

In the Indiana Supreme Court

In the Matter of the Petition of the
Tippecanoe Circuit, Superior, and West
Lafayette City Courts for Administrative
Rule 17 Emergency Relief.

Supreme Court Case No.
20S-CB-161

Order Approving Expansion of Operations Plan

By orders issued April 24 and May 13, 2020, this Court ordered trial courts statewide to submit plans for gradually resuming normal operations under limitations appropriate to the 2019 novel coronavirus (COVID-19) public health emergency. Pursuant to that order, the petitioning court(s) filed an expansion of operations plan (“Plan”) on May 29, 2020.

The Court finds that the Plan was made in coordination with appropriate local authorities and local justice system partners to account for local health conditions, facility readiness, and litigants’ needs; and that the Plan makes reasonable provisions for resuming normal staffing, providing public access to non-confidential proceedings, and resuming jury trials. A copy of the Plan is attached to this order and incorporated by reference.

Being duly advised, and pursuant to Indiana Administrative Rule 17 and this Court’s inherent authority to supervise the administration of all courts of this State, the Court ORDERS as follows:

1. All emergency relief previously granted to the petitioning court(s) under Administrative Rule 17 is deemed to expire as of the effective date of this order, except as provided by this Court’s “Order Extending Trial Courts’ Emergency Tolling Authority and Setting Expiration of Other Emergency Orders” issued May 29, 2020 in Case No. 20S-CB-123. However, this Court’s May 13, 2020 “Emergency Order Permitting Expanded Remote Hearings” and paragraph 3 of its May 13 “Order Extending Time for Expanding Trial Court Operations” in Case No. 20S-CB-123 (prohibiting jury trials before July 1 without prior approval of this Court) remain in full force and effect.
2. The Plan is approved, and the petitioning court(s) shall comply with its terms through its stated duration, subject to further order of this Court.

Done at Indianapolis, Indiana, on 6/15/2020 , **effective May 29, 2020.**



Loretta H. Rush
Chief Justice of Indiana

IN THE INDIANA SUPREME COURT

In the Matter of the)	
Second Petition of)	
Tippecanoe Circuit Court,)	
Tippecanoe Superior Courts, and)	Supreme Court Case No. 20S-CB-161
West Lafayette City Court for)	
Administrative Rule 17 Emergency Relief)	

SECOND PETITION FOR EMERGENCY RELIEF

Come now Tippecanoe Circuit Court, Tippecanoe Superior Courts, and West Lafayette City Court (“Courts of Tippecanoe County”), *en banc*, and state the following in support of this Second Petition for Emergency Relief pursuant to Indiana Administrative Rule 17 (“AR17”):

On March 6, 2020, Governor Holcomb declared a public health emergency in Indiana related to the 2019 novel coronavirus (“COVID-19”) and has issued relevant Executive Orders. On March 13, 2020, President Trump declared a national emergency relating to COVID-19. The Center for Disease Control and Prevention (“CDC”) has determined that “social distancing” is necessary to minimize further spread of COVID-19, and the Indiana State Department of Health (“ISDH”) has issued and will continue to issue recommendations.

On March 16, 2020, the Indiana Supreme Court issued an Order directing trial courts to prepare appropriate emergency local plans to protect the health of court personnel, court users, and the public through enhanced social distancing.

On March 19, 2020, the Indiana Supreme Court issued an order under Case No. 20S-CB-161 declaring the existence of an emergency in Tippecanoe County and granting certain emergency relief under AR17 through May 4, 2020.

On March 31, 2020, the Indiana Supreme Court issued an order authorizing persons qualified to administer an oath in the State of Indiana to swear a witness remotely by audio-video communication technology, provided they can positively identify the witness.

On April 3, 2020, the Indiana Supreme Court issued an order extending prior orders granting emergency relief to trial courts under AR17 through May 4, 2020.

On April 22, 2020, the Indiana Supreme Court issued an order authorizing trial courts to live-stream court proceedings (except hearings that are confidential by law) on a public platform under certain conditions.

On April 24, 2020, the Indiana Supreme Court issued an Order extending prior orders granting emergency relief to trial courts under AR17 through May 17, 2020, restricting resumption of jury trials prior to June 1, 2020 without prior approval from the Indiana Supreme Court, directing trial courts to coordinate with county emergency and public health authorities, directing trial courts to convene a group to collaborate with local justice system partners, and directing trial courts to submit plans for expanded operations no later than May 15, 2020.

On May 13, 2020, the Indiana Supreme Court issued an Order extending prior orders granting emergency relief to trial courts under AR17 through May 30, 2020, restricting resumption of jury trials prior to July 1, 2020 without prior approval from the Indiana Supreme Court, and extending the deadline for submitting transition plans for expanded operations to May 30, 2020.

Accordingly, the Courts of Tippecanoe County submit the attached plan for expanded operations (Exhibit A) and request the following emergency relief *subject to applicable constitution limitations*:

1. **Through July 5, 2020:** Utilize a screening protocol for all persons (including staff) entering the public entrance of the jail. Deny entry to any person presenting with a fever and/or other symptoms of COVID-19. Exclude large groups from entering. Permit attorneys to enter for official business only. Permit a limited number of public to enter at one time and for official business only. Limit inmate/participant visits with family/public. Exclude spectators from jail

courtroom/gallery. Encourage all persons (including staff) to wear masks. Provide hand sanitizer at public entrance.

