicial hallways of the third and fourth floors to quickly drop off and pick up paperwork and get court dates from the bailiffs. Attorneys and law-office staff shall enter and exit the judicial hallways through the primary double doors located in the middle corridor of the hallway.
11. Judges shall limit the number of people in a courtroom to ten (10) people at a time. As one case ends, bailiffs and court staff shall direct those individuals to quickly exit the courtroom so that the next case or group of people can be brought in. While in the courtroom, social distancing shall be followed and enforced. To assist with moving people in and out of the courthouse, bailiffs shall have radios to communicate directly with deputies who are controlling the flow of traffic at the front doors.
12. Until further notice, conference rooms and the jury rooms shall not be available for attorney use.
13. Elevators shall be restricted to two (2) people at one time.
14. The law library shall be restricted to two (2) people at one time.

15. To assist with flow and to promote social distancing, the stairwells shall be modified to an “up side” and a “down side”.

16. For staffing cases for Drug Court, Anna McBride Court and Community Sentencing, attorneys shall still appear in person in Judge Pazzo’s courtroom. However, during the staffing, social distancing shall be followed, with some of the staffing members appearing remotely.

17. Special procedures for Judge Lara Russell’s dockets:

- Defendants who are represented by counsel do not need to appear for Conference Dockets. Those Defendants who choose to appear may be asked to wait outside the courthouse to speak with their attorney.
- If Attorneys have reached an agreement, no appearance is necessary. Please forward your Agreed Minute Order to Cathi.edwards@oscn.net
- To comply with maximum capacity guidelines, Defendants shall not bring additional people to court with them.
- Misdemeanor conferences should occur prior to the court date. The only purpose of the docket is for announcements and pleas.
- In person appearances will be limited to ten (10) people in the courtroom. While waiting for cases to be called, litigants shall observe responsible social distancing, such as six feet between people. Litigants may be asked to wait in the second floor multi-purpose room.
- Dockets will be held every hour with approximately ten (10) cases per docket.
- If a Defendant wishes to waive preliminary hearing and the waiver is executed and filed, neither party will need to appear.
- Please check OSCN for court dates, as your date may be moved to accommodate social distancing.

18. Special procedures for Judge Kassie McCoy's dockets:

Felony cases:

- Only the Defendant and his or her attorney will be allowed in the courthouse.
- If the attorney is requesting a continuance, the Defendant does not need to be present. The attorney will be required to recognize the Defendant back for his or her next court appearance.
- If there will be some sort of disposition in the case, the attorney and the Defendant shall report to the 4th Floor (unless instructed to wait in the multi-purpose room on the 2nd floor), where the Defendant will wait in one of the designated chairs until his or her case is called. The attorney will be allowed in the courtroom to conference with the District Attorney so long as social distancing is maintained.

Probate cases:

- Attorneys may continue to follow the rules outlined in AO-2020-17:

For appointment of Personal Representative or Special Administrator, an attorney may mail or drop off in Judge McCoy's office the Order and signed and notarized Letters for signature so long as the Affidavit of Mailing, Proof of Publication (if necessary), and Consent and Waivers of all necessary parties are either attached or filed.

- If the Probate matter is set for appearance, the necessary parties shall line up in the “Civil” line where a member of Judge McCoy’s staff will check them in and direct them into the courthouse.

DPS matters:

- All necessary parties shall follow the general instructions outlined in this Order.

19. For all judicial offices, attorneys and their staff shall still use the same drop-off and pick-up boxes.

20. Attorneys shall bring to court only those individuals who are absolutely necessary for any given appearance. If there are multiple witnesses in a case, attorneys shall contact the bailiff ahead of the hearing to make arrangements.

21. Upon attorneys checking in with the Court, the bailiffs or court staff shall quickly call downstairs and ask the deputies to locate and then send up the attorney’s clients. It is suggested that attorneys inform their clients that it may not be possible for the clients to enter the courthouse at the same time the attorney enters the courthouse.

22. For any person (attorney or party) who does not wish to enter the courthouse, the Courts shall attempt to accommodate their request to appear remotely by offering a conference call or other remote platforms such as CourtCall and BlueJeans (*Regarding BlueJeans, it shall become an option once the infrastructure is made available to the Courts.*)

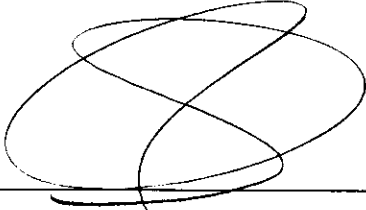
23. Until further notice, there shall be a relaxed dress code for attorneys and Court staff. Said dress code shall be a relaxed, business-casual dress code. No dress coats or ties are required. Nice/appropriate denim is allowed with a nice/appropriate shirt or blouse. No shorts. No beach sandals or flip-flops are allowed.

24. Individuals with questions regarding this order or other courthouse protocol should call the following offices:

- Judge Sheila Condren: 918-923-4968

- Judge Steve Pazzo: 918-923-4967
- Judge Kassie McCoy: 918-923-4964
- Judge Terrell Crosson: 918-923-4966
- Judge David Smith: 918-923-4965
- Judge Lara Russell: 918-923-4963

It is so ordered this 14th day of May, 2020.

A handwritten signature in black ink, consisting of several overlapping loops and curves, positioned above a horizontal line.

Stephen R. Pazzo, Jr.

District Judge, Rogers County