

CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3A

Name of County Kossuth

1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes No

2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Yes No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes No

3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes No

4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. ***No permanent physical changes shall be made without the approval of the county.***

Yes No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

Yes No

5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

Yes No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

Yes No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-in court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

Yes No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

Yes No

Keyboard protectors are in place for all public kiosks.

Yes No

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

Yes No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

Yes No

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

Yes No

*Scheduling is being staggered.
Use hallways + other courthouse floors, if needed.
Will obtain phone number and ask them remain
outside Courthouse + we will call when ready.*

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Yes No

Face shields are available for all employees who requested one through the employee survey.

Yes No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes No

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

Yes No

There is an adequate supply of disposable gloves for each office suite.

Yes No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes No

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

- 1. You have recently been in close contact with someone who has COVID-19.*
- 2. You have tested positive for COVID-19 in the last 14 days.*
- 3. You are experiencing symptoms of Covid-19 per CDC Guidelines"*

Yes No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

Yes No

"A mask must be worn when entering this space."

Yes No

"The number of people permitted in the courtroom/office is (X)."

Yes No

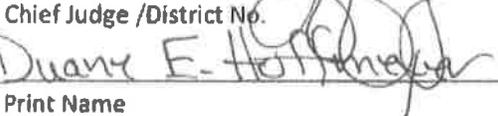
Contact Tracing

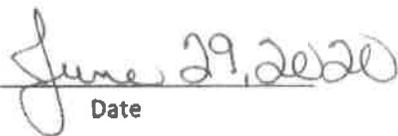
The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

Yes No

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

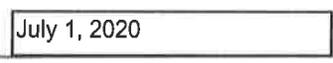

Chief Judge /District No.


Print Name


Date

APPROVED BY:


Todd Nuccio
State Court Administrator


Date

Kossuth County Checklist for Resuming Court Operations

DAJ's Response to Questions 4 & 5 – Judge Gales

4. Courtroom/Overflow Rooms

- Courtroom spaces have been/will be marked off and participants will be seated so as to maintain at least 6' of distance between all participants during court proceedings.
- Hallway, two witness rooms and magistrate courtroom can be used for overflow. Seating in these areas will be placed and/or marked to maintain 6' of distance between individuals in all directions.
- All court participants will check in at Clerk's office. Clerk will direct them to an available waiting area. If all waiting areas are at capacity for social distancing, the Clerk will obtain a telephone number and ask the participant to wait outside or in his/her car until called.

5. Case Scheduling and Processing

Associate Court motion days:

- Arraignments and other routine matters will be set at 9 a.m., 9:30 a.m. and 10:00 a.m. with no more than 4 cases set per time slot.
- Pretrial conferences will not be set on motion days but instead will be handled by the county attorney.
- Uncontested matters will be handled by telephone to the extent possible.
- Contested hearings (e.g., suppression hearings, revocation hearings, contested sentencings) will be set at 10:30 a.m., 11:00 a.m., 11:30 a.m. and in the afternoon, with only one case set in each time slot.
- County attorney will confer with defense counsel prior to motion days to manage schedule, identify matters that can be handled by telephone, and limit number of individuals present for court proceedings at any given time.

Juvenile Court:

- Juvenile hearings will be scheduled in 45-minute intervals, with one hearing per time slot.
- County attorney will confer with parties ten days prior to juvenile court day and identify any uncontested hearings that can be handled telephonically by agreement of the parties.
- Parents will be asked to not bring children to CINA hearings until further notice.

Magistrate Court:

- Simple misdemeanors that are related to an indictable offense will no longer be scheduled on magistrate court days but will be set for paper review by the DAJ four to five months after initial appearance.
- Initial appearances will be set at 9 a.m. and 10 a.m. on Wednesday magistrate days and will be conducted in the main courtroom (if not in use) to facilitate social distancing.
- County attorney will confer with defense counsel and pro se defendants prior to Friday magistrate days to manage schedule, identify nonjury trials that are a "go," and ensure that cases are not stacked up in the same time slot.

The Honorable Don E. Courtney
Judge, Third Judicial District of Iowa
Kossuth County Courthouse
114 West State Street
Algona, IA 50511
Telephone: (515) 295-3270

June 25, 2020

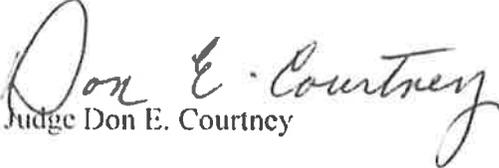
Duane E. Hoffmeyer
Chief Judge Third Judicial District
620 Douglas Street, #210
Sioux City, IA 51101

Dear Duane:

On June 16, 2020, I met with Palo Alto County officials and reviewed the Checklist for Resuming Court Operations. A copy of which is enclosed. On June 25, 2020, I met with Kossuth County officials and we reviewed the enclosed Checklist that I submit to you at this time. You will note the checklists have an attachment prepared by Judge Ann Gales addressing juvenile and magistrate court concerns.

Please contact me if you have any questions or concerns.

Sincerely,


Judge Don E. Courtney