2. **Through July 5, 2020:** Utilize a screening protocol for all persons (including staff) entering the courthouse. Deny entry to any person presenting with a fever and/or other symptoms of COVID-19. Exclude large groups (including but not limited to tour groups, student field trips, and/or wedding groups) from entering. Permit parties, attorneys, witnesses, and other participants required by law to enter for official court business only. Prohibit non-party spectators to enter absent permission of judicial officer. Encourage all persons (including staff) to wear masks. Provide hand sanitizer at courthouse entrance.

3. **Through July 5, 2020:** Utilize an existing drop-box at the public entrance of the courthouse for filing of documents and/or other clerk related business.

4. **Through July 5, 2020:** Deny entry to courtrooms for any person presenting with a fever and/or other symptoms of COVID-19. Permit parties, attorneys, witnesses, and other participants required by law to enter for official court business only. Prohibit non-party spectators to enter absent permission of judicial officer. Encourage all persons (including staff) to wear masks. Provide hand sanitizer at courtroom entrance. Disinfect between hearings/groups.

5. **Through July 5, 2020:** Suspend issuance and service of body attachments in civil cases, including Title IVD cases. Permit issuance of summons in lieu of bench warrant for failure to appear. Extend initial hearing dates for persons cited or released and coordinate notice of same with law enforcement.

6. **Through July 5, 2020.** Tolling of all laws, rules, and procedures *setting time limits* for (a) criminal cases and criminal jury trials, including speedy trials, (b) civil cases, including civil jury trials, (c) fact-finding hearings, disposition hearings, review hearings, and permanency hearings in juvenile delinquency cases, (d) fact-finding hearings, disposition hearings, review hearings, and permanency hearings in juvenile CHINS cases, (e) evidentiary hearings in juvenile TPR

cases, (f) public health cases, (g) mental health cases, (h) all judgements, including child support, (i) appellate matters, and (j) all other civil and criminal matters before the Courts of Tippecanoe County.

7. Through July 5, 2020 or later as authorized by Indiana Supreme Court: Conduct REMOTE hearings on the following emergency matters: (a) quarantine/isolation, (b) orders of protection, (c) emergency custody or guardianships, (d) emergency injunctive relief, (e) civil commitment hearings, (f) firearm seizure hearings, (g) juvenile detention hearings for CHINS and delinquency cases, (h) criminal initial hearings if defendant is in custody, (i) criminal bail review hearings, and (j) other emergency matters as determined by the presiding Judge.

8. Through July 5, 2020 or later as authorized by Indiana Supreme Court: Conduct REMOTE hearings on essential matters, including but not limited to, (a) criminal pretrial, guilty plea, or sentencing hearings that might result in release from custody or resolve a case, (b) civil pretrial or other hearings that might resolve a case, (c) juvenile delinquency initial hearings or other hearings that might result in release from custody/placement or resolve a case, (d) juvenile CHINS initial hearings or other hearings that might result in reunification or resolve a case, (e) juvenile TPR initial hearings or other hearings that might resolve a case, (f) and hearings to establish paternity and/or child support. Coordinate scheduling of such hearings in a manner designed to reduce the volume of persons in the courthouse at one time.

9. Through July 5, 2020 or later as authorized by Indiana Supreme Court: Conduct non-essential hearings REMOTELY in criminal, civil, and juvenile cases, if necessary for safety. Conduct pretrial hearings and/or case management hearings in such cases by counsel only, unless otherwise instructed by presiding Judge. Continue non-essential hearings if necessary for safety.

10. Through July 5, 2020 or later as authorized by Indiana Supreme Court: Utilize telephonic or audio-video communication technology in lieu of in-person appearances for all hearings, except criminal jury trials or civil jury trials. Allow any party or attorney wishing to appear remotely for non-evidentiary hearings to do so without further leave of court by filing a “Notice of Remote Appearance” with the Court. Consider the existence of COVID-19

or has symptoms of COVID-19, and/or whether individual is included in a high-risk category to constitute “good cause” to appear remotely.

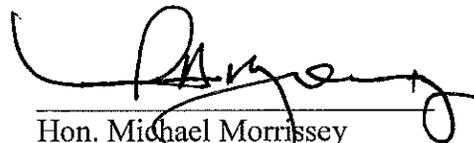
11. **Through July 5, 2020:** Suspend or continue all criminal jury trials and all civil jury trials.

12. **Through October 4, 2020:** Utilize off-site staging area for jury orientation/selection upon resuming jury trials.

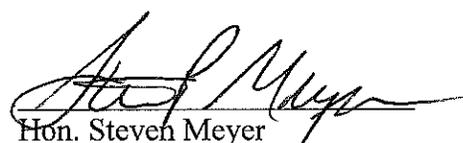
13. **Through December 31, 2020:** Permit Tippecanoe County judicial officers, excluding West Lafayette City Court Judge, to exercise general jurisdiction over cases in every court, excluding West Lafayette City Court. Such jurisdiction to commence if a judicial officer becomes ill or quarantined and continue until a Pro Tem Judge/Temporary Judge/Senior Judge can be appointed by the Indiana Supreme Court.

