

IN THE DISTRICT COURT IN AND FOR ROGERS COUNTY
STATE OF OKLAHOMA

DEC 11 2020

CATHI EDWARDS, COURT CLERK


DEPUTY

ADMINISTRATIVE ORDER

AO-2020-23

DECEMBER 10, 2020, ADMINISTRATIVE ORDER REGARDING THE
CLOSURE OF THE ROGERS COUNTY DISTRICT COURTS/JUDICIAL
OFFICES 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 10th day of December, 2020, it is **ORDERED, ADJUDGED and DECREED** as follows:

1. All courts and judicial offices shall be closed beginning December 14, 2020, until they reopen at 8:00 a.m. on January 25, 2021. Court contact information is as follows:

Judge Sheila Condren

Bailiff Brenda Lairmore (brenda.lairmore@oscn.net)

Office number: 918-923-4968

Judge Steve Pazzo

Bailiff Alex Sappington (alex.sappington@oscn.net)

Office number: 918-923-4967

Judge Kassie McCoy

Bailiff Jill Dodson (jill.dodson@oscn.net)

Office number: 918-923-4964

Judge Terrell Crosson

Clerk Diane Kelley (diane.kelley@oscn.net)

Office number: 918-923-4966

Judge David Smith

Bailiff Jo Clark (jo.clark@oscn.net)

Office number: 918-923-4965

Judge Lara Russell

Clerk Amanda Lee (amanda.lee@oscn.net) or Bailiff Cade Russell

Office number: 918-923-4963

2. The third and fourth floors of the courthouse shall be closed to the public (including, but not limited to, attorneys) and only those individuals employed by the offices within the courthouse or the Rogers County Sherriff's Department shall be allowed on those floors.
3. The two-week jury term scheduled January 11, 2021, thru January 22, 2021, is hereby suspended.
4. A drop-box for anything (e.g., courtesy copies of pleadings, exhibits, etc.) going to any judicial office shall be located at the front entrance (first-floor lobby area) to the courthouse. This drop-box shall be checked every hour and documents shall be immediately delivered to the Courts. Paperwork shall be processed and returned to attorneys via their courthouse mailbox, regular mail or the attorney pick-up box located in the Court Clerk's office.
5. For all emergency matters, please contact the judicial office to which you believe the case is assigned.

6. Attorneys who have in-custody clients shall be allowed access to the third and fourth floors to appear on behalf of their clients.
7. For those out-of-custody defendants who have court during the closure, new court dates shall be posted on the Oklahoma Supreme Court Network website (OSCN) and on the front doors of the Rogers County Courthouse.
8. During this closure, witness subpoenas may state the telephone number for the judicial office assigned to the case. The witness may call the office on the day of the hearing to check in for her/his appearance. Once the witness has checked in, the court's bailiff or clerk shall instruct the witness as to the details of her/his appearance.
9. If you have a case set for hearing before any judge during the closure, you may contact that judge's office and discuss the possibility of coordinating the appearance via a remote platform.
10. All in-custody criminal cases shall continue to be heard.
11. **Probate cases:** Attorneys for probate cases set before Judge McCoy for Appointment of Personal Representative or Special Administrator may continue to mail the Order to Judge McCoy for signature, along with Letters signed before a notary, Proof of Publication and/or Affidavit of Mailing, and Consents and Waivers signed by all necessary parties.

If the probate case is set for Final Accounting, Distribution and Discharge, attorneys may also mail in the Order along with Proof of Publication and/or Affidavit of Mailing and Consents and Waivers signed by all necessary parties. If there were creditors of the estate, all Receipts and Releases must be either filed or included.

All other Probate matters may be reset individually by agreement.

12. **Felony cases:** All cases set for disposition involving in-custody defendants represented by OIDS will continue to be heard through the IPAD and will remain on the docket as scheduled.

All cases set for disposition involving out-of-custody defendants who are represented by private attorneys have the option to appear by phone or by video so long as the defendant is also present.

If the defendant is set for plea, the plea may be heard by phone or by video so long as the defense attorney has completed the plea paperwork with the defendant prior to the phone call, the defendant has signed, and the defendant is either present with his attorney by phone or has video access at the time of the plea.

If you wish to use video teleconferencing, sign-in information will be emailed to you with instructions.

All other matters may be reset individually by agreement with the Rogers County District Attorney's office.

13. **Protective Order cases:** Individuals may still file for protective orders. Protective order issues shall still be heard via remote platforms.

14. **Forcible Entry and Detainer cases:** Individuals may still file forcible entry and detainer actions. FED issues shall still be heard via remote platforms.

15. **Guardianship cases:** Individuals may still file for guardianship (minor and adult). Guardianship issues shall still be heard via remote platforms.

16. All alternative-court participants shall continue in their probation and must contact the Drug Court office or Anna McBride office should they have any questions.

17. Just because a type of case is not specifically mentioned in this order, does not mean that an individual cannot attempt to seek relief. (*NOTE: At the time this order was filed, the Court Clerk's office reports that it will remain open for business.*) Should you have questions, you may contact any of the judicial offices listed in paragraph one (1).

