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PUBLIC SERVICE ANNOUNCEMENT
EFFECTIVE: June 5, 2020

JUDICIAL BRANCH RE-OPENING PLAN

The Judicial Branch recognizes the need for the Court to start processing cases. With the COVID-19 pandemic still on-going, the operations of the court have been modified for everyone's safety who come to the Judicial Branch for services. We ask for your patience and cooperation as we move forward.

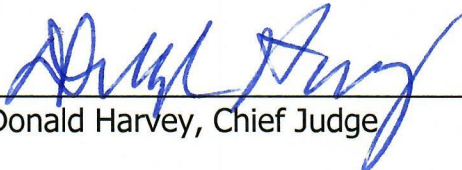
Court Operations:


1. The court will resume regular hours of 7:30 a.m. to 4:00 p.m.
2. Social distancing will continue to be in place. Individuals are to remain 6 feet apart.
3. Individuals who come to the Justice Center are required to wear masks. Masks will be available for those that do not have a mask.
 - a. Individuals that have a medical condition that does not allow them to wear a mask will inform the court officer at the front door and the mask requirement will be waived.
4. The court will limit the number of people in the lobby to 19.
 - a. Should we expect a large number of individuals for court, canopies and chairs will be put outside for additional waiting space should the lobby get full.
5. No children will be allowed in the lobby unless they are involved in a case that is scheduled for a hearing.
6. Court will limit the number of individuals sitting in the back of the courtroom to 4.

7. Anyone who has flu-like symptoms, coughing, sneezing, or appears sick will not be allowed into the court building or probation departments.
 - a. Call (520) 383-6349 to reschedule court hearings.
 - b. Call (520) 383-6321 for Adult Probation
 - c. Call (520) 383-6320 for Juvenile Probation
 - d. Proof of illness must be submitted at the next scheduled court hearing.

8. Court Filings will be accepted in the following manner and must have a signature on the document:
 - a. Paper filing at the Justice Center.
 - b. Fax at (520) 383-2650
 - c. Email at TONJudicialCourt@tonation-nsn.gov
 - d. For any faxed or emailed documents, the original documents must be sent to the court within 3 business days.

9. Motions for Telephonic Hearings for cause:
 - a. Must be filed for each case individually.
 - b. Preferably filed 72 hours before the scheduled hearing date.
 - c. A motion filed less than 72 hours from the hearing date may have to be re-scheduled.


Donald Harvey, Chief Judge


Date