FILED IN DISTRICT COUF OKLAHOMA COUNTY IN THE DISTRICT COURT OF OKLAHOMA COUNTY STATE OF OKLAHOMA DEC 02 2079 RICK WARREN

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IN RE: CONTINUITY OF OPERATIONS PLAN RELATED TO THE COVID-19 PANDEMIC PHASE 3.2

A07-2020-47

ADMINISTRATIVE ORDER

(Addendum to A07-2020-21)

Due to the upcoming holiday season and the continued COVID-19 pandemic, in order to reduce the risk of infection, only emergency hearings shall be conducted from Monday, December 21, 2020 through Thursday, December 31, 2020. With the exception of VPO, FED, or any other case type that must be set within a statutory deadline, any non-emergency hearings already set on those days shall be continued. One judge shall be available from each Division to handle any emergency matters that may arise. To the extent possible, authorized participation formats should be utilized to conduct proceedings.

On January 4, 2021, the Court will return to the COVID-19 protocols set forth in AO7-2020-21, AO7-2020-23 and AO7-2024.

IT IS SO ORDERED. Dated this ______ day of December, 2020.

RAY C. ELLIOTT PRESIDING ADMINISTRATIVE JUDGE



FILED IN DISTRICT COURT OKLAHOMA COUNTY IN THE DISTRICT COURT OF OKLAHOMA COUNTY

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STATE OF OKLAHOMA

JUN 232020

IN RE: CONTINUITY OF OPERATIONS PLAN RELATED TO THE COVID-19 PANDEMIC PHASE 3.1



ADMINISTRATIVE ORDER

(Amending A07-2020-23)

Due to the ability of the judges assigned to the domestic docket to utilize the waiting areas on the first floor to ensure social distancing and limit the number of persons in their courtrooms at any given time, the limit of twenty (20) cases per day on the *Pro Se* Waiver Docket is lifted immediately. There shall be no limit on the number of cases that can be heard each day on the *Pro Se* Waiver Docket.

All other protocols set forth in AO7-2020-21 and AO7-2020-23 shall remain in effect, including the requirement that judges not set large dockets but instead set multiple dockets throughout the day with fewer cases on each docket. This staggering of dockets by each judge and among divisions will allow for proper social distancing in the courtroom, hallways and other waiting areas. The use of authorized remote participation formats to conduct proceedings whenever possible is encouraged.

IT IS SO ORDERED.

Dated this 23rd day of June, 2020.

RAY

PRESIDING ADMINISTRATIVE JUDGE



FILED IN DISTRICT COURT OKLAHOMA COUNTY

MAY 28 2020

MAY 2 8 2020

RICK WARREN

IN THE DISTRICT COURT OF OKLAHOMA COUNTY

STATE OF OKLAHOMA

IN RE: CONTINUITY OF OPERATIONS PLAN RELATED TO THE COVID-19 PANDEMIC PHASE 3

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A07-2020-23

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ADMINISTRATIVE ORDER

(Addendum to A07-2020-21)

As contemplated in the Oklahoma County District Court Continuity of Operations Plan adopted on May 6, 2020, in AO7-2020-21, the following changes to Oklahoma County District Court Operations will take effect on June 1, 2020:

- 1. Judges conducting criminal felony and misdemeanor dockets shall begin conducting hearings in all cases; not just those in which there is an in custody defendant.
- 2. Judges assigned to all other dockets may begin conducting hearings in all cases; not just in emergency matters.
- 3. The Pro Se Waiver Docket shall be expanded to twenty (20) cases per day.
- 4. Victims' lawful representatives, including victim's advocates, shall be allowed to attend hearings in felony, misdemeanor, and protective order cases.
- 5. No more than ten (10) persons, including the judge, deputy court clerk, court reporter, attorneys, adoptive parents and child, and family members may attend final adoption proceedings.

All other protocols set forth in AO7-2020-21 shall remain in effect, including the requirement that judges not set large dockets but instead set multiple dockets throughout the day with fewer cases on each docket. This staggering of dockets by each judge and among divisions will allow for proper social distancing in the courtroom, hallways and other waiting areas. The use of authorized remote participation formats to conduct proceedings whenever possible is encouraged.

