



Supreme Court State of Tennessee

CHIEF JUSTICE
JEFFREY S. BIVINS

JUSTICES
CORNELIA A. CLARK
SHARON G. LEE
HOLLY KIRBY
ROGER A. PAGE

401 SEVENTH AVENUE NORTH
NASHVILLE, TENNESSEE
37219

MEMORANDUM

TO: Judge Deanna Johnson, presiding judge 21stth judicial district

DATE: May 6, 2020

RE: **21st Judicial District – Proposed Plan for Reopening**

On May 4, 2020 the Supreme Court received the 21st Judicial District Proposed Plan for Reopening. The plan is thorough and well done. It is approved with the following modification:

- (1) The number of persons in a courtroom at any given time should not exceed 10, plus the judge, court personnel, and court security.
 - (2) Please address the procedure that will be used for access to each of the court buildings and what health screenings, if any, will be done.
 - (3) Please have each court address how the cleaning of the respective courthouse and courtroom will be handled for those that have not already done so.
-

**IN THE TWENTY-FIRST JUDICIAL DISTRICT
FOR THE STATE OF TENNESSEE**

**Twenty-First Judicial District
Comprehensive Re-Entry Plan**

This Comprehensive Re-Entry Plan applies to the Twenty-First Judicial District of Tennessee, which is comprised of Hickman, Lewis, Perry, and Williamson counties. This plan applies to all circuit, chancery, general sessions, juvenile, and municipal courts in the Twenty-First Judicial District. This plan is entered pursuant to ADM2020-00428 issued by the Tennessee Supreme Court on April 24, 2020.

WILLIAMSON COUNTY

I. Circuit/Chancery

- A. Teleconferencing and videoconferencing will be the primary method for conducting court business. Bench trials via videoconferencing will occur at the judge's discretion. The judge presiding over the bench trial will issue a scheduling order requiring attorneys to deliver all exhibits the party intends to offer into evidence to the appropriate clerk's office on a date certain before the trial. Chambers copies of exhibits will also be provided in either physical or electronic format. Attorneys will be encouraged to enter into agreements regarding the authenticity and admissibility of documents, as well as stipulations of expected testimony. There will be no jury trials.

- B. Uncontested divorces in which both parties are represented by attorneys will be decided on the papers. Attorneys are required to file an agreed waiver of hearing. For uncontested divorces in which only one party is represented by an attorney, the judge will decide, on a case-by-case basis, whether to waive the hearing and decide on the papers, or to hold a hearing. For uncontested divorces in which both parties are *pro se*, the judge may hold a hearing by video conference or continue the final hearing until after May 31, 2020.

- C. For matters which fall under the exceptions listed in the Tennessee Supreme Court's Order of March 13, 2020, in-person proceedings can be held under the following conditions:
 - 1. Only courtrooms C, D, and Historic will be used. The tables will be separated and lecterns have been added to each courtroom so that attorneys will not share a lectern.
 - 2. Only attorneys, litigants, and witnesses will be permitted inside the courtroom. Witnesses must wait outside the courthouse until they are needed. The attorney will send the witness a text message when the witness is needed.
 - 3. Masks and gloves will be permitted but not required.
 - 4. The Sheriff's deputies will wear masks.

5. Hand sanitizer will be available at the courthouse entrance and throughout the courthouse, including the clerks' offices.
 6. Everyone must adhere to the CDC's social distancing guidelines.
- D. On a limited, case-by-case basis, civil matters not falling under the exceptions listed in the Supreme Court's March 13, 2020 Order may be held in-person at the judge's discretion. The conditions listed in section C above must be followed.
- E. Criminal matters will be handled as follows:
1. Motions to reduce bond will be handled via videoconferencing.
 2. Guilty pleas, including for probation violations, of incarcerated defendants will be held via videoconferencing.
 3. Guilty pleas, including for probation violations, of defendants on bond or other release status will be held via videoconferencing, except in extraordinary circumstances. In extraordinary circumstances, a defendant on bond or other release status may enter a guilty plea in person in the courtroom. However, a special request must be made by the attorney and approved by the judge. The conditions listed in section C above must be followed.
 4. Arraignments for incarcerated defendants will continue to be conducted via videoconferencing. Attorneys are encouraged to file written arraignment waivers for their clients. Arraignments for defendants on bond or other release status will be continued until June 2020, unless a waiver is filed.
 5. All other criminal matters, including, but not limited to, sentencing hearings, hearings on motions to suppress and motions to dismiss, will not be heard in May 2020, except in extraordinary circumstances as determined by the judge. Also, the conditions listed in section C above must be followed.
- F. The Grand Jury will not meet in May 2020.
- G. The Child Support IV-D docket will be handled as follows:

1. Enforcement actions for contempt, motions to impose sentences, Petitions for Interest, and compliance reviews will be continued until June 2020.
2. Petitions for Modification, Petitions to Set Support, Paternity Petitions, Petitions to Determine Medical Arrears, and Petitions to Register a Foreign Support Order will be heard in-person in court on a limited basis. Child Support Services employees will work with litigants and attorneys in advance of court to resolve the matter outside of court. For matters that are set for an in-person court proceeding, cases will be set at staggered times to avoid over-crowding. The conditions listed in section C above must be followed.

II. General Sessions

See attached Exhibit A.

III. Juvenile

The Williamson County Juvenile Court has implemented a COVID-19 Phased Work Re-Entry Plan for staff (see attached). This plan outlines the schedule for in-person court hearings.

Phase 1: May Dockets

All court hearings shall continue by WebEx with the exception of child support dockets which have been rescheduled up to now.

Detention Hearings shall be in-person only when the child is detained with the following precautions:

1. No more than 5 people in the courtroom
2. Maintain social distancing between parties
3. Masks and gloves are available
4. Clean all areas after each case

Child Support docket of May 8: As many cases as possible shall be settled by the child support office out of court. Attorneys may be available by phone to discuss contempt charges. Settlement of cases shall be by WebEx. Other cases shall be reset.