The Courts of Tippecanoe County have selected Judge Steven Meyer and Judge Michael Morrissey as Co-Presiding Judges during this emergency.

Respectfully submitted,



Hon. Michael Morrissey
Co-Presiding Judge



Hon. Steven Meyer
Co-Presiding Judge

cc: Julie Roush (Tippecanoe County Clerk), Patrick Harrington (Tippecanoe County Prosecuting Attorney), Amy Hutchison (Tippecanoe County Public Defender), Stuart Boehning (President, Tippecanoe County Bar Association), David Byers (President, Tippecanoe County Commissioners), Kevin Underwood (President, Tippecanoe County Council)

EXHIBIT A

Tippecanoe County Courts Transition Plan

May 29, 2020

1. Administrative Rule 17 Components

Extend through July 5, 2020: Utilize a screening protocol for all persons (including staff) entering the public entrance of the jail. Deny entry to any person presenting with a fever and/or other symptoms of COVID-19. Exclude large groups from entering. Permit attorneys to enter for official business only. Permit a limited number of public to enter at one time and for official business only. Limit inmate/participant visits with family/public. Exclude spectators from jail courtroom/gallery. Encourage all persons (including staff) to wear masks. Provide hand sanitizer at public entrance.

Extend through July 5, 2020: Utilize a screening protocol for all persons (including staff) entering the courthouse. Deny entry to any person presenting with a fever and/or other symptoms of COVID-19. Exclude large groups (including but not limited to tour groups, student field trips, and/or wedding groups) from entering. Permit parties, attorneys, witnesses, and other participants required by law to enter for official court business only. Prohibit non-party spectators to enter absent permission of judicial officer. Encourage all persons (including staff) to wear masks. Provide hand sanitizer at courthouse entrance.

Extend through July 5, 2020: Utilize an existing drop-box at the public entrance of the courthouse for filing of documents and/or other clerk related business.

Extend through July 5, 2020: Deny entry to courtrooms for any person presenting with a fever and/or other symptoms of COVID-19. Permit parties, attorneys, witnesses, and other participants required by law to enter for official court business only. Prohibit non-party spectators to enter absent permission of judicial officer. Encourage all persons (including staff) to wear masks. Provide hand sanitizer at courtroom entrance. Disinfect between hearings/groups.

Extend through July 5, 2020: Suspend issuance and service of body attachments in civil cases, including Title IVD cases. Permit issuance of summons in lieu of bench warrant for failure to appear. Extend initial hearing dates for persons cited or released and coordinate notice of same with law enforcement.

Extend through July 5, 2020. Tolling of all laws, rules, and procedures *setting time limits* for (a) criminal cases and criminal jury trials, including speedy trials, (b) civil cases, including civil jury trials, (c) fact-finding hearings, disposition hearings, review hearings, and permanency hearings in juvenile delinquency cases, (d) fact-finding hearings, disposition hearings, review hearings, and permanency hearings in juvenile CHINS cases, (e) evidentiary hearings in juvenile TPR cases, (f) public health cases, (g) mental health cases, (h) all judgements, including child support, (i) appellate matters, and (j) all other civil and criminal matters before the Courts of Tippecanoe County.

Extend through July 5, 2020 or later as authorized by Indiana Supreme Court: Conduct REMOTE hearings on the following emergency matters: (a) quarantine/isolation, (b) orders of protection, (c) emergency custody or guardianships, (d) emergency injunctive relief, (e) civil commitment hearings, (f) firearm seizure hearings, (g) juvenile detention hearings for CHINS and delinquency cases, (h) criminal initial hearings if defendant is in custody, (i) criminal bail review hearings, and (j) other emergency matters as determined by the presiding Judge.

Extend through July 5, 2020 or later as authorized by Indiana Supreme Court: Conduct REMOTE hearings on essential matters including, but not limited to, (a) criminal pretrial, guilty plea, or sentencing hearings that might result in release from custody or resolve a case, (b) civil pretrial or other hearings that might resolve a case, (c) juvenile delinquency initial hearings or other hearings that might result in release from custody/placement or resolve a case, (d) juvenile CHINS initial hearings or other hearings that might result in reunification or resolve a case, (e) juvenile TPR initial hearings or other hearings that might resolve a case, and (f) hearings to establish paternity and/or child support and (g) provisional hearings in dissolution of marriage cases. Coordinate scheduling of such hearings in a manner designed to reduce the volume of persons in the courthouse at one time.

Extend through July 5, 2020 or later as authorized by Indiana Supreme Court: Conduct non-essential hearings REMOTELY in criminal, civil, and juvenile cases, as necessary for safety. Conduct pretrial hearings and/or case management hearings in such cases by counsel only, unless otherwise instructed by presiding Judge. Continue non-essential hearings as necessary for safety.

Extend through July 5, 2020 or later as authorized by Indiana Supreme Court: Utilize telephonic or audio-video communication technology in lieu of in-person appearances for all hearings, except criminal or civil jury trials. Allow any party or attorney wishing to appear remotely for non-evidentiary hearings to do so without further leave of court by filing a “Notice of Remote Appearance” with the Court. Consider the existence of COVID-19 symptoms, exposure to any person who tested positive for COVID-19 or has symptoms of COVID-19, and/or whether individual is included in a high-risk category to constitute “good cause” to appear remotely.