IT IS SO ORDERED.

Dated this 28th day of May, 2020.

RAY Č. ĚLIOTT PRESIDING ADMINISTRATIVE JUDGE

IN THE DISTRICT COURT OF OKLAHOMA COUNTY STATE OF OKLAHOMA

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MAY 06 2020 RICK WARREN

A07-2020-21

IN RE: CONTINUITY OF OPERATIONS PLAN RELATED TO THE COVID-19 PANDEMIC

ADMINISTRATIVE ORDER

Pursuant to SCAD No. 2020-36, ¶ 6, beginning on May 16, 2020, all rules and procedures, and all deadlines whether prescribed by statute, rule or order in any civil, juvenile or criminal case, shall be enforced. Thus, beginning on May 18, 2020, this Local Court Order is adopted. *SCAD* No. 2020-36, ¶ 12.

ENTRY INTO THE BUILDING FOR COURT RELATED FILINGS AND PROCEEDINGS

- 1. With limited exceptions, as approved by the assigned judge, only attorneys, litigants, subpoenaed witnesses, victims, victims' immediate family, victims' lawful representatives, and the accused's immediate family with a case on a judge's docket may enter the building for the sole purpose of attending that proceeding. Once the proceeding is concluded those attorneys and litigants shall leave the building to ensure social distancing is possible for others having matters before the Court.
- 2. Attorneys shall not enter the building to file motions or pleadings except for emergency matters or to file a new case. All other matters shall be filed with the Court Clerk via mail, e-mail or by utilizing the Law Library file by fax option. Copies of these pleadings should be mailed, e-mailed or delivered to the assigned judge using the Law Library for delivery. Each judge will have discretion to determine his or her preferred manner of delivery.
- 3. The Court shall make reasonable efforts and accommodations to allow victims and victim representatives entitled to attend proceedings pursuant to Marsy's Law, Okla. Const. Art. 2 § 34, or the Oklahoma Victim's Rights Act, 21 O.S.2011 §§ 142A *et seq.*, in the court-room at the appropriate time. The Court shall allow at least one victim or victim representative in the courtroom at the appropriate time, however, the Court may limit the number of other victims and victim representatives as necessary. Victims, their immediate family,

and their representatives who are excluded from the courtroom shall be directed to the District Attorney's Victim-Witness Center and shall be permitted to observe and participate in the court proceeding, to the extent otherwise provided by law, by means of video and/or audio communications as may be available to and provided by the District Attorney's Office.

4. Upon entering any county facility occupied by judges, judicial staff, law library staff, and court clerks and staff all persons are encouraged to wear masks (some judges may require the wearing of a mask in their courtrooms).

THE FOLLOWING PERSONS ARE PROHIBITED FROM ENTERING ANY COURTROOM, COURT CLERK'S OFFICE, JUDGES' OFFICES, JURY ROOM OR OTHER FACILITY USED BY THE DISTRICT COURTS:

- 1. Persons who have been diagnosed with or have direct contact with anyone diagnosed with COVID-19.
- 2. Persons with symptoms such as fever, severe cough, or shortness of breath.
- 3. Persons who have traveled to any country outside of the U.S. in the past 14 days, and those with whom they live or have had close contact.
- 4. Persons who are quarantined or isolated by any doctor or who voluntarily quarantine.

SCHEDULING GUIDELINES

Judges in all Divisions shall work together to stagger docket start and stop times as well as lunches and breaks. Judges shall set fewer cases on a docket and set more than one docket per day so as to limit the number of people in the courtroom at any given time in order to ensure proper social distancing.

<u>CRIMINAL FELONY, MISDEMEANOR, DRUG COURT AND MENTAL HEALTH</u> <u>COURT MATTERS</u>

Prior to June 1, 2020, with limited exceptions, only *in custody* arraignments, bond proceedings, preliminary hearing conferences, preliminary hearings, pretrial conferences, revocation hearings, disposition dockets, drug court, and mental health court proceedings may be held, utilizing video equipment in the courtrooms to the greatest extent possible. Judges shall have

discretion on the number of persons allowed in their courtroom depending on courtroom size with social distancing being maintained at all times. Attorneys and defendants shall not approach the bench unless requested to do so by the judge.

With limited exceptions *out of custody* matters shall be continued to a date after June 1, 2020. When continuing these matters judges shall be mindful to stagger the continuance dates and times so as not to create large dockets on any given day in the future.

Defense Attorneys shall prepare all plea paperwork necessary prior to the scheduled proceeding utilizing the forms approved by the Oklahoma Court of Criminal Appeals and shall bring them along with sufficient copies to Court. The required forms may be found on oscn.net or okcca.net. Any information that cannot be filled in prior to the hearing may be left blank and shall be completed prior to presentation to the judge. However, as much of the information as can be completed prior to the proceeding, such as the name of the Defendant, Charges, Sentencing Ranges, and etc. must be completed prior to the hearing in order to limit the amount of time in the courtroom. This will help ensure proper social distancing and allow the Court to limit the number of persons in the courtroom at any given time.

Additionally, in order to ensure proper social distancing and limit the number of persons in the courtroom at any given time plea bargaining shall not be allowed in the courtroom. All agreed pleas should be negotiated prior to the scheduled court proceeding. Blind pleas may be specially set for a later time if upon announcement of the blind plea request the courtroom capacity does not allow for proper social distancing at that time.

CIVIL DOCKETS CONDUCTED BY DISTRICT JUDGES

Prior to June 1, 2020, with the exception of emergency matters all hearings shall be conducted utilizing authorized remote participation formats. To the extent possible, emergency matters shall be conducted using remote participation formats. If an in person hearing is required prior to June 1, 2020, each judge shall have discretion on the number of persons allowed in their courtroom depending on courtroom size with social distancing being maintained at all times. Attorneys and litigants shall not approach the bench unless requested to do so by the judge.

After June 1, 2020, judges are encouraged to continue to use authorized remote participation formats to conduct all matters to the extent possible until such time as social distancing is no longer required.

CIVIL DOCKETS CONDUCTED BY SPECIAL JUDGES (SIXTH FLOOR DOCKETS)

Prior to June 1, 2020, dockets that have previously been set and which currently exceed the number of cases that would allow for proper social distancing shall not be subject to a docket call. Rather, the litigants shall check in and each judge shall use discretion on the number of persons allowed in their courtroom depending on courtroom size with social distancing being maintained at all times. Those awaiting entry shall social distance in the hallway. Following the completion of their case the litigants shall immediately leave the courtroom and hallway so as to allow the next group of litigants to present their cases. No additional cases may be set on any docket currently scheduled prior to June 1, 2020. However, additional dockets may be scheduled to be held at other times to accommodate those new filings that require a hearing prior to June 1, 2020.

Beginning June 1, 2020, or as soon thereafter as possible, additional dockets shall be added so as to limit the number of cases per docket. Additionally, a formal docket call shall not take place but rather a check-in procedure shall be utilized if necessary to ensure proper social distancing within each courtroom at any given time.

Social distancing shall be maintained at all times. Attorneys and litigants shall not approach the bench unless requested to do so by the judge.

Judges shall encourage the use of Early Settlement Mediation to the extent possible.

To the extent possible any necessary hearings on dockets other than small claims or FED, shall be conducted via authorized remote participation formats.

JUVENILE

Through at least June 2020, hearings shall be staggered and held via video, unless specifically indicated otherwise by the assigned judge. Prior to the video conference, please ensure you have downloaded the applicable video conference platform to avoid any delays or continuances of the proceeding. If an in person hearing is required prior to the end of June, 2020, no more than 25 persons, including judges and staff, shall be allowed in the courtroom at any one time. Social distancing shall be maintained at all times. Attorneys and all others in the courtroom, shall not approach the bench unless requested to do so by the judge.

DOMESTIC

Each judge assigned to the domestic docket shall schedule multiple dockets per day with only 2 cases set per docket in order to limit the number of people in the courtroom and to allow for social distancing. Attorneys and litigants shall not approach the bench unless requested to do so by the judge. Attorneys handling waiver divorce cases shall utilize authorized remote participation formats to facilitate the divorce or any other matter.

Judges shall no longer require in person parenting classes during this same time frame and shall instead allow online classes.

The *Pro Se* Waiver dockets shall be limited to ten (10) cases per day. Because of the various sizes of the courtrooms in which judges' conduct the *pro se* waiver divorce docket, parties must check in for the docket and wait in the large waiting room on the first floor to be called into the courtroom by the judge's bailiff. Judges shall determine the number of cases that can be accommodated in their courtroom at one time to maintain appropriate social distancing guidelines. *Pro Se* litigants shall not approach the bench unless requested to do so by the judge.

PROBATE, GUARDIANSHIP AND ADOPTION

Prior to June 1, 2020, rather than calling the docket, judges shall utilize a check-in system. Once all persons have checked in, the judge shall allow no more than two cases at a time into the courtroom at any one time. This will ensure there is room for social distancing while also allowing for the attorneys, parties, and other necessary participants to be present in the courtroom.

Social distancing shall be maintained at all times. Attorneys and all others in the courtroom, shall not approach the bench unless requested to do so by the judge.

Prior to June 1, 2020, only adoptive parents and the child will be allowed to attend the final adoption hearing. However, adoptive parents may utilize cell phones, tablets or other electronic methods to allow others to remotely view the proceeding.

Beginning June 1, 2020, or as soon thereafter as possible, additional dockets shall be added so as to limit the number of cases per docket. Additionally, a formal docket call shall not take place but rather judges shall utilize a check-in procedure to ensure proper social distancing in their courtroom at any given time.

To the extent possible, authorized remote participation formats should be utilized to conduct proceedings.

PROTECTIVE ORDERS

Prior to June 1, 2020, rather than calling the docket, the judge shall utilize a check-in system. Once all persons have checked in, the judge shall allow no more than two cases at a time in the courtroom. This will ensure there is room for social distancing while also allowing for the attorneys, parties, and victim's advocates to be present in the courtroom.

Beginning June 1, 2020, or as soon thereafter as possible, rather than scheduling a large number of cases on a docket, the docket shall be staggered throughout the day so as to ensure there is room for social distancing while also allowing for the attorneys, parties, and victim's advocates to be present in the courtroom.

Social distancing shall be maintained at all times. Attorneys and litigants shall not approach the bench unless requested to do so by the judge.

To the extent possible, authorized remote participation formats should be utilized to conduct proceedings.

IT IS SO ORDERED.

Dated this 6th day of May, 2020.

RAY C. ELLIOTT

PRESIDING ADMINISTRATIVE JUDGE

MAY 0 6 2020

FILED IN DISTRICT COURT OKLAHOMA COUNTY

IN THE DISTRICT COURT OF OKLAHOMA COUNTY STATE OF OKLAHOMA

IN RE: JURY WEEKS OF AUGUST 17, 2020) THROUGH SEPTEMBER 28, 2020)

A07-2020-20

ADMINISTRATIVE ORDER

Due to the cancellation of seven jury weeks in March, April, May and June as the result of the COVID-19 Pandemic, with limited exceptions, all judges assigned to the Criminal and Civil Divisions shall conduct jury trials involving in custody defendants during the following jury weeks:

August 17, 2020, August 31, 2020, September 14, 2020, September 21, 2020, and September 28, 2020.

Judges assigned to the Criminal Division shall not send any case out for jury trial by another judge that does not involve an in custody defendant. Judges assigned to the Civil Division shall continue all jury and non-jury trials in the above weeks so that they will be able to assist with conducting jury trials involving an in custody defendant. This Order is necessary to ensure in custody defendants receive the speedy trial to which they are entitled by law.

IT IS SO ORDERED.

Dated this 28th day of April, 2020.

RAY Q.JELLIOTT Presiding Administrative Judge

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A07-2020-19

IN THE DISTRICT COURT OF OKLAHOMA COUNTY APR 2 8 2020 STATE OF OKLAHOMA RICK WARREN COURT CLERK

IN RE: ADDITION OF 2020 JURY WEEKS)

ADMINISTRATIVE ORDER

Due to the cancellation of seven jury weeks in March, April, May and June as the result of the COVID-19 Pandemic the following weeks are added to the 2020 Jury Trial Schedule: August 17, 2020 and September 21, 2020.

IT IS SO ORDERED.

Dated this 28th day of April, 2020.

RAY C. ELLIOTT Presiding Administrative Judge



IN THE DISTRICT COURT OF OKLAHOMA COUNT APR 2 8 2020 STATE OF OKLAHOMA RICK WARREN COURT CLERK

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IN RE: CANCELLATION OF JUNE 15, 2020 JURY WEEK

A07-2020-18

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ADMINISTRATIVE ORDER

At the recommendation of Chief Justice Noma D. Gurich, and as the result

of the COVID-19 Pandemic, and ongoing efforts to limit social distancing for the

good of the citizens of Oklahoma County, the jury week scheduled to start on

June 15, 2020 is hereby cancelled.

IT IS SO ORDERED.

Dated this 28th day of April, 2020.

RAY C. ELLIOTT PRESIDENG ADMINISTRATIVE JUDGE



FILED IN DISTRICT COURT OKLAHOMA COUNTY

COURT CLERK

IN THE DISTRICT COURT OF OKLAHOMA COUNTY APR 1 5 2020 STATE OF OKLAHOMA RICK WARREN

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IN RE: CANCELLATION OF JURY WEEKS

A07-2020-16

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ADMINISTRATIVE ORDER

As the result of the COVID-19 Pandemic and ongoing efforts to limit social distancing for the good of the citizens of Oklahoma County, the jury weeks scheduled to start on May 18, 2020 and June 1, 2020 are hereby cancelled. Additional jury weeks may be added in the future.

IT IS SO ORDERED.

Dated this ______ day of April, 2020.

RAY C.ÆLLIOTT PRESIDING ADMINISTRATIVE JUDGE



Notice of COVID-19 Response by Oklahoma County District Court

On Tuesday, March 17th, Presiding Judge Ray Elliott, following the First Joint Emergency Order, SCAD-2020-24, issued by Chief Justice Noma Gurich, Oklahoma Supreme Court, and Presiding Judge David Lewis, Oklahoma Court of Criminal Appeals, implemented the following policies in Oklahoma County:

All non-emergency hearings were continued for 30-45 days. Judges' staff started calling parties to continue non-emergency matters. No new non-emergency hearings could be set for 30-45 days. People were asked not to come to the Courthouse to file new non-emergency cases.

In regard to Criminal cases this meant all out of custody cases were continued. In the event of an in custody case should a client desire to waive his or her right to a speedy trial or other constitutional deadlines the defense attorney could call the assigned judge and make such a record over the phone in order to get a continuance.

The reduction of individuals in the Courthouse due to these policies made it possible on Monday, March 23rd, for Presiding Judge Ray Elliott to implement an even bolder plan to limit the potential spread of COVID-19. Under this plan judges and their staff will rotate working remotely on a weekly basis. There will only be one judge in the Courthouse per division to cover emergency matters such as emergency child custody issues, Victims Protective Orders and other emergency requests. Additionally, there will always be at least one to two District Judges in the building to handle in custody criminal matters where there are constitutionally required deadlines the defendant does not want to waive and to hear civil emergencies such as temporary restraining orders.

Presiding Judge Ray Elliott asks that everyone follow CDC guidelines regarding social distancing and only come to the Courthouse for true emergencies. All judges, staff, and attorneys have been encouraged to utilize electronic means to conduct business whenever possible.

For further information call Renee Troxell, Oklahoma County Trial Court Administrator, at (405) 713-1423 or e-mail her at <u>renee.troxell@oscn.net</u>.



SEVENTH JUDICIAL DISTRICT, STATE OF OKLAHOMA OKLAHOMA COUNTY COURTHOUSE OKLAHOMA CITY, OKLAHOMA 73102

RAY C. ELLIOTT PRESIDING ADMINISTRATIVE JUDGE TELEPHONE: (405) 713-1428

FOR IMMEDIATE RELEASE -

Oklahoma County Non-Emergency Hearings Continued and Filing Deadlines in Civil cases extended

Due to the First Emergency Joint Order Regarding the COVID-19 State of Disaster issued by Chief Justice Noma D. Gurich, Oklahoma Supreme Court and Presiding Judge David B. Lewis, Oklahoma Court of Criminal Appeals the following steps are being taken in Oklahoma County District Court.