IF COVID-19 CASES DECREASE BASED ON GUIDELINES AFTER 2 WEEKS:

Child Support dockets for May 21, May 22, and May 29 shall be divided into groups of 4 and assigned times to appear by the child support office. The child support office shall continue to attempt settlement out of court with attorneys available. The following precautions shall apply:

1. No more than 5 people in the lobby at a time (a designated child support staff person shall monitor this)
2. Cases may be discussed in the lobby and back of the courtroom maintaining social distancing.
3. Attorneys may appear by phone or in person (their choice).
4. Masks and gloves are available
5. No more than 5 people in the courtroom at a time to appear before the judge
6. All areas will be cleaned after each group

If there has not been a decrease in COVID-19 cases, the May 8 protocol will apply.

IF COVID-19 CASES CONTINUE TO DECREASE AFTER 4 WEEKS:

Phase 2: June Dockets

Most dockets will continue to utilize WebEx for Admin. Reviews and Reviews in civil cases; first appearances and Reviews in delinquent cases; and any other cases that the judge determines may be appropriately managed by video.

Special set trials; D/N preliminary hearings and Violations of Probation where a child is at risk of custody may be in person with the same precautions as above. Specific times must be identified for each hearing.

Child Support docket continues as in Phase 2.

Phase 3: July Dockets

Divide regular dockets into specific hearing times with the following precautions:

1. No more than 10 people in the courtroom
2. No more than 5 people in the lobby (all others remain in their car)

3. Youth Services Officer shall coordinate lobby traffic
4. Masks and gloves available
5. Clean areas after each group

Admin. Reviews, Reviews and other designated cases can still be done by video to decrease the amount of people in the building.

Child Support docket continues as above Phase 3.

Youth Service Officers (8)

Phase 1: May 4-15

1. Two (2) civil team members on Monday, Tuesday, and Wednesday
2. Two (2) juvenile justice team members on Wednesday and Thursday
3. One (1) civil member and two (2) juvenile justice members on Friday

This would allow for 4 staff on Monday and Tuesday; 5 staff on Wednesday and Thursday; 3 staff on Friday.

Individual assignments will be made by the supervisor, based on availability of staff (childcare needs) and proper distribution of time in the office. Rotations will also be designed to assure that each person receives gradual reintegration such as 2 days a week, 3 days a week, and building up to full entry.

During this time, staff will continue to reach out to families via phone or video. Many team members choose to conduct their individual meetings via video while in the office.

Phase 2: May 18-22

Due to low docket numbers for the week of May 18-22, the rotation would be lessened to two (2) civil members and two (2) juvenile justice members for the entire week.

Again, the thought behind this is supported by the fact that YSOs can thoroughly and professionally remain involved with their families through the at-home tools they have been provided by the County. The office would continue to be appropriately staffed, while maintaining the health and safety of our staff.

This would allow for four (4) YSOs in the building Monday through Friday of this week.

Should an YSO need to be in the building to conduct a video meeting with a family, they may do so by making arrangements with the supervisor, assuring that there are no more than 4 staff in the building on a given day.

Phase 3: May 26-29

Two (2) civil members and three (3) juvenile justice members will be present Monday through Friday.

In-person conferences may resume, with safety protocol in place. These conferences shall be scheduled ahead of time, with the calendar carefully reviewed so that no conferences should overlap. No in-person conferences shall be held in the individual YSO offices, due to lack of distancing. Standard conference rooms at 408 Century shall be utilized, with the possibility of using space at 300, if previously arranged and approved by Raymond Waymon.

Unplanned conferences may be necessary at some point, for example, following a detention hearing. If an YSO needs to conduct an assessment or meeting, they may do so with permission of a supervisor.

Diversion Specialists (2)

The diversion specialist will begin a phased work re-entry plan on May 4, 2020. This plan will consist of three phases that will unfold as follows:

Phase 1: May 4-15

During phase 1 both diversion specialist will telework from home 3 days each week and work in the office 2 days each week. The 4 total office days will be divided between each of them and will look as follows: Anna-Monday and Thursday, Naomi-Tuesday and Friday.

During phase 1 all meetings with youth and families will occur through telephone and/or video conferencing platform(s). No in-person meetings will occur.

Phase 2: May 18-29

During phase 2 both diversion specialist will telework from home 2 days each week and work in the office 3 days each week. The office days will look as follows:

Anna-Tuesday, Wednesday, Friday; Naomi-Monday, Wednesday, Thursday

During phase 2 meetings with youth and families may occur in the office while following social distancing recommendations. Meetings not occurring in person will be conducted via telephone and/or video conferencing. All office meetings will be scheduled in advance and documented in a calendar (specific type to be chosen by the DSO, IPO, and ASO staff) so that meetings are not scheduled at the same time and individuals have time to exit the building following the meeting. All meetings will occur in designated meeting space(s).

Phase 3: June 1-12

During phase 3 both diversion specialists will begin working 5 days in the office each week.

During phase 3 meetings with youth and families will occur in the office while following social distancing recommendations. All office meetings will be scheduled in advance and documented in a calendar (specific type to be chosen by the DSO, IPO, and ASO staff) so that meetings are not scheduled at the same time and individuals have time to exit the building following the meeting. All meetings will occur in designated meeting space(s).

Assessment Specialist (1)

The assessment specialist will begin a phased work re-entry plan on May 4, 2020. This plan will consist of three phases that will unfold as follows:

Phase 1: May 4-15

During phase 1 the assessment specialist will telework from home 1 day each week and work in the office 3 days each week.

During phase 1 all meetings with youth and families will occur through telephone and/or video conferencing platform(s). No in-person meetings will occur. *This does not include meeting with a youth before/after an in-person court hearing for assessment if ordered by the Magistrate and/or Judge.

Phase 2: May 18-29

During phase 2 the assessment specialist will telework from home 1 day each week and work in the office 3 days each week.

During phase 2 meetings with youth and families may occur in the office while following social distancing recommendations. Meetings not occurring in person will be conducted via telephone and/or video conferencing. All office meetings will be scheduled in advance and documented in a calendar (specific type to be chosen by the DSO, IPO, and ASO staff) so that meetings are not scheduled at the same time and individuals have time to exit the building following the meeting. All meetings will occur in designated meeting space(s). *This does not include meeting with a youth before/after an in-person court hearing for assessment if ordered by the Magistrate and/or Judge.

Phase 3: June 1-12

During phase 3 the assessment specialist will begin working 4 days in the office each week. This is a normal schedule for this position.