Extend through July 5, 2020: Suspend or continue all criminal and civil jury trials.

Extend through October 4, 2020: Utilize off-site staging area for jury orientation/selection upon resuming jury trials.

Extend through December 31, 2020: Permit Tippecanoe County judicial officers, excluding West Lafayette City Court Judge, to exercise general jurisdiction over cases in every court, excluding West Lafayette City Court. Such jurisdiction to commence if a judicial officer becomes ill or quarantined and continue until a Pro Tem Judge/Temporary Judge/Senior Judge can be appointed by the Indiana Supreme Court.

Expire: Coordinate with Security Bailiffs, Probation, Court Services, and CASA to continue operations in a manner that encourages remote contact and is designed to reduce the volume of persons in the courthouse at one time.

2. Planning

The following stakeholders were consulted in developing this plan: Tippecanoe County

Health Department (TCHD), Tippecanoe County Clerk, Tippecanoe County Commissioners, Tippecanoe County Attorney, Tippecanoe County Sheriff, Tippecanoe County Prosecutor, Tippecanoe County Public Defender, Tippecanoe County Probation, Tippecanoe County Bar Association, Tippecanoe County Department of Child Services, Tippecanoe County CASA, Tippecanoe County Community Corrections, Indiana Legal Services, Tippecanoe County Legal Aid, And other Tippecanoe County Department Heads. Some stakeholders submitted written proposals.

3. Employment Procedures

Employees who have tested positive for COVID 19 or have been instructed to quarantine by medical professionals or health officers must immediately report such information to his/her Supervisor/Department Head. Employees who have had someone in their household test positive for COVID-19 must immediately report such information to his/her Supervisor/Department Head. If someone with whom an employee has had contact in the last fourteen (14) days tests positive for COVID-19, the employee must immediately report such information to his/her Supervisor/Department Head.

Employees experiencing COVID-19 symptoms must immediately report such information to his/her Supervisor/Department Head. Employees experiencing COVID-19 symptoms must be tested and report the results to his/her Supervisor/Department Head. Employees may be required to self-isolate even with a negative result, depending upon symptoms and exposure. The *Self-Checker: A Guide to Help You Make Decisions and Seek Appropriate Medical Care* on the CDC website (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) provides a short quiz to help employees decide whether to seek treatment.

Before reporting to work, employees must check their temperatures to monitor for fever. Employees must immediately report a temperature at or above 100.4°F to his/her Supervisor/Department Head.

The Judicial Officer will inquire whether employees consider themselves to be in a high-risk category. Reasonable accommodations will be made to isolate high-risk employees by eliminating contact with the public and increasing social distancing. Remote work may be authorized for high-risk employees when feasible.

Employees must wear masks in public areas and when interacting with the public. Each employee has been provided with a mask. Employees are encouraged to wash their hands frequently and utilize hand sanitizer which is available in each Court. Employees must regularly clean and sanitize their work stations.

Employees must avoid sharing phones, writing utensils, or other office equipment and sanitize such surfaces after use.

Employees must maintain six feet of social distancing.

Employees may be assigned to report to work or work remotely on a rotating basis at the discretion of the Judicial Officer.

4. Courthouse Facility Plan

Hand sanitizer is available at the public entrance and at the entrance of each courtroom.

Seating in courtrooms and jury rooms has been restricted and marked accordingly to comply with social distancing.

Floors have been marked for social distancing. Security bailiffs and court staff will monitor hallways for social distancing.

Custodial staff thoroughly cleans and disinfects every evening. Custodial staff frequently cleans and disinfects common areas throughout the day. Staff clean and disinfect courtroom surfaces between hearings/sessions.

Barriers for social distancing have been installed in areas where employees must interact with the public. Doors will remain open, if possible, to increase air circulation and reduce the need to touch handles or latches.

Mail is collected each day by Clerk staff and handled with gloves. Gloves have been provided to Clerk staff. Surfaces are disinfected after sorting of mail.

5. Screening Procedures for the Public

Signs are posted at the public entrance to the courthouse stating as follows: *“If you have fever, cough, sore throat, shortness of breath, or other flu like symptoms or if you have reason to believe you may have been exposed to someone with COVID-19, DO NOT ENTER. Return to your vehicle and call 765-423-9326.”*

All visitors are screened at the public entrance as recommended by the Tippecanoe County Health Department. Any person presenting with a fever and/or other symptoms of COVID-19 is not permitted to enter the courthouse. Large groups (including, but not limited to, tour groups, student field trips, and/or wedding groups) are not permitted to enter the courthouse.

Parties, attorneys, witnesses, and other participants required by law are permitted to enter the courthouse for official court business only. Non-party spectators are not permitted to enter absent permission of a Judicial Officer.

All persons are encouraged to wear masks while at the courthouse. Masks will be provided subject to availability.

Hand sanitizer is available at the public entrance and at the entrance of each courtroom.

A secure drop-box is available at the public entrance of the courthouse for filing documents and/or other clerk related business.

6. Resuming Non-Emergency Hearings

For all authorized REMOTE Hearings, Zoom or any other secured platform approved by the Indiana Supreme Court will be acceptable. Parties requesting a remote hearing should file request at least 2 days prior to hearing to allow court staff to send appropriate notices. Proposed exhibits for use in any remote hearing should be submitted to the court in advance of the hearing by email and per guidelines established by each court.

Circuit Court, Superior Court, and Superior Court II: These courts manage lower volume dockets and plan to resume non-emergency hearings as follows:

Criminal Cases: Status and pre-trial hearings for criminal cases will continue to be held on Friday mornings. Attorneys may appear remotely upon prior approval of the court. Defendants are no longer required to appear in person at pre-trial hearings, unless otherwise ordered by a court, so long as they file within 10 days of the hearing a written acknowledgement of jury trial and other pre-trial dates. The written acknowledgement shall serve as sufficient notice to the defendant of the hearing or upcoming trial. The court may rely upon this acknowledgement where a defendant fails to appear at a hearing or trial and find that a defendant has made a knowing and voluntary waiver of right to be present. This may allow the court to proceed in absentia and/or issue a warrant for the defendant's failure to appear.

Family Law Cases: The Courts will revise the current practice of setting status hearings for a block of time on Monday mornings. Attorneys and pro se litigants are now encouraged to use a Status Hearing Form developed by the Judges and distributed to the attorneys and the public. This form requires parties to consult with each other before the status hearing and shall be submitted to the court *prior* to the status hearing to avoid the necessity of a personal appearance and to reduce the number of persons assembled in the courtrooms on Monday mornings. Attorneys are also no longer required to have their clients appear in person at pre-trial hearings, so long as the clients are made available by phone or electronic means.

Family law attorneys and litigants will be encouraged to conduct hearings remotely when practicable to do so and upon the approval of the presiding judge. For the next 90 days, hearings will be limited to the parties, attorneys of record, witnesses, and Guardian Ad Litem and may be live-streamed through the internet as approved by the Supreme Court.

Superior Court 2, which handles most fee-waiver divorce cases and a bulk of pro se divorce matters, will continue to schedule these cases two (2) Thursdays a month. However the cases will now be assigned staggered start times instead of a standard start time for all cases.

Civil Collections: Collection matters that were typically set within a standard block of time with other similar cases will now be assigned staggered start times, in order to reduce the number of persons in the courtroom. Plaintiff attorneys will be encouraged to confer with a defendant or judgment debtor and submit a status report before the hearing in order to eliminate the need for a personal appearance. The courts will approve requests for remote hearings such as default judgments, summary judgments, and proceeding supplemental hearings so long as it is practicable to do so.

Superior Court IV, Superior Court V, and Superior Court VI: These courts manage higher volume dockets and plan to resume non-emergency hearings as follows:

Superior Court IV: Remote Hearings are encouraged. Court will be rescheduling the appearance times for some of the large sessions to minimize courthouse, hallway and courtroom congestion as much as is reasonably possible. No more than 10 clients will be permitted inside the courtroom at the same time (this does not include court staff or attorneys). Clients will not be admitted to the courthouse more than 15 minutes before their scheduled court appearance time; clients will then wait in the hallway until called into the courtroom.

Initial hearing on new charges and petitions: Private attorneys may file a written appearance in advance and waive any initial hearing. This includes felony charges and Petitions (temporarily). All as-yet unrepresented clients must still appear in person for all initial hearings. **Guilty plea hearings:** Qualifying guilty plea agreements may be submitted in absentia upon eFiling a fully signed plea agreement (both attorneys and client), a signed written advisement of rights (purple version) and the fully signed and initialed 2-page affidavit (previously provided to the prosecutor by the court). Plea agreements that required service of an executed sentence in the local jail or the DOC may not be submitted in absentia. Plea agreements that include a fully suspended sentence or that permit service of the executed sentence on community corrections may be submitted in absentia. All deadlines to contact service providers (72 hours) and for Probation Review will remain the same. A guilty plea session has been added to the court schedule for Wednesday at 1:00 PM. The Tuesday at 10:00 AM guilty plea session and 11:00 AM probation violation admission session are reserved only for clients who are in custody. In-custody clients will only be scheduled for guilty pleas and probation violation admission on Tuesday mornings. For global plea agreements involving more than one court, the parties are encouraged to consolidate all charges into the highest level court (transfer or dismiss and refile relevant counts) and thus conduct only one guilty plea hearing. **Status, Discovery and Pre Trial Conferences:** (Tuesday 1:00 PM): The court will continue to issue the DIY Court Kit approximately a week in advance of the court date. Reports to the Court must be eFiled no later than Tuesday 12 noon (then no personal appearance by attorney or client will be necessary). If you meet with your client in person, the client should sign the Report to acknowledge any new events and dates. If you communicate with your client remotely, you must note on the client's signature line how you communicated the new events and dates to your client (phone call with client, email, letter, etc.). You may choose events and new dates based on the Schedule included in the DIY Court Kit. Do not choose a session that is already full. The Report will be rejected. As-yet unrepresented clients must appear in person for any Status, Discovery or Pre Trial Conference or a warrant will be issued. Status Conferences is the label for the court to know the issue pending in the case is a Petition to Revoke. Only a Petition may be scheduled and rescheduled for Status Conference. Status Conferences may only be continued for up to 2 months and no more than 1 time without specific approval of the court. Requests to reschedule more than one time may be noted on the Report with the reason given (e.g., Petition based on unresolved pending case in Circuit Court). Discovery Conferences may result in the scheduling of a guilty plea hearing, affirm current dates or request another type of hearing (e.g., motion to suppress). If a guilty plea is being scheduled, use the Scheduling calendar included in the DIY Court Kit to select an available date and time. Do not schedule for a session that is already full. If current dates are being confirmed, just check the appropriate box on the Report. No new dates needed. If another type of hearing is being requested, note this on the Report. The court will contact you to schedule a date for when all parties are available. Pre Trial Conferences are still the plea deadline and may result in scheduling of a guilty plea hearing, requesting a continuance of the trial or calling the case for trial as scheduled. If a guilty plea is being scheduled, use the Scheduling calendar

included in the DIY Court Kit to select an available date and time. If a continuance is being request, the party requesting the continuance must consult with the other party for input. If the parties need more time to review discovery and discuss a plea offer, then note this on the Report so the plea deadline can be extended. If the case is being called for trial as scheduled, there is a space to note this on the Report. Client must sign acknowledging trial date. If the client has not maintained contact with the attorney, private or public defender, a warrant will be issued if the client fails to appear at Status Conference or Pre Trial Conference. Probation Review hearings: As dates approach for mass Probation Review hearings, the court will be reassigning the times of the hearing (not the date) to minimize courthouse, hallway and courtroom congestion as much as is reasonably possible. These times will extend into the afternoon hours of the regularly scheduled Probation Review hearing day. Clients may submit all proof of completion in advance of the Probation Review hearing and will then not need to appear for Probation Review IF everything is paid in full, completed and written proof has been provided to the court. Continuances of any hearings: If the client is in custody and expected to remain in custody, the attorney may email the court to request a guilty plea or probation violation admission be continued. No notice or order will be issued; the calendar entry will just be rescheduled. If the client is not in custody, a written motion and proposed order must be eFiled. If the motion is being filed the day before or the day of the hearing, a courtesy email or phone call to the court is appreciated but is not a substitute for the written motion and proposed order. Consult the most recent Scheduling calendar included with the CIY Court Kit for available sessions. Evictions: Many evictions are expected to be permitted to be initiated (filed) starting on July 1. Additional eviction sessions have been added to the court schedule for 11:25 AM, Monday thru Thursday. Evictions involving subsidized housing or mortgages guaranteed by federal financing may not be initiated until the deadlines included in the CARES Act. In CARES cases, eviction notices from the landlord to the tenant may not be served upon the tenant until July 25 giving the tenant up to August 24 to vacate the rental property. If the tenant does not vacate by August 24, the landlord may then file a formal eviction proceeding with the court. At the time of both the filing and scheduling of the eviction and in court at the actual eviction hearing, the landlord will be questioned, under oath, to determine if the rental unit is a subsidized unit or has a mortgage guaranteed by federal financing. Starting July 1, attached to all eviction claims and summons' (that will be served to the tenant by the Sheriff) will be an information sheet of frequently asked questions about evictions and contact information for both Legal Aid and Legal Services so tenants may have questions answered about evictions proceedings. Emergency evictions may be filed at this time; however, nonpayment of rent alone is not an emergency. Collection sessions: Collection attorneys will not schedule more than 25 cases per 30-minute session. Extra sessions are being added to the court schedule. Collection attorneys may still meet in the hallway with clients or may use the jury room, if available. Attorneys are responsible for reminding clients to maintain social distancing in the hallways while waiting to speak with the attorney.

Superior Court V: "Regular" court times to be repurposed to reduce congestion and accommodate backlog as follows: Tuesdays, Thursdays (until trials resume) & Friday mornings for half-day bench trials and Tuesdays & Thursdays for more, smaller court sessions. Use of electronic signatures and e-filing of needed documents ahead of time is encouraged. Plea by mail for misdemeanors is encouraged. Waivers of Initial Hearings are encouraged. Live/video advisements will be used in courtroom & written advisements will be distributed but not collected to reduce paper handling. Arranging to conduct in-custody change of plea hearings from the jail via video if defendant waives right to be present in person. Use of

combined plea agreements is encouraged. Personal appearance for case management hearings will not be required, Public Defenders will instruct clients on desired method of communication/contact, and the State will arrange communication with pro se defendants. Pretrial conferences will be prioritized as follows: personal appearance of defendant will not be required but if defendant does not appear in person (via video or phone conference), then a verified acknowledgment of trial must be filed OR a change of plea must be set no later than midnight the night before the PTC date. For non-priority pretrial conferences, personal appearances will not be required. Public Defenders must instruct clients regarding method of communication and inform the court and/or request a hearing if client has not maintained communication. Attorney conference hearings will be set alphabetically by time on Friday mornings and Initial Hearing order has been changed to give this instruction. No personal appearances will be required for Status Hearings but parties must file reports by 10:00AM on Friday mornings and endless status hearings will be minimized. Diversion Review Hearings will be set Friday afternoons in more frequent but smaller sessions and may be held in a different, larger space. Probation Review Hearings will no longer be set en masse but will only be set if requested by State.

Superior Court VI: As we resume non-emergency hearings, we are scheduling no more than ten (10) cases per hour, bundling Initial Hearings, Guilty Plea/Sentencing Hearings, Probation Violation Hearings, etc. This will continue at least through June 2020, and perhaps beyond. At this time, hearings involving incarcerated persons will largely be heard by the Magistrate Judge remotely, if possible. The few individuals who need to be heard in Court will be transported. The days of scheduling large numbers of cases at any given time is not a foreseeable practice in the future. However, limiting the scheduling of cases to ten (10) per hour will need to be increased in time. Steps are being taken to reduce the number of individuals appearing in Court by encouraging Plea Agreements by Mail/Email and broadening the authority for attorneys to appear in Court in lieu of the personal appearance of the Defendant.

Superior Court III/Juvenile Magistrate: Hearings will continue to be conducted in the following emergency matters: orders of protection, emergency custody or guardianships, emergency injunctive relief, juvenile detention hearings for CHINS and delinquency cases, and other emergency matters as determined by the presiding Judge. Hearings will continue to be conducted for the following essential matters: family law pretrial or other hearings that might resolve a case, juvenile delinquency initial hearings or other hearings that might result in release from custody/placement or resolve a case, CHINS initial hearings or other hearings that might result in reunification or resolve a case, TPR initial hearings or other hearings that might resolve a case, and hearings to establish paternity/custody/parenting time and/or child support. The following non-essential hearings will be conducted: modification of custody/parenting time, and/or child support. Scheduling of such hearings will continue to be coordinated in a manner designed to reduce the volume of persons in the courthouse at one time. Commencing June 1, 2020, the following hearings will be conducted with all parties, attorneys, and other persons required by law to participate by appearing in person: juvenile delinquency emergency detention hearings, CHINS emergency detention hearings, juvenile delinquency fact-finding hearings, CHINS fact-finding hearings, and TPR fact-finding hearings. Remote hearings will be conducted for all other hearings.

IVD Court: The following hearings will be conducted remotely: establishment of paternity and/or child support, modification of child support, enforcement of child support. IVD Speed Mediation services will continue to be provided on a remote basis.

7. Jury Trials

Jury trials for all Tippecanoe County Court will not resume until July 5, 2020, unless otherwise provided by the Indiana Supreme Court. Jury selection will occur for approximately 90 days at a venue other than the Tippecanoe County Courthouse in order to provide appropriate social distancing. The Judges are currently in discussion with Lafayette City officials for the use of the Long Center, a civic theater located two blocks from the Courthouse with a capacity of approximately 1,100 persons. Any remote location must have sufficient seating, speakers, recording equipment, restrooms, be ADA compliant, and have the ability to separate a secured defendant from the public.

COVID-19 questionnaires will be sent in advance to prospective jurors along with the jury summons. Persons in the pool will be notified they may decline service if over 60 years of age; suffer from a condition that makes them high risk; or if they are in self-quarantine due to feared exposure.

The Courts anticipate a backlog of criminal cases through the end of 2020. So the Courts plan to give priority to criminal trials over civil trials during this period of time. Extra jury trials dates, including possible Saturday jury trial dates, may be scheduled to assist in the backlog of cases.

Once jurors are selected, the jury trial will be held in the respective courtroom inside the County Courthouse. There will be at least 6 feet of distance between jurors. Masks will be provided to all prospective and selected jurors. Juror deliberations will occur in spaces large enough to accommodate social distancing.

Superior Court VI will begin conducting Jury Trials in August, 2020.

8. Court Supervised Services

Community Corrections: Tippecanoe County Community Corrections (TCCC) has developed a Three Phase Plan for re-opening operations. Participant contact will continue to be done remotely as much as possible. Staff will work on a rotating basis and be required to wear appropriate PPE when in contact with participants. They will reinstate drug screening procedures and Indiana Department of Corrections Community Transition Program (CTP) placement by June 1st. Pre-trial assessments at Tippecanoe County Jail will re-start late May and gradually increase through July 6th. Field visits and drug screening will gradually increase to pre-COVID-19 schedule by July 6th. Work Release residents will gradually increase from a minimum of 70 to a maximum of 100 by July 6th. TCCC will develop a policy for acceptance of persons released from the Department of Corrections which will require a COVID test prior to admission to the program and may require a brief period of self-quarantine while awaiting test results and a longer quarantine if a person tests positive for COVID. Further details of the Plan can be obtained from TCCC.

Court Services: First Floor Court House Client/Public access to office will be restricted to the main door/threshold of department. Until further notice, all client assessments will be conducted remotely by phone. Any private office client-staff meetings will require both parties wear face cover/mask. Only one (1) client at a time will be permitted into private office with staff member. (Exception to be made for interpreter). Chairs and other common surfaces will be cleaned after each private office meeting. All cloth chairs in public hallway/waiting area will be replaced with chairs of non-cloth material. Chairs will be spaced at a distance of no less than 6 feet. All Court Services Staff will abide

by CDC COVID-19 safety guidelines including: washing hands often, using hand sanitizer, social distancing of 6 feet, avoiding gathering in groups, covering mouth and nose with a face cover when near/around others, and frequent cleaning/disinfecting of common surfaces such as desk surfaces, doorknobs, light switches, countertops, phones, keyboards, and office furniture. Staff will not be required to wear face covering when in private office areas absent of clients/public.

Adult Probation: Public access to office will be restricted to the main door/threshold of department. Second Floor Court House Client/Public waiting area to Adult Probation shall provide chairs spaced at a distance of no less than 6 feet. Excess seating (e.g. benches) will be removed from waiting area. Any private office meetings with clients may include one (1) additional adult interested party present. All parties (Probation Officer and client) present in private office meeting must wear face covering. All Adult Probation Staff will abide by CDC COVID-19 safety guidelines including: washing hands often, using hand sanitizer, social distancing of 6 feet, avoiding gathering in groups, covering mouth and nose with a face cover when near/around others, and frequent cleaning/disinfecting of common surfaces such as desk surfaces, doorknobs, light switches, countertops, phones, keyboards, and office furniture. Staff is not required to wear face covering when in private office areas absent of clients/public.

Juvenile Probation: Fifth Floor Court House Client/Public waiting area to Juvenile Probation shall provide chairs spaced at a distance of no less than 6 feet. Excess seating will be removed from waiting area. Any private office meetings with clients may include one (1) additional adult interested party present. All parties (Probation Officer and client) present in private office meeting must wear face covering. All Juvenile Probation Staff will abide by CDC COVID-19 safety guidelines including: washing hands often, using hand sanitizer, social distancing of 6 feet, avoiding gathering in groups, covering mouth and nose with a face cover when near/around others, and frequent cleaning/disinfecting of common surfaces such as desk surfaces, doorknobs, light switches, countertops, phones, keyboards, and office furniture. Staff is not required to wear face covering when in private office areas absent of clients/public.

CASA Office: CASA staff may report in-person or work remotely on a rotating basis as directed. CASAs may conduct in-person contacts in critical cases as needed to assure the safety of children, including in-home CHINS, but are encouraged to conduct most contacts by email, text, telephone, or other virtual means. CASAs who are considered high-risk themselves should not conduct home visits, and the Court authorizes such visits be conducted by a substitute CASA as needed.

Juvenile Intake and Assessment Center: Intake staff will follow Policy and Procedure adopted May 5, 2020 as follows:

1. Face masks must be worn by staff when interacting with youth and their families due to an arrest or scheduled appointment. Face masks will be provided to you by the department. Personal masks may be worn as long as they are appropriate. (If supply becomes available, juvenile and parent will be provided a mask to wear when conducting Intakes.
2. Face masks and gloves must be worn when searching a youth upon arrest.
3. When contacting families to appear at the Juvenile Intake and Assessment Center, encourage them to bring and wear their own masks if they have them. Pre-screen the parent/guardian over the phone. If they currently have a fever or answer yes to any of the COVID-19 questions, they should come to the secure door of Intake, and their child will be released to them there. An

Intake appointment should be scheduled for at least 14 days out. They should not enter the building at all.

4. All youth entering the Juvenile Intake and Assessment Center will have their temperature taken and screened using the Tippecanoe County Sheriff's Office Coronavirus screening form, completed by Juvenile Intake Staff. If the youth has a temperature of 100.0 or higher or answers yes to any of the questions on the screener, place them in the designated quarantine cell (cell 3).
 - If the youth is being released to their parent/guardian, inform them of the fever and any other health concerns you may have. An Intake appointment should be scheduled for at least 14 days out.
 - If the youth scores to be placed in ESC or Secure Detention, Intake staff will complete the IDOC COVID-19 Screening Tool, required by detention centers. Once this is completed, staff will consult with the facility they are attempting to place the youth to determine if additional screening is necessary for admittance.

Kinsey Youth Center: If a child has a fever, we will not accept them at all until they are fever-free for at least 72 hours. If they answer "yes" to any of the questions on the screening tool, they will need to be checked by one of your nurses. Then call us, and we will get more information and decide on acceptance. This will be a case by case basis. (Peg with Cary Home can be contacted to meet this screening requirement.)

Dickinson Juvenile Justice Center: Provide information at the time of needing placement. They will discuss the screener questions with you and let you know if they need anything further.

Cary Home for Children: Provide information at the time of needing placement. They will discuss the screener questions with you and let you know if they need anything further.

5. Only one parent/guardian will be allowed to attend an office visit or Intake appointment with the youth. The other parent/guardian can participate via phone. No siblings or other relatives will be allowed in the building unless needed for interpretation purposes. Whenever possible, Intake staff will meet with families in the non-secure office to limit the amount of exposure to the public on the secure side of the building. Emphasis on 3 persons in an office at one time with maximum separation. Office space utilized for the intake or the office visit shall be cleaned immediately upon the conclusion of the meeting.
6. Intake staff will be diligent about cleaning the Juvenile Intake and Assessment Center. At the beginning and end of your shift, wipe down the office that you are working in: desk, keyboard, mouse, phone, light switches, door handles, and stapler. Make sure you are cleaning all common areas regularly and thoroughly: cells, book-in area, kitchen, lobby, offices after meetings, door handles coming in and out of the building, light switches, bathroom, sanitize pens, and any other frequently used areas.
7. Practice social distancing guidelines when possible.

Veteran's Treatment Court: The Tippecanoe County VTC will continue to utilize telephonic case managements, ZOOM staffing sessions, and ZOOM court hearings, when appropriate, to reduce the spread of COVID-19. In-person hearings may be staggered. The standard frequency and method of administering drug and alcohol screens will be temporarily modified so participants will not regularly sit in crowded waiting rooms.