



## City of Tyler Municipal Court

*Please see the plan that took effect May 4<sup>th</sup> and updated May 28<sup>th</sup>.*

### Services

- We remained closed to the public through May 1st. We reopened our lobby doors effective May 4<sup>th</sup> to provide services at our cashier windows only.
- The Court modified the hours for public walk-ins to Monday – Friday, 7 am-4 pm until further notice to allow for staff to clean and disinfect work areas in preparation for the following business day.
- We are continuing to explore the video court process through TEAMs. The staff will continue processing cases and has rescheduled and/or scheduled defendants for Court hearings.
- We will start dockets June 1<sup>st</sup>, Monday through Friday. At this time, we have reduced the number of customers assigned to a docket from 50 to 20. We will have the courtroom and hallway seats marked with a 6 feet distance. The seats will be plastic chairs in which we will disinfect between hearings. We will have bench trials on the 4<sup>th</sup> Friday and regular dockets all other Fridays during June. We will resume the normal bench trial schedule on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays in July. We will not begin Jury trials until August, at which time, we will resume our normal trial schedule.
- Daily jail dockets will continue. The Judge will coordinate with the jail regarding any preferred modifications regarding defendants arrested on our charges.

### Staffing

- The City Manager extended the COVID-19 crisis pay through May 1st. Beginning May 4<sup>th</sup>, everyone worked at their currently assigned times and location. To remain fair and ensure safety of our team, everyone that worked last week, April 13-17, worked **April 27-28 at their normal time and the first half, 4 hours, of Wednesday**. The team that worked April 20-24 worked the **2<sup>nd</sup> half of Wednesday, 4 hours, and their normal time, April 30-May 1<sup>st</sup>**.
- The entire team returned to the Court on May 4th at their schedule prior to COVID-19. Unfortunately, the temporary suspension of the 10-day shift will remain until further notice. Staff at the substation (alternative location) boxed their supplies, papers, etc. at the end of their shift which was transported it back to the Court on May 1st.
- The lobby and administrative areas have been disinfected daily and will continue until further notice. All courtroom, lobby, and hall chairs will be cleaned on May 31st. The cashier windows are being cleaned several times an hour. The security officer in the lobby encourages all



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customers to utilize the sanitizer at the entrance and at each cashier window. Masks, gloves, and sanitizer has been provided to the entire staff.

- We have our lobby and the outside of the building marked to encourage 6 feet distancing. We have security at the courthouse doors to allow a maximum of 10 customers in the lobby at a time and to check the temperature of each person entering the building. While it is not mandatory, we are encouraging all patrons to bring and wear a mask.
- The following language has posted on signage on the courthouse doors. If the participant meets this guideline, the clerk will request the license plate of the participant and confirm appearance using the court security camera. The information will be provided to the Judge to grant a continuance.

*"In accordance with the Supreme Court Order, every participant in a proceeding must alert the court if the participant has, or knows of another participant who has: (i) COVID-19 or flu-like symptoms, or a fever, chills, repeated shaking with chills, cough, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, loss of taste or smell, diarrhea; or (ii) been in close contact with a person who is confirmed to have COVID-19.*


*If you exhibit any of the above symptoms, you must return to your vehicle immediately and call the court staff at (903) 531-1266."*

- There will not be any warrant confirmation until the Smith County Sheriff Office reinstate acceptance on individuals arrested on class c offenses in the jail. The marshals will continue to make collection calls during this time.

## Notifications

- The court staff will continue to answer all calls and providing all alternatives to handling cases, 7am-5pm.
- Signs, English and Spanish, were posted at the courthouse doors and website notifying defendants that the court reopened May 4<sup>th</sup> to provide services at the cashier windows only. Signs will be updated to include information regarding court proceedings effective June 1st.
- We will ask communications to send out an updated press release notifying customers of our court services and options.



  
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Presiding Judge

May 28, 2020

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Date