SIXTH JUDICIAL DISTRICT COURT
RESUME COURT OPERATIONS POLICIES AND PROCEDURES

ERT Approval 6/5/20 - Submitted 5/29/2020

The Sixth Judicial District and Magistrate Court's (6JDC) goal is to continue to provide a safe and seamless process as we improve our practices through COVID-19. The following plan has been approved by the Supreme Court's Emergency Response Team. This plan is ever evolving and incorporates guidelines from the New Mexico Department of Health, the Center for Disease Control, as well as the requirements established by the New Mexico Supreme Court and others. It is not intended to be comprehensive but to serve as a guideline that has already been and will be adjusted, reduced, or expanded as the Court continues to navigate the COVID-19 pandemic.

The 6JDC will continue to monitor the progress of positive cases in our region by viewing the New Mexico Department of Health website daily. As of May 29, 2020, the 6JDC has:

- **Grant County**: 16 cases, 0 deaths, and a total of 1,392 tests. Last positive case was reported on May 3, 2020.
- **Luna County**: 7 cases, one death, and a total of 836 tests. The last positive case was reported on May 11, 2020.
- **Hidalgo County**: 1 case, 0 deaths, and a total of 175 tests. The last positive case was reported on Monday, May 18, 2020. (However, this positive was at the Hidalgo County Detention Center and the County is disputing its accuracy based on current negative testing of the inmate.)

If the 6JDC COVID-19 count remains stable with minimal cases, we intend on allowing maximum capacity with a minimum of 6 feet social distancing in each of our courtrooms during jury trials and other proceedings in which in-person trials or hearings are deemed necessary. The presumption for all non-jury proceedings remains remote attendance at hearings subject to any exceptions listed herein.

The 6JDC will continue to work with the Administrative Office of the Courts and the New Mexico Supreme Court to ensure that safety protocols regarding all hearings and jury trials are communicated effectively to the public through press releases, newspaper articles and radio appearances.

ENTRY TO THE COURTHOUSE AND COURTROOMS

Any individual who enters 6JDC shall be subjected to the following requirements and screenings by either Grant or Luna County Sheriff's Officers at District Court or designated employees in the Hidalgo District Court and all four Magistrate Courts:

1. Court signage will remain posted in clearly visible areas indicating proper social distancing requirements.
2. All public entering the courthouse will continue to be asked the screening questions. If the answer is "yes" to one or more of the screening questions, the individual will be asked to leave the court and given the appropriate phone number to resolve the issues that brought them into the court. The court will ensure that anyone asked to leave based on "yes"

answers to the screening requirements will not come in to close contact as defined by the CDC to any other person.

3. District Court Security in Grant and Luna Counties (Grant County Sheriff's Office and Luna County Sheriff's Office personnel) shall administer temperature checks for all persons entering the courthouse. We do not have security at the Hidalgo District Court or any of our four Magistrate Courts. Designated employees will temperature check any person entering the courtroom. If any individual's temperature exceeds 100.3, the individual will be asked to leave and given the appropriate phone number via a pre-generated form to resolve the issue that brought them into the court.
4. All persons who enter the courthouse are required to wear masks or other protective face coverings per NM Supreme Court Order No. 20-8500-017 dated May 15, 2020. Disposable masks will be provided to any individual who does not have a mask or other protective face covering. Anyone refusing to wear a mask when entering the courthouse will be denied entry and will be unable to conduct business with the Court. The only exceptions to the mask requirement are set forth in Supreme Court Order No. 20-8500-17, Requiring Use of Face Masks in New Mexico Courts during COVID-19 Public Health Emergency, or any such exemption that may be included in any amended order from the New Mexico Supreme Court.
5. All floors are identified with colored duct tape or floor decals for visual assistance to allow social distancing in each of the clerks' lobbies, hallways and entrances to the courts.
6. Chairs and benches have either been marked or removed to allow social distancing in common public areas.
7. Plexiglass barriers either previously existed or have been installed in all court clerk offices excluding the Hidalgo District Court, which is expected to be completed by the end of next week.
8. In the event as per these protocols potential jurors, witnesses or parties are asked to remain in their car until time to renter the courthouse, they will be contacted via cell phone when it is time to enter the courthouse. Yellow card identifiers will be placed in their vehicles in the event they do not have any electronic means to communicate, and staff or security will walk to their vehicles to let them know it is time to enter. We will also investigate texting systems to see if one is available at a low cost price to expedite the process for all proceedings.
9. Where social distancing is a challenge in the courtroom, we are being more creative with courtroom layout including relocating the witness box/chair and counsel tables, and removing extra chairs in the gallery.
10. Plexiglass dividers has been or will be installed at the Magistrate Courts between the witness, the judge, and the clerk in the courtroom, and in the District Courtrooms in which the Judge and witness are not six feet apart as indicated below in our court specific portion of the plan.
11. All courts will ensure hand sanitizer will be located at various on a waist-size table at each entrance for all individuals entering the courtroom.
12. Computers with cameras are being placed in different areas of the courthouse (conference rooms) so parties can appear by Google Meets if they do not have access to technology.

