

SUNNYVALE MUNICIPAL COURT SAFETY PLAN AND ORDERS

1. REMOTE APPEARANCE AND TRIALS BEFORE THE COURT ARE AVAILABLE BY SCHEDULING WITH THE COURT CLERKS BY TELEPHONE OR EMAIL.
2. IN PERSON APPEARANCES AND TRIALS WILL BE ALLOWED FOR THOSE WHO SO REQUEST.
3. EACH PERSON REQUESTING TO APPEAR IN PERSON, WILL SIGN IN ON A SHEET OUTSIDE THE MUNICIPAL COURT BUILDING TO LET STAFF KNOW YOU ARE PRESENT. NAME AND CELL NUMBER WILL BE PROVIDED BY DEFENDANT OR WITNESS TO CASE. COURT STAFF WILL CALL YOU TO COME INTO THE COURTROOM WHEN IT IS YOUR TURN.
4. PEOPLE WILL ASKED TO REMAIN IN THEIR VEHICLES. DEFENDANTS AND WITNESSES WILL BE CALLED TO COME INTO THE COURTROOM/BUILDING IN GROUPS OF 5, BUT MAINTAINING SOCIAL DISTANCING. CHAIRS WILL BE SPREAD AT LEAST 6 FEET APART.
5. ALL WHO APPEAR IN PERSON MUST USE HAND SANITZER PROVIDED BY COURT AND WEAR A MASK. MASKS WILL BE PROVIDED FOR THOSE WHO DO NOT HAVE ONE.
6. ONLY THE REPRESENTATIVE OF THE STATE, THE DEFENDANT, THE BAILIFF, THE JUDGE, AND ONE WITNESS WILL BE ALLOWED IN THE COURTROOM AT THE SAME TIME. TABLES WILL BE SPACED TO PROVIDE REQUIRED SOCIAL DISTANCE BETWEEN PARTIES AND TO INSURE SOCIAL DISTANCING. NO MORE THAN 10 PERSONS WILL BE ALLOWED IN THE COURTROOM FOR ANY REASON OTHER THAN MEDICAL ATTENTION REQUESTED.
7. ANYONE WITH MEDICAL OR HEALTH CONCERNS OR HIGH RISK PERSONS WILL BE DIRECTED TO HAVE TRIALS BY ZOOM OR HAVE THEIR TRIALS RESET. CASES MAY BE DISPOSED OF (WITHOUT A TRIAL) ON LINE BY CONTACTING OUR CLERKS.
8. COURT WILL RESUME EVERY THURSDAY AFTERNOON AT 1:30. EACH DEFENDANT MAY REQUEST TO APPEAR ELECTRONICALLY TO HANDLE A CITATION OR REQUEST TO APPEAR IN PERSON USING PROCEDURES OUTLINED ABOVE.
9. IF ANY PERSON SCHEDULED FOR COURT HAS BEEN EXPOSED TO OR IS SHOWING SYMPTOMS OF ILLNESS, INCLUDING STAFF AND COURT MEMBERS, THAT PERSON SHALL BE RESET AND ALLOWED TO CONDUCT HEARING ELECTRONICALLY. SCREENING INSTRUCTIONS WILL BE PLACED ON ALL PUBLIC ENTRANCES TO BUILDING.
10. COURT WILL HAVE A ZOOM ACCOUNT. COURT WILL SCHEDULE APPEARANCES IN 10 MINUTE INCREMENTS AND TRIALS IN 15 MINUTE INCREMENTS. DEFENDANT MUST HAVE A WORKING NETWORK AND A GOOD PHONE OR EMAIL TO BE INVITED TO PARTICIPATE IN ZOOM HEARINGS. IT IS UP TO THE DEFENDANT TO BE READY TO

PROCEED AT THE TIME DESIGNATED BY THE COURT OR STAFF AND TO HAVE ALL WITNESSES READY. WITNESS NAMES, PHONE NUMBERS, AND EMAIL ADDRESSES MUST BE PROVIDED TO THE COURT CLERKS NO LESS THAN 24 HOURS PRIOR TO TRIAL.

11. ALL POLICE WITNESSES MAY APPEAR VIA ELECTRONIC MEANS (ZOOM) OR IN PERSON.
12. NO JURY TRIALS WILL BE CONDUCTED UNTIL SEPTEMBER 1, 2020, AT THE EARLIEST.
13. THE COURT ORDERS THAT BUILDING MAINTENANCE PERSONNEL CLEAN THE COURT ROOM AND FRONT DESK BEFORE AND AFTER ALL COURT SESSIONS.
14. THE COURT ORDERS THAT STAFF MAKE REASONABLE ATTEMPTS TO ALLOW ALL DEFENDANTS TO PARTICIPATE IN A METHOD WHICH IS SAFE AND EFFECTIVE. INDIVIDUAL NEEDS WILL BE DECIDED UPON BY THE COURT AFTER RECEIVING AN EMAIL OUTLINING CONCERNS.

I HAVE CONFERRED WITH JUDGES IN LOCAL COMMUNITIES TO INSURE THAT SUNNYVALE MUNICIPAL COURT WILL COMPLY WITH ALL FEDERAL, STATE, AND COUNTY GUIDELINES CONCERNING PUBLIC HEALTH AND SAFETY.

IN DEVELOPING THE PLAN, I SPOKE WITH THE CHIEF OF POLICE, THE TOWN MANAGER, THE TOWN SECRETARY, THE PROSECUTING ATTORNEYS, AND THE LOCAL HEALTH AUTHORITY.

SIGNED THIS THE 1ST DAY OF JUNE, 2020.

Katheryn H. Haywood

KATHERYN HAYWOOD, PRESIDING JUDGE

PRINT CLEARLY

NAME

CELL PHONE

TIME OF ARRIVAL