During phase 3 meetings with youth and families will occur in the office while following social distancing recommendations. All office meetings will be scheduled in advance and documented in a calendar (specific type to be chosen by the DSO, IPO, and ASO staff) so that meetings are not scheduled at the same time and individuals have time to exit the building following the meeting. All meetings will occur in designated meeting space(s). *This does not include meeting with a youth before/after an in-person court hearing for assessment if ordered by the Magistrate and/or Judge.

IV. Municipal

A. Brentwood:

1. Juvenile: Cases will be individually reviewed by the judge. The judge will decide, on a case-by-case basis, how the case will be handled. Factors the judge will consider include, but are not limited to, the juvenile's driving history, the nature of the alleged infraction, and the amount over the speed limit alleged. Once the judge makes the decision on how cases will be handled, the juvenile will be contacted by court staff via telephone or email and instructed to either: a) take the Defensive Driver Safety school on-line or b) participate in a videoconference with a parent and the judge and be ordered to attend the

in-person Defensive Driver Safety school at the Brentwood Fire Department, with possible suspension of driver's license and/or payment of ticket. At this school, all CDC protocols will be followed.

2. Adult traffic and codes: Cases will be individually reviewed by the judge. The judge will decide, on a case-by-case basis, how the case will be handled. Factors the judge will consider include, but are not limited to, the individual's driving history, the nature of the alleged infraction, the amount over the speed limit alleged, and possession of a CDL. Once the judge makes the decision on how cases will be handled, the driver will be contacted by court staff via telephone or email and instructed to either: a) take the four-hour Defensive Driver Safety school on-line; or b) take the eight-hour Defensive Driver Safety school on-line; or c) pay a fine.
3. Contested Cases: Cases contested by either an adult or juvenile will be heard in person in June in the event the Tennessee Supreme Court lifts its suspension of in-person proceedings. There will be no in-person court proceedings in May. In June, if allowed, in-person court proceedings will take place under very strict conditions. There will be no more than ten cases on the docket at a time. All court staff will wear masks and gloves, which will be provided by the city. Hand-sanitizers will be placed throughout the courtroom and the building. Drivers whose cases are on the docket will not be permitted to congregate in the building. They must go straight into the courtroom. Witnesses must wait outside the building and will only be permitted into the courtroom when needed. All other protocols and guidelines of the CDC, State of Tennessee, and local governments will be strictly enforced and followed.
4. June: In the event the Tennessee Supreme Court's suspension of in-person proceedings continues past May 31, 2020, all proceedings will continue as listed above, with the exception that contested cases will be heard via videoconferencing.

B. Fairview:

**IN THE CITY COURT FOR FAIRVIEW, WILLIAMSON COUNTY,
TENNESSEE**

IN RE: COVID 19-PANDEMIC

**SUB-PLAN FOR FAIRVIEW CITY COURT TO BEGIN CONDUCTING IN-
PERSON COURT PROCEEDINGS**

On March 13, 2020, in response to the COVID-19 pandemic, the Tennessee Supreme Court issued AMD2020-428 suspending in-person court proceedings, with certain limited exceptions, in all state and local courts in Tennessee, including but not limited to municipal, juvenile, general sessions, trial and appellate courts through March 31, 2020.

On March 25, 2020, the Tennessee Supreme Court extended the suspension of in-person court proceedings in all state and local courts in Tennessee, with certain limited exceptions, through April 30, 2020.

On April 24, 2020, the Tennessee Supreme Court extended the suspension of in-person court proceedings, except for jury trials, in all state and local courts in Tennessee, until the Chief Justice has approved a written plan from each judicial district to gradually begin conducting in-person court proceedings, other than jury trials. The presiding judge or the designee of the presiding judge of each judicial district in coordination with the designated judge or other designee of the general sessions, juvenile and municipal courts within each judicial district was made responsible for developing the written plan.

Fairview City Court is located within the 21st Judicial District ("District"). Judge Deanna B. Johnson ("Judge Johnson") is the presiding judge of the trial courts within the District. Judge Johnson has been in communication with the other judges in the District and requested input in the development of a written plan. Recognizing that some courts within the District may have different needs/limitations based on facilities, staff, security,

etc., Judge Johnson requested the development of sub-plans to be included as part of the comprehensive written plan submitted to the Chief Justice.

Since AMD2020-428 was issued, Fairview City Court has reset all docketed cases except for cases involving incarcerated individuals, which were handled administratively in concert with the District Attorney General and Williamson County Sheriff's Department. As a result, there has not been court in Fairview City Court since March 13, 2020.

While the health and safety of all individuals involved in pending cases is important, a transitional plan for Tennessee courts to begin conducting business is essential. In response to Judge Johnson's request, the following is the sub-plan for Fairview City Court to begin conducting in-person court proceedings:

GENERAL INFORMATION

1. Fairview City Court is held at Fairview City Hall every other Friday, with certain limited exceptions.
2. Fairview City Court will resume in-person court proceedings beginning Friday, May 15, 2020, contingent upon the written plan being approved by the Chief Justice. If the written plan is not approved by said date, then Fairview City Court will resume in-person court proceedings beginning the next regularly scheduled court date after the plan is approved.
3. Fairview City Court will have three dockets (Traffic, Trial/Settlement & Appearance) on each court date at staggered times as set forth herein.
4. Face masks and gloves are optional. There will be sanitation stations positioned throughout City Hall. Movement in and around City Hall will largely flow in one-direction. The court room will be arranged so as to maximize the space and allow most business, if not all, to be conducted entirely therein. The district attorney will have a table and the public defender/defense attorney will have a table. There will be no podium. When addressing the Court, a defendant will stand in a designated space, the district attorney, public defender/defense attorney will have a microphone at their respective table. The district attorney, public defender, probation officer and/or victim/witness coordinator may park in the

lower lot near the FPD and enter City Hall through the FPD.

5. This plan will remain in effect until such time as the Tennessee Supreme Court provides additional guidance or the suspension/modification of in-person court proceedings established in AMD2020-428 expires by its terms.

TRAFFIC DOCKET

6. In an effort to reduce the number of cases on the traffic docket, the clerk will attempt to contact defendants in advance of a court date and provide options in lieu of appearing in Court, such as but not limited to completing traffic school, providing proof of registration, providing proof of insurance, paying the citation, etc.
7. The traffic docket will begin at 8 a.m.
8. At least 30 minutes prior to court beginning, FPD will be positioned outside City Hall with a copy of the docket and a sign-in sheet.
9. The docket will be numbered and in alphabetical order. The defendant will provide FPD their name and cell phone number. This information will be placed on the sign-in sheet next to the corresponding number as reflected on the docket. FPD will provide the defendant a number representing where their respective case is positioned on the docket.
10. While waiting to provide the information to FPD, defendants will maintain social distancing. Upon providing the requested information and receiving a number, the defendant may return to their vehicle until their case is called. Alternatively, defendants may line up outside City Hall as directed by FPD. The FPD will structure the line so as to maintain adequate social distancing.
11. The docket will be called in alphabetical order. Upon a case being called, the defendant will be notified via text message and/or through an announcement made by FPD outside City Hall.
12. The defendant will enter City Hall from a side door directly into the court room. FPD will be positioned at this door and the defendant will be required to go

through a security check. A touchless thermometer may be used to determine if the defendant has a fever. If the defendant has a fever or acknowledges currently experiencing any symptom associated with COVID-19, then their case will be reset, and they will be denied access to City Hall.

13. When required, each defendant will be provided an ink pen to sign any necessary paperwork. This ink pen may be kept by the defendant or discarded in a receptacle as they exit City Hall.
14. Only one (1) defendant will be allowed in the court room at a time.
15. The defendant will be advised of the cited offense(s) and asked to enter a plea. If a case is contested, then the matter will be reset on a contested traffic docket and the defendant will receive a new court date. If the case is uncontested, then the Court will enter an appropriate disposition and direct the defendant to the Court Clerk positioned in the lobby to the rear of the court room.
16. The defendant will exit the court room to the rear, stop at the Clerk's window for payment, traffic school information, etc. and exit City Hall through the front door. All movement in City Hall will follow this one-way pattern: enter through side door, exit court room at the rear, stop at the Clerk's window and exit City Hall through front door.
17. As one defendant exits the court room another will enter.
18. This process will continue until the traffic docket has been called.
19. Any defendant that has not signed in when their case is called will be placed at the end of the traffic docket. After the traffic docket has been completed, any defendant that has not appeared will be marked FTA. If a defendant appears after being marked FTA, barring extraordinary circumstances, the only acceptable, uncontested disposition will be to pay the citation during the Clerk's regular business hours on a non-court date. Alternatively, the defendant may have their case placed on the contested traffic docket for hearing.

20. The traffic docket is expected to take approximately an hour to complete.

TRIAL/SETTLEMENT DOCKET

21. The trial/settlement docket will be numbered and in alphabetical order. The docket will contain no more than 30 cases.
22. The docket will be divided between two sessions as follows: the first half of the docket will be called between 9 a.m. and 12 p.m. and the second half will be called between 1 p.m. and 4 p.m. The docket will be called in alphabetical order. There will be no more than 15 cases per session.
23. If a defendant has retained counsel and their information is in the file, the Clerk will make an effort to contact counsel at least 48 hours in advance of the court date to advise during which sessions their client's case will be called.
24. Alternatively, counsel is encouraged to attempt to reach a settlement in their client's case prior to court. The Clerk will place on the City of Fairview website plea/probation paperwork. If the Clerk receives completed plea paperwork at least 48 hours prior to the court date, then the Court will schedule to take the plea via Zoom. If the plea will result in probation, then the defendant must complete and return a probation information form with the plea paperwork. The plea/probation paperwork may be submitted to the Clerk via fax at (615) 799-5599 or emailed to gmangrum@fairview-tn.org.
25. At least 30 minutes prior to the docket being called, FPD will be positioned outside City Hall with a copy of the docket and a sign-in sheet.
26. The defendant, attorney and/or witness will provide FPD their name and cell phone number. This information will be placed on the sign-in sheet next to the corresponding number as reflected on the docket. FPD will provide the defendant, attorney and/or witness a number representing where the case is positioned on the docket. At the time of sign-in, any unrepresented defendant who may be asking for court-appointed counsel will be provided an Affidavit of Indigency to complete while waiting on their case to be called.

27. While waiting to provide the information to FPD, defendants, attorneys and/or witnesses will maintain social distancing. Upon providing the requested information and receiving a number, the defendant, attorney and/or witness may return to their vehicle(s) until the case is called. Alternatively, defendants and attorneys may line up outside City Hall as directed by FPD. The FPD will structure the line so as to maintain adequate social distancing.
28. Upon a case being called, the defendant, attorney and any witnesses will be notified via text message and/or through an announcement made by FPD outside City Hall.
29. The defendants and attorneys will enter City Hall from a side door directly into the court room. FPD will be positioned at this door and the litigants and attorneys will be required to go through a security check. A touchless thermometer may be used to determine if a defendant and/or attorney has a fever. If a defendant or attorney has a fever or acknowledges currently experiencing any symptom associated with COVID-19, then the case will be reset, and they will be denied access to City Hall.
30. When required, each defendant will be provided an ink pen to sign any necessary paperwork. This ink pen may be kept by the defendant or discarded in a receptacle as they exit City Hall.
31. The public defender will be appointed to represent litigants who qualify for court-appointed counsel unless there is a conflict. At least 48 hours prior to the court date, the public defender will notify the Clerk of any potential conflict(s) they have with any case on the docket. In the event of a conflict, the Court will appoint private counsel.
32. The district attorney will be stationed at one table in the court room and the public defender/attorney will be stationed at another. Only the judge, clerk, FPD, district attorney, public defender/attorney, victim/witness coordinator and defendant will be allowed in the court room. Any necessary witnesses will remain in their cars until notified to enter City Hall. If a witness is required to enter City Hall, they will be required to go through a security check. A touchless thermometer may be used to determine if a

witness has a fever. If a witness has a fever or acknowledges currently experiencing any symptom associated with COVID-19 and is necessary to resolve a case, then the case will be reset, and the witness will be denied access to City Hall. The witness will be placed in a room adjacent to the court room so that the district attorney/public defender/attorney/witness coordinator can meet with them privately. Each case will be negotiated in the court room. At the conclusion of any discussion, one of the following shall occur: (1) the matter may be reset; (2) the matter may be reset for a preliminary hearing/probation violation hearing on a contested docket; (3) a plea may be entered; or (4) the case may be bound over on waivers.