13. During jury trials, restrooms are sanitized every two hours with logs posted to ensure proper safety measures are implemented. Gloves will be used by staff when cleaning or sanitizing.
14. Daily logs will be maintained for contact tracing, which includes date, name and telephone number of any person attending hearings and trials entering the courtroom. The logs will be retained for four (4) weeks.

STAFF SAFETY

In addition to ensuring public safety, it is priority for the 6JDC to maintain a safe and stable work environment for all employees. The following precautions and measures have been implemented to ensure employee safety.

1. All employees and court security shall continue to wear masks at all times except when alone in an enclosed office or while eating.
2. Grant County and Luna County District Court Security will continue to ask the screening questions and temperature check all employees.
3. Hidalgo County District Court employees will continue to provide to Angelic Munoz (ERT-HR) a weekly log with the answers to screening questions to themselves along with self-administered temperature checks.
4. Magistrate Court Managers will continue to ask the screening questions to all employees and ensure temperature screenings of all employees.
5. The majority of the 6JDC employees who have an individual office will return to work full time on Tuesday, May 26, 2020, subject to high risk and medical exceptions.
6. Telework, working lunch hours, and flex hours (7:00 am through 7:00 pm) will continue in the clerk's offices to ensure proper social distancing measures.
7. High-risk employees who have been full time teleworking are requested to consult with their doctor before returning to work, and present a doctor's notice, which considers the current NM Public Health Orders and NM Supreme Court Orders easing restrictions related to COVID19.
8. If an employee answers "yes" to any of the screen questions, they will be required to self-quarantine for 14 days. If an employee has a temperature over 100.3, they will be sent home until their temperature returns to normal, as long as no other symptoms of COVID-19 exist. If the individual has a temperature and other symptoms of COVID-19, they will be asked to self-quarantine and not return to the Court for either 14 days or 72 hours after all symptoms are gone if the symptoms persist for more than 14 days. The 6JDC will continue to work with all employees who are required to stay at home. If an office is entirely exposed, the staff is cross trained so we do not anticipate an office or court closure with the exception of the Hidalgo County District Court, which is located on the third floor of a county building which would not be closed without ERT/New Mexico Supreme Court approval.
9. Employees who have childcare issues will continue to telework as possible.
10. Telework will be offered to additional employees on a case-by-case basis as approved by the CEO and Chief Judge.

11. Courthouse cleaning is conducted at a minimum twice a day in individual and private offices. Staff will clean (using gloves) any and all transaction windows or public kiosks at a minimum every two hours as recommended by the NMDOH's COVID-Safe Practices for Individuals and Employers if there is no ability to clean after each use. Hand sanitizer is available for the public in all public use areas.
12. All courthouses have a janitor or janitorial services who clean every day.
13. Social distancing has become a standard practice and habit in the 6JDC.

CASE MANAGEMENT

The 6JDC will continue to allow self-represented litigants, law enforcement and attorneys to submit pleadings and exhibits to all courts in the 6JDC via facsimile and email for all cases in which e-filing is not currently authorized.

We will continue to provide remote hearings through teleconferencing, Google Meet, or Polycom RealPresence, or any other electronic means as approved by the ERT and New Mexico Supreme Court as appropriate.

MAGISTRATE COURT PROCEEDINGS

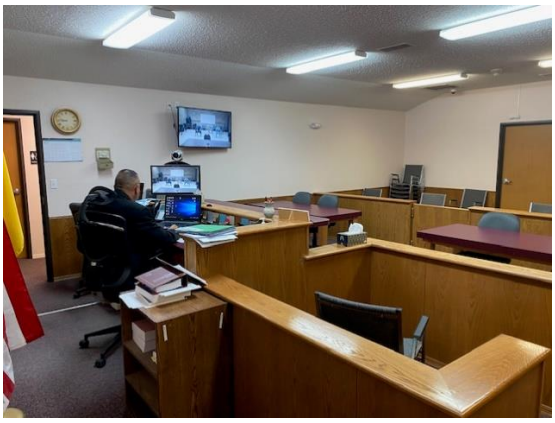
While the presumption for remote hearings continues, beginning June 15, 2020, Magistrate Court Judges will have discretion to hold in person hearings and non-jury trials upon receipt of the appropriate motion or where deemed necessary in criminal and civil proceedings while maintaining all social distancing requirements and following the protocols listed below:

1. Courtroom occupancy will be calculated using the 6 foot social distancing rule, and posted outside of each courtroom.
2. Courtrooms will be thoroughly cleaned between each hearing, and no person will be seated in seat or witness stand where another person has been seated without proper cleaning of the area in between access.
3. Plexiglass has been or will be installed in all courtrooms separating the Judge, witness and clerk where there is not already six feet of separation.
4. Podiums will not be used by any persons in the courtroom.
5. There will be no bench conferences. Attorneys will remain at counsel table where seated. If needed, the judge and attorneys will use another available unoccupied room outside the courtroom to conference with social distancing in place.
6. For all trials, the first witness will testify from the witness stand. The second witness will testify from the first seat of the jury box. The third witness will testify from the last seat of the jury box. If there are more than three witