

Subject: COVID-19 - Message from TCA Michelle Leonard

Hi All, as are many of you, the Court also is making efforts to protect from the infamous Virus. Each judicial district is tasked with developing their own methods.

Our staff have always wiped hard surfaces down, so that habit will serve us well. Those efforts have been increased to multiple times a day.

Court becomes a more difficult environment to control public access for a variety of reasons:

- First, because there is an 'open court' rule - court staff are not allowed to limit persons coming into court proceedings.
  - Recommendation for subpoenaing of witnesses – a Jury trial while it starts at 8:30 for attorneys and their clients, it is a while before witnesses are needed. Please do not bulk subpoena witnesses whenever possible. The same goes for non-jury hearings/trials. Work with opposing counsel to set witness schedules. Due to the circumstances, the Court will work around those schedules if it keeps the number of folks down who might be gathering in the halls waiting.
    - Everyone, keep up the good work resolving cases before they need a trial or hearing.
  - Then there are appearances which could result in a warrant or other adverse court actions if the person failed to appear. Currently, there are a lot of posters and signs around town telling people not to come in if they have certain symptoms, this is not the best advice for court.
    - Please advise your clients and witnesses to immediately notify you if and when they might be experiencing symptoms. We will tend to be a bit more relaxed during this time, but there are other options for appearances and we should exhaust those before a reset

occurs.

- Our phone system is limited to how many persons may appear at one time, so it would be wise to make sure you are acquainted with conferencing services as is required anyway by UTCR and SLR to accommodate more teleconferences.
  - These appearances are still subject to court approval.
- We should use video more often when appearing parties are in custody, the Jail is also trying to contain their areas and bringing inmates out and back unnecessarily may be avoided with some discussions with our office.
  - We will provide reasonable access to hand sanitizer, but as you are all aware, those supplies are in high demand. It would be wise to make sure you have some of your own for safe keeping.
  - We are working with a local carpet cleaning service who is going to spray public areas with not only a protective agent, but it is preventative for periods of time as well, we will apply and reapply as is necessary.
  - We are canceling both Union and Wallowa's next jury orientations to remove the large group assembly which is our normal practice.
    - Jurors will go through orientation when called in for a particular trial.
    - Trials may be prioritized.
  - We will reevaluate at each turn, and if any of this changes, I will keep you informed.
    - Practice good social distancing and advise your clients and witnesses to do the same and to report to you if they experience any of the symptoms associated with the virus.
    - Tell non-essential parties we would all appreciate it if they stay home when they are sick.

Regards, Michelle Leonard

Trial Court Administrator

Union/Wallowa Counties

541-962-9500 option 5, then 2