33. The defendant and attorney will exit the court room to the rear, stop at the Clerk's window for payment of fines/fees, stop at the probation window (when applicable) and exit City Hall through the front door. All movement in City Hall will follow this one-way pattern: enter through side door, exit court room at the rear, stop at the Clerk's window, stop at the probation window (when applicable) and exit City Hall through front door.
34. As one defendant exits the court room another will enter.
35. This process will continue until the trial/settlement docket has been called.
36. Any defendant appearing after their case has been called will be placed at the end of the trial/settlement docket. After the trial/settlement docket has been completed, any defendant that has not appeared will be marked FTA.
37. Each session of the trial/settlement docket is expected to take approximately three (3) hours to complete.

APPEARANCE DOCKET

38. The appearance docket will begin at 12 p.m.
39. At least 30 minutes prior to the docket being called, FPD will be positioned outside City Hall with a copy of the docket and a sign-in sheet.

40. The docket will be numbered and in alphabetical order. The defendant will provide FPD their name and cell phone number. This information will be placed on the sign-in sheet next to the corresponding number as reflected on the docket. FPD will provide the defendant a number representing where their respective case is positioned on the docket. At the time of sign-in, any unrepresented defendant who will be asking for court-appointed counsel will be provided an Affidavit of Indigency to complete while waiting on their case to be called.
41. While waiting to provide the information to FPD, defendants will maintain social distancing. Upon providing the requested information and receiving a number, the defendant may return to their vehicle until their case is called. Alternatively, defendants may line up outside City Hall as directed by FPD. The FPD will structure the line so as to maintain adequate social distancing.
42. The docket will be called in alphabetical order. Upon a case being called, the defendant will be notified via text message and/or through an announcement made by FPD outside City Hall.
43. The defendant will enter City Hall from a side door directly into the court room. FPD will be positioned at this door and the defendant will be required to go through a security check. A touchless thermometer may be used to determine if the defendant has a fever. If the defendant has a fever or acknowledges currently experiencing any symptom associated with COVID-19, then their case will be reset, and they will be denied access to City Hall.
44. When required, each defendant will be provided an ink pen to sign any necessary paperwork. This ink pen may be kept by the defendant or discarded in a receptacle as they exit City Hall.
45. Only one (1) defendant will be allowed in the court room at a time.
46. The defendant will be advised of the charged offense(s) and advised of their constitutional rights. No disposition will be entered on the appearance docket. All first appearances will be reset to give

the defendant time to hire counsel or, if appointed counsel, time to meet with appointed counsel.

47. After receiving a new court date, the defendant will exit the court room to the rear and exit City Hall through the front door. All movement in City Hall will follow this one-way pattern: enter through side door, exit court room at the rear and exit City Hall through front door.
48. As one defendant exits the court room another will enter.
49. This process will continue until the appearance docket has been called.
50. Any defendant appearing after their case has been called will be placed at the end of the appearance docket. After the appearance docket has been completed, any defendant that has not appeared will be marked FTA.
51. The appearance docket is expected to take approximately an hour to complete

INCARCERATED INDIVIDUALS

52. Although there are believed to be very few incarcerated individuals with pending cases in Fairview City Court, these matters will continue to receive priority.
53. If the Williamson County Sheriff disfavors inmates being transported to/from court, then these cases will be handled via Zoom or through some other audio/video method available at the jail. This will include timely conducting preliminary hearings/probation violation hearings when requested.

DISPOSITIONS INVOLVING INCARCERATION

54. Barring extraordinary circumstances, all dispositions that result in a defendant serving some period of jail time will either be reset for plea at least 60 days out or the defendant will be given a report date at least 60 days out.

C. Franklin:

There will be no in-person court proceedings during the month of May. The City of Franklin is attempting to implement a process to hold court via videoconferencing through a platform such as Zoom or WebEx and each litigant will be individually notified when that process is complete and implemented.

D. Nolensville:

There will be no in-person court proceedings in May 2020. The judge has already reviewed the cases on the May docket and court staff will contact all litigants by telephone or by email and instruct the litigants on what steps they need to take. Most litigants will be ordered to do the on-line driver's safety school. If a litigant requests a trial, that trial will be conducted by video conference. Litigants who are required to pay a fine and/or court costs will pay them on-line. This procedure will continue until further orders from the Tennessee Supreme Court.

E. Spring Hill:

There will be no in-person court proceedings for the month of May 2020. All cases have been continued to June 2020. If the Supreme Court's order is still in effect in June, all court proceedings will be by video conference.

HICKMAN COUNTY, LEWIS COUNTY, AND PERRY COUNTY

I. CIRCUIT/CHANCERY:

Since the entry of the March 13, 2020, Administrative Order (ADM 2020-00428) Division V of the 21st Judicial District has proceeded as follows:

1. For the first two weeks, while alternative methods of adjudicating cases were reviewed, the civil and criminal calendars were held in abeyance and only those matters agreed upon were entered on the record.
2. After the first two weeks, criminal pleas were taken, in-person, from Hickman, Lewis, and Perry Counties at the Hickman County Justice Center. As safeguards, only

one defendant was allowed from the jail or holding cell at a time, and the defense attorney stood no less than six (6) feet from his/her client. The Assistant District Attorney stood at the opposite end of the table when the defendant was at the lectern. After each plea was taken the lectern was wiped down with Clorox wipes and a new defendant was brought in. All plea paperwork, including judgments and affidavits, were required to have been filed with the court at least three (3) days prior so that there was no exchange of documents on the date the pleas were taken. Approximately ten pleas were taken. However, at the conclusion and due to the early nature of confusion related to COVID-19 exposure, the Court could see that all parties were uneasy and felt that the risk of potential infection for the jail population was enhanced without just cause. Therefore, since that date, all pleas, arraignments, bond hearings, and other criminal matters have been held via Zoom video conferencing which has proved to be an efficient means of conducting hearings.

3. Uncontested divorces have been resolved by agreement when represented by counsel and uncontested pro se divorces are being considered via Zoom. Other civil Circuit and Chancery matters have been resolved by agreement or continued to a later date.

II. PROPOSED RE-ENTRY:

The Court has requested each of the three counties served by Division V to establish a room, equipped with computer, monitor, microphone, speakers, and downloaded Zoom application. The "Zoom Room" will be used in those cases where a matter is heard but the witness or witnesses to

testify live in an area without internet or do not have Zoom capability on their computers. In such cases it will be the responsibility of the attorney calling that witness to notify the witness, who will be waiting in his or her vehicle, to go into the Zoom room for testimony.

In addition, basic safeguards will be put into place at each security station in the courthouse whereby security personnel may question any person entering concerning the state of their health, travel, and sicknesses in their family. A witness may be excluded based on responses to these questions.

A. CRIMINAL MATTERS:

All jury trials are suspended through Friday, July 3, 2020, pursuant to Administrative Order 2020-00428 of April 24, 2020.

The Division V court continues to have concern for protecting the jail population and does not believe that removing prisoners from the protection of their confinement for pleas, arraignments, and/or bond hearings is either necessary or reasonable. While there has been at least one motion to reduce a bond to ROR due to the threat the virus might have if it spreads into the jail population, there have been adequate safeguards of each jail in Division V, and, at present, the county jails are safer than the general population. The Court does not feel that exposing local inmates or handling TDOC prisoners, who may utilize a county jail space for a short time pending a plea, is wise at this point. Therefore, the proposed plan for the month of May is to continue with all criminal matters via Zoom video conferencing. Criminal case settlements and dispositions have not been diminished or jeopardized by Zoom, and, in fact, the attorneys have had additional time

to prepare plea papers and have all documents in order prior to the plea. Further, it appears that the defendants are more adequately informed by this additional time and that constitutional safeguards are enhanced.

At the end of May it is proposed that we look at the number of virus cases, the expansion, if any, within the jails and also consider any additional knowledge about the virus. At that point, if we can feel secure about in-court appearances, special matters can be set, however, the "normal" criminal docket will still be modified to significantly reduce the number of people in the courtroom at any given time. In either event, Zoom conferencing will continue as it is very effective and practical in this three (3) county division of the 21st Judicial District.

B. CIVIL MATTERS:

1. Division V proposes to continue Zoom conferencing for all matters that can be benefited by that process.
2. Each clerk will provide, as in the normal course of business, a docket for our regular civil docket matters, and the judge will go through that docket and give notice of what can be heard. The cases will be divided for resolution as follows:
 - a. Those matters that can be resolved via a phone conference (motion for default judgment; motion for discovery sanctions; motions to withdraw, etc.) will be scheduled by the Judge's office and resolved.
 - b. Those matters that require a hearing and can be resolved via a Zoom conference will be coordinated with the attorneys. All documentary proof must be exchanged and filed with the Court at least three (3) days prior to the Zoom hearing. All pre-trial statements and lists of witnesses and exhibits shall

be filed at least five (5) days prior to the hearing. Known evidentiary matters shall be resolved via phone conference prior to the hearing. All witness lists shall give notice of whether each party's witness is personally available by Zoom for testimony or will need to travel to a "Zoom room," to be established at each county's courthouse. Directions on that attendance will be resolved prior to the hearing. Each counsel must sign a waiver of personal appearance to move forward via Zoom.

- c. Those matters that merit continuance to a later date will be reset by the clerk.
- d. Those matters that will be set for trial and scheduling orders prepared will be heard as needed.
- e. Those matters that, due to exceptional circumstances, require an in-court appearance for resolution will be heard after scheduling with the Judge's office. Special "in-court" restrictions will apply and control the proceedings. These restrictions are as follows:
 - i. All documentary proof/exhibits, photographs, or any other document that will be identified for proof or identification must be submitted to the Court at least three (3) days prior to trial. Each attorney shall provide a copy to opposing counsel, have one available for the witness to review when testifying, and the Court will have the document previously filed for review at that time. Each exhibit may be filed with the Court in a separate envelope to protect the integrity of the proceeding and will not be viewed by the Court until it is introduced and identified.
 - ii. The in-person proceeding will be limited to

counsel for the litigants, the litigants, the court reporter, clerk, and security personnel. If a fact witness is called, they will be called to either personally to attend in the courtroom or to testify from the available Zoom room. Each attorney will have Zoom capability via their personal computer, and the Judge will host that portion of the proceeding. While witnesses, especially expert witnesses, will enter the courtroom, there may be witnesses who will testify by Zoom and that opportunity is not overlooked.

- iii. Use of testimony via the Zoom room is encouraged. This room shall be furnished with sanitizing materials for use after each witness testifies. The witness seat will be sanitized after each witness testifies, whether in the courtroom or in the Zoom room.
- iv. Counsel will not approach the witness except for the initial handing of an exhibit to the testifying witness.
- v. Counsel and their clients will not sit closer than three (3) feet from each other.
- vi. Masks and the use of sanitizer are encouraged, and each county mayor's office has been requested to provide materials for in-court use.
- vii. Each witness shall be asked by counsel calling them if they have a temperature, have been ill, or have traveled outside of the county within the last five days. If they have traveled it will be important to know the place of travel. It is understood that a determination may be made by

the Court that a witness cannot testify, and therefore, all witnesses should be questioned by their attorney prior to the hearing.

viii. Counsel tables will be spread out, and separate lectern will be provided for each party.

ix. Other safeguards may be implemented as necessary.

All matters will be reviewed in conjunction with the Administrative Orders of the Supreme Court as of the end of May, with the exception of jury trials which will not be considered prior to July 3, 2020 and then only with approval of the Supreme Court.

Hickman General Sessions & Juvenile:

Juvenile Court: Zoom proceedings except emergency proceedings.

General Sessions Civil: Orders of Protection in person. Other matters via Zoom or postponement.

General Sessions Criminal: One week at a time plan

The DAs have been working on the dockets and Zoom plea dates have been established. Those without this technology will be reset.

Guidelines for an anticipated expansion of in-person proceedings:

1. Up to 10 people in the courtroom at a time, including staff, with social distancing in courtroom.
2. Continued security escorting public in and out of building one at a time and sit/stand six feet apart. Markings on benches, courtroom floors, and meeting room seating for six feet spacing.
3. Plea agreements with signatures submitted before court dates. Attorneys assisting their clients on Zoom.
4. Zoom Preliminary hearings.

5. A drastic decrease in number of cases on dockets. Division of appearance and warrant trial dockets. Careful monitoring of docket caps by the clerk's office.
6. Implementation of law enforcement Zoom plan.
7. Two podiums in the courtroom for social distancing.
8. Public access to hand sanitizer and masks, if funding permits.
9. Decrease in foot traffic in building through a "Zoom Room" if funding permits.
10. Continued use of Zoom/Video arraignments provided that funding allows for a laptop.
11. E-mails and phone numbers obtained by bonding agents, magistrates, law enforcement—especially on citations.
12. Non-parties not permitted in courtroom without approval.

Lewis General Sessions & Juvenile:

Pursuant to the recent Supreme Court Administrative Order, and in consideration of its prior orders, the General Sessions, Juvenile, and Municipal Courts of Hohenwald, Lewis County, Tennessee propose the following plan for re-opening the Court.

1. Since the inception of the Administrative Orders from the Supreme Court related to COVID 19, these courts have been conducting all hearing via video conferencing when possible and when exceptional cases arise. The Court has exercised limitations on the number of people in the courtroom at any time (no more than 10) and required social distancing. Further the Court has taken measures to limit the number of witnesses in the courtroom and required witnesses to wait in their vehicles when appropriate.
2. The Courthouse in Lewis County is locked down to the general public and any parties, attorneys, and witnesses are required to pass through security and

meet standards for appropriateness of their appearance and medical condition.

These protocols and procedures will remain in place until further orders from the Supreme Court of Tennessee.

Perry General Sessions & Juvenile:

Until the Court proceedings can be conducted in person without limitations, the Court will do as many hearings through Zoom as possible for civil and criminal cases alike. The Court will work with the DA's and PD's to have a separate jail dockets through Zoom to keep the jail population away from the general public and thus reduce potential exposure to the jail population. There are a lot of people who don't have attorneys or who live in the areas where phone coverage is not available or whose phone numbers are unknown. For these litigants, the Court will use a staggered docket approach, which will require the docket to be broken down to 45 minute increments, and having 15 minutes in between each hour for cleanup and sanitation. Each 45 minute session will have a number of defendants who can safely be in the courtroom within 6 feet of each other and any other staff member in the courtroom per CDC guidelines. The number of defendants who will be able to be in the courtroom at one time will have to be determined. The Court will start with about 8 and see if that number can/needs to be adjusted. Note that per AOC, 10 people maximum in an area applies only to social gatherings, so court proceedings do not fall in that category. The parties entering the courtroom for in-person hearing will have assigned seats and will remain in that seat and communicate to the court from that seat. The rest of the seating will be roped off or somehow made unavailable for usage. If the case is cannot be resolved within the 45 minute slot assigned to that case, it will have to be reset for another date. The Court anticipates this will work for criminal cases. In civil cases, such as collections, the Court may use a combination of Zoom and in-person hearings as the Court can get the creditor's attorney on Zoom and have the defendants in the courtroom. In the event of default or agreement for a judgment to go down, the Court will just enter the appropriate result on the warrant. In the event there is a need for a hearing, the case will be reset to another date for a hearing when the attorney can be present.

Perry County Courts can utilize the holding cell on the ground floor for the public to use one at a time for the purposes of Zoom hearings in the event that the person does not have internet or cannot enter the courtroom for whatever reason. However, it will create more of a burden for the security and

staff purposes to have to divide their attention between two different floors and police the use of the computer and flow of traffic. The Perry County Courthouse does not have a full time cleaning staff to be able to clean after every single person using that computer. So, it would probably be a second best option, if at all.

The parties in the courtroom will be limited to defendants only, and any witnesses etc. will have to remain outside of the courthouse until needed.

Individuals entering the courthouse for court proceedings must wear a mask and preferably gloves. Per CDC guidelines, the Court understands it could be any type of face covering such as bandana, home-made mask etc. So, that should not be an issue for people to wear to protect themselves and the Court.

EXHIBIT A

WILLIAMSON COUNTY GENERAL SESSIONS COURT

Comprehensive Plan for Reintegration of In-Person Proceedings

Part A: General Procedures

1. The General Sessions Court will continue to operate under its current procedures until June 1, 2020.
2. We are in the process of developing a procedure to direct defendants to the proper courtroom. Either dockets outside for defendants to view or deputies with dockets who can direct them. A check in table (or tables, as necessary to ensure proper social distancing) shall be setup and clearly labeled outside the entrance to Courtroom A, directing litigants to check-in with the judicial assistant or clerk outside the courtroom. Tape or other signage will be placed on the floor to indicate where litigants/defendants should stand while waiting to check in.
3. The General Sessions Courtroom A has a seating capacity of 115 and Courtroom B has a seating capacity of 25. In order to maintain social distancing, the capacity in Courtroom A will be limited to 40 people and Courtroom B will be limited to 10 people, not including attorneys, court staff and court officers. Permissible seating areas will be designated with tape or other appropriate markings.
4. The Court and its Officers, along with the Sheriff's Deputies, shall insure that social distancing is maintained at all times in the courtroom. As a result no one inside the courtroom may sit any closer than six (6) feet apart from each other on the same pew.
5. In the event that the number of litigants is greater than the limited number allowed for each respective courtroom, additional litigants/defendants will provide their name and cell phone number at check- in and will be called to enter the courtroom as seats become available.
6. With the introduction of the remote proceedings capability through Zoom, parties may request that proceedings be conducted remotely. Remote proceedings will require reasonable notice. In order to ensure that all parties have notice of the method in which the hearing will be conducted, the express agreement of all parties will have to be obtained by the party requesting the hearing in order to set an electronic hearing.
7. No minors allowed in the Courtroom except by leave of Court.
8. Victims may be present in the courtroom but may be restricted to one support or caretaker person. The D.A. Victim/Witness Coordinator will be responsible for calling those victims, witnesses and law enforcement officers into the courthouse when the A.D.A. requires their presence. Most of these interactions can be managed telephonically without the necessity of bringing those persons into the courthouse. There are many exceptions.

9. Witnesses will be required to wait outside the courthouse in their personal automobile or as close as possible, until notified via cell phone to enter the building.
10. Additionally, the courtrooms will be sanitized periodically during the day based upon use.
11. Hand sanitizer will also be available in the courtrooms. The wearing of masks will be encouraged, but not required.