All non-emergency hearings are being continued for 30-45 days. The staff of the Judge assigned to hear your case will call you with a new date. You may also call your Judge's office to request a new hearing date if you do not hear from them. No new non-emergency hearings will be set for at least 30-45 days.

The Joint Order extended the statute of limitation for 30 days from March 16, 2020. Please do not come to the Courthouse to file new non-emergency cases for 30 days.

For further information, please contact Oklahoma County Trial Court Administrator, Renée Troxell, at 405-713-1423.

IN THE DISTRICT COURT OF OKLAHOMA COUNTY^{MAR} 2 0 2020 STATE OF OKLAHOMA RICK WARREN

IN RE: WRITS OF HABEAS CORPUS) A07 - 2020 - 14

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EMERGENCY ORDER VACATING WRITS OF HABEAS CORPUS ad PROSEQUENDUM AND SUSPENDING TRANSPORTATION OF INMATES TO THE OKLAHOMA COUNTY DETENTION CENTER FOR CERTAIN JUDICIAL PROCEEDINGS

Now, on this 20th day of March, 2020, pursuant to the World Health Organization's designation of the COVID-19 outbreak as a global pandemic, the President of the United States' declaration of a national emergency, Oklahoma Governor Stitt's declaration of a state of emergency, and SCAD No. 2020-24, the following orders are issued:

- 1. All Writs of Habeas Corpus ad Prosequendum previously issued by the District Court of Oklahoma County are hereby vacated. The Oklahoma County Sheriff is ordered to refrain from serving and/or executing all Writs of Habeas Corpus ad Prosequendum previously issued by this Court which relate to the transportation of inmates from any county detention facility or state correction facility to the Oklahoma County Detention Center unless or until the same are reissued following this Order.
- 2. All orders to the Department of Corrections pertaining to the transport of inmates to the Oklahoma County Detention Center or for court

appearances in Oklahoma County including but not limited to review hearings, hearings on requests to modify sentences and sentencing hearings following the completion of a Delayed Sentencing program are hereby vacated. The Department of Corrections shall not transport those inmates to Oklahoma County unless and until an order directing the transportation of an inmate is reissued by the assigned judge.

- This Order is to be effective immediately and has retroactive effect to any Writ of Habeas Corpus ad Prosequendum or order to transport which has not been served or executed as of this date.
- This Order does not apply to persons arrested in Cleveland County but taken by the Oklahoma City Police Department to the Oklahoma County Detention Center.

IT IS SO ORDERED.

Dated this 20th day of March 2020.

PRESIDENG ADMINISTRATIVE JUDGE

MAR 2 0 2020 RICK WARREN OKtahoma Court Rich Ulanin



SEVENTH JUDICIAL DISTRICT, STATE OF OKLAHOMA Oklahoma County Courthouse Oklahoma City, Oklahoma 73102

RAY C. ELLIOTT PRESIDING ADMINISTRATIVE JUDGE TELEPHONE: (405) 713-1428

FOR IMMEDIATE RELEASE -

All Oklahoma County Jury Trials scheduled for March 23 and April 6, 2020 are Cancelled

Due to states of emergency declared by National, State, and City governments, Oklahoma County Presiding Judge Ray C. Elliott has announced the cancellation of Oklahoma County jury trials set for the weeks of March 23 and April 6, 2020.

If you received a jury summons from the Oklahoma County Court Clerk to appear for jury duty on those dates you are excused from service. You do not need to appear or to call the Jury clerk. You may be called at a later date for jury service.

Presiding Judge Elliott will continue to monitor the situation and is committed to ensuring the safety of our citizens while balancing the needs of those requiring Court services.

For further information, please contact Oklahoma County Trial Court Administrator, Renée Troxell, at 405-713-1423.