

**IN THE SEVENTH JUDICIAL DISTRICT OF THE STATE OF IOWA**

**ADDITIONAL ISSUES RELATING  
TO COVID-19 PANDEMIC**

)  
)  
)  
)

**ADMINISTRATIVE ORDER  
No. 2020-12**

Pursuant to the Covid-19 pandemic and the Supreme Court’s April 2, 2020 and April 6, 2020 Supervisory Orders and this Court’s Supervisory Orders, both dated April 6, 2020 require some supplementation. Please refer to this Court’s April 6, 2020 Administrative Orders for matters not mentioned herein. This Order supplements this Court’s previous Supervisory Orders.

This Order’s purpose is to keep the public safe and keep our employees as safe as possible by eliminating interaction between the two groups.

**CRIMINAL:**

**Violations of No Contact Orders** shall be done by telephone or video-conferencing.

**Violations of Domestic Abuse Protective Orders** are being continued by Jim Ottesen.

**Hearings to Determine Ability to Pay** shall all be done by telephone or video-conferencing. If that is not possible, they must be continued.

**CIVIL:**

**Pro Se / Default matters scheduled for 8:30 a.m.** A court attendant will coordinate a telephone call with the pro se parties and judge. If it is a default dissolution, the parties must participate by telephone or video conferencing and fax or file copies of Identification for the court.

**Scheduled 8:30 a.m. matters** shall be done by telephone or Go To Meeting. The 8:30 a.m. hearings will be set up in Go To Meeting with the assigned judge as a co-organizer. Each hearing will have a unique dial-in number and access code. Attorneys and self-represented parties shall call in to Court Administration and they will be transferred to a court attendant who

will give them the telephone number and access code for their hearing. The judge will handle the hearing.

**No family law or civil law settlements conferences will be held.**

**Chapter 236 Domestic Abuse Hearings** for the permanent protective order shall be done by telephone or video-conferencing. We have modified our procedures to make sure self-represented parties are aware of this requirement.

**MISCELLANEOUS:**

**State Court Administration filed a Media Public Access Directive** on April 6, 2020. Any media wanting file information shall contact the Clerk's office by telephone to request that a list be mailed to them. The Media shall not come in to use the public terminals. There will be no charge to the media to obtain this report.

**Public computer terminals** shall be used by the public only on a limited basis. One person from the public at a time shall be allowed in the public terminal area and must provide information to the Clerk why they need to use the terminal. If the Clerk determines they have access to a home computer, use of the public terminal shall be denied.

**Notarization** of signatures and the signatures on civil court documents have been relaxed as indicated in paragraphs 27 and 28 of the Iowa Supreme Court's April 2, 2020 Supervisory Order. All the court forms on the Judicial Branch website have now been updated to reflect the appropriate language that will greatly reduce the need for notarization. At this point, the only form that requires notarization is **Ch.3—Form 3.23 - Release and Satisfaction of Judgment**. The other forms will be signed "under penalty of perjury."

In addition, the forms pertaining to involuntary mental health hospitalizations and involuntary substance abuse commitments are now fillable and saveable by users. The forms website of the Judicial Branch now includes instructions for users at home to add digital

signatures to PDFs using Acrobat Reader DC as well as instructions for people using the public access terminals. The terminals use Foxit, so if a public terminal user needs to sign a PDF, they shall be directed to these instructions on the website or a clerk may print them a copy.

**7<sup>th</sup> District Templates and Forms** have been created as follows:

**Forms:**

Written Guilty Plea (felony)

Sex Offender Supplement to Written Plea (felony)

Probation Violation Stipulation (felony)

The forms above have all been previously distributed to the Bar Presidents for dissemination to the Bar members.

The following form was created by Ryan Beckenbaugh and was distributed to the judges. Any Bar member should contact Ryan if they would like his work product:

Waiver of Presence Form

We have created an additional form that should be used for felony sentencings. It is an election form a defendant should sign stating whether he/she wants an in-person sentencing. This form should be filed with the written plea of guilty. This form cannot be a template as it requires a defendant's signature and election.

Pandemic Sentencing Election Form (felony):

**IN THE IOWA DISTRICT COURT IN AND FOR \_\_\_\_\_ COUNTY**

**STATE OF IOWA,  
Plaintiff,**

**v.**

**Defendant.**

)  
)  
)  
)  
)  
)  
)

**Case No. \_\_\_\_\_**

**SENTENCING HEARING  
ELECTION**

During this Pandemic crisis and until further order of this court ALL sentencings must be done by telephone, video-conferencing or Go To Meeting. Please see the Order issued by the Iowa Supreme Court on 03/17/2020 and this District's guidelines, which have been provided to all bar members and is updated as frequently as possible.

If you have a client who has a felony sentencing scheduled or wants one scheduled, please check the choice below indicating the Defendant and counsel will all appear either telephonically, by video-conferencing, or by Go To Meeting.

Defendant and counsel acknowledge and agree to have the sentencing in this matter set for hearing by telephone, OR

Defendant and counsel acknowledge and agree to have the sentencing in this matter set for hearing by video-conferencing, OR

Defendant and counsel acknowledge and agree to have the sentencing in this matter set for hearing by Go To Meeting, OR

Defendant and counsel do not agree to have the sentencing in this matter set for hearing without Defendant's physical presence.

Based on the line checked above, Defendant's sentencing hearing shall be held \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_ .m.

**If this form is not signed and electronically filed with the Guilty Plea form, the sentencing hearing shall be continued by the court.**

If Defendant checks the box above stating he/she does not agree to have the sentencing in this matter set for hearing without his/her physical presence, the sentencing hearing shall be continued by the court.

If Defendant and counsel agree to have this matter set for hearing by telephone, video-conferencing, or Go To Meeting, counsel shall be responsible for letting the Court know at what contact numbers he/she and Defendant can be reached.

Misdemeanor sentencings shall also ALL be done either in writing, by telephonically, by video-conferencing, or by Go To Meeting, but do not require a special setting or a continuance until determined to need one by the Judge.

If a continuance is needed, the Court will schedule the matter for a sentencing hearing to be held in the future after the Pandemic crisis.

Dated: \_\_\_\_\_

\_\_\_\_\_  
DEFENDANT

\_\_\_\_\_  
DEFENDANT'S COUNSEL

**Templates:**

7COV19 – Generic Order Continuing Hearing Due to COVID-19 issues

7CA801 – Children in the Middle Class Online

7CR200 – Order Scheduling Sentencing – COVID-19

**SUMMARY:**

This Order merely supplements this Court's previous Orders and the Supreme Court's April 2, 2020 and April 6, 2020 Orders.

I thank everyone for their patience and cooperation during this novel and difficult time. As things continue to develop and possibly change, I will keep you up to date.

DATED: April 7, 2020.

**ALL ABOVE IS SO ORDERED.**

*/S/*  
\_\_\_\_\_  
MARLITA A. GREVE  
CHIEF JUDGE  
7<sup>TH</sup> JUDICIAL DISTRICT