Part B: Criminal Procedures

1. In order to maintain social distancing, the capacity in Courtroom A's capacity will be limited to 40 people and Courtroom B will be limited to 10 people, not including attorneys, court staff and court officers. Permissible seating areas will be designated with tape or other appropriate markings.
2. For the immediate future, the General Sessions Criminal Appearance Docket will be suspended in order to avoid large gatherings of people entering the courthouse at the same time. Booking, Bondsmen and Bond Docket will give defendants trial dates as established by the clerk.
3. Criminal Dockets will be scheduled on Tuesdays and Wednesdays with both Judges presiding simultaneously to reduce to backlog of criminal cases. Disposition of cases for incarcerated defendants shall be handled via video/ audio means (PolyCom) in Courtroom B.
4. In the event that the number of litigants/defendants is greater than the limited number allowed for each respective courtroom, additional defendants will provide their name and cell phone number at check-in and will be called to enter the courtroom as seats become available or as they are needed. The District Attorney will notify the court when their presence is required if they are not represented. If represented, their attorney will be responsible for calling the defendant into the courtroom at the appropriate time.
5. Representatives from the District Attorneys General's Office, will occupy their current work space in the courthouse. The Victim/Witness Coordinator will be in possession of the cell phone numbers for Officers and other Witnesses. The D.A. will determine when their appearance is required. The Victim/Witness Coordinator will direct Officers and other Witnesses to remain outside of the courthouse until the D.A. needs to confer with them. Defense attorneys will provide the D.A. with their cell phone numbers and will be called to the D.A.'s work area behind the courtroom as they are needed. No individuals will be allowed in the back hallway without specific permission.
6. No more than four (4) attorneys shall be called to the area behind the courtroom to discuss their case(s) with the D.A. at one time unless otherwise necessitated by co-defendants. Attorneys shall continue to practice social distancing while in the back hallway and in the D.A. room.

Part C: Civil Procedures and Orders of Protection

1. In order to maintain social distancing, the capacity in Courtroom A's capacity will be limited to 40 people and Courtroom B will be limited to 10 people, not including attorneys, court staff and court officers. Permissible seating areas will be designated with tape or other appropriate markings.
2. Civil Dockets will be scheduled on Mondays with both Judges presiding simultaneously.
3. In the event that the number of litigants is greater than the limited number allowed for each respective courtroom, additional litigants will provide their name and cell phone number at check in and will be called to enter the courtroom as seats become available.
4. Witnesses will be required to wait outside the courthouse in their personal automobile or as close as possible, until notified via cell phone to enter the building.
5. With the introduction of the remote proceedings capability through Zoom parties may request that proceedings be conducted remotely. Remote proceedings will require reasonable notice. In order to ensure that all parties have notice of the method in which the hearing will be conducted, the express agreement of all parties will have to be obtained by the party requesting the hearing in order to set an electronic hearing.

Part D: Traffic Court

1. In order to maintain social distancing, the capacity in Courtroom A will be limited to 40 people and Courtroom B will be limited to 10 people, not including attorneys, court staff and court officers. Permissible seating areas will be designated with tape or other appropriate markings.
2. The Traffic Docket will be scheduled on Fridays at 9:00 a.m. and 1:00 p.m. with both Judges presiding simultaneously.
3. In the event that the number of those cited is greater than the limited number allowed for each respective courtroom, additional defendants will provide their name and cell phone number at check in and will be called to enter the courtroom as seats become available.

WILLIAMSON COUNTY DUI RECOVERY COURT

1. Beginning June 1, 2020 Williamson County DUI Recovery Court intends to re-introduce in-person reporting requirements utilizing staggered appointments and limited attendance in group settings. Such requirements include, but are not limited to: admissions, Court pleas, case management sessions, direct reporting to the Presiding Judge, alcohol and drug screening, graduation interviews, and graduation celebrations. Acceptable modes of “attending” additional reporting requirements that involve outside agents, such as Probation Officer, Treatment Provider, other recovery support services, and self-help meetings will be determined pending that particular agent’s or agency’s availability status.

2. In-person admissions, orientation, and graduation requirements will be scheduled by Court staff as needed, limited to no more than 10 people in attendance, and adhere to recommended social distancing guidelines. Case management as well as alcohol and drug screening sessions will be scheduled in a manner that staff does not interact with more than one participant at a time and adhere to recommended social distancing guidelines including the use of facial masks.

3. Beginning June 1, 2020 the Court will implement small-group, “staggered” reporting requirements in this setting as well. In order to limit attendance to no more than 10, including participants and all others, as well as uphold recommended social distancing guidelines. Starting June 1, 2020 Court Staff will accept forms and documents during in-person reporting sessions in a way that adheres to social distancing guidelines. Forms may then be placed outside staff offices for the participant to complete. Further, the Court will utilize a “drop box” for documents participants are to submit; this will be done in a manner that protects a participant’s private information and allows staff to easily retrieve the form without hand-to-hand exchange.

4. Proper cleaning and sanitizing practices will follow every individual and group reporting session.

WILLIAMSON COUNTY GENERAL SESSIONS PROBATION

1. Only Williamson County Probation Staff members will be allowed to conduct business in the Williamson County Probation Office.
2. Only three (3) defendants will be allowed in the Probation Office area at one time. A total of ten (10) people, including probation officers will be allowed in the Probation Office at a time.
3. Only three 3 defendants will be allowed in the Probation waiting area. If a defendant needs to speak with their attorney, they will be required to leave the waiting area. After a Probation Officer completes their post plea conference with the defendant, the next probationer will be allowed to enter the Probation Office.
4. Probation Officers will be required to wear a face mask and gloves when placing a defendant on probation. The defendant will be seated behind a clear, protective barrier.
5. The Probation Administrative Assistants will be required to conduct business behind a protective barrier. They will be required to wear a face mask and gloves when conducting transactions.
6. Probation payments may be made on online, by phone, mail or money order.
7. For negotiated plea agreements conducted via zoom, all required forms, waivers, probation paperwork, etc. should be signed, completed and submitted to the Court prior to the disposition being entered.

**WILLIAMSON COUNTY VETERANS TREATMENT COURT
and
WILLIAMSON COUNTY MENTAL HEALTH COURT**

Will continue to meet via Zoom until said time as the staff feels it is prudent to resume in person staffing meetings, pleas, sanctions, and graduations. Once that point is reached the groups will be divided in sub groups so that a number can be gathered depending on courtroom availability for that event with the sub group or groups attending remotely. Those groups will be alternated so that some in person interaction can be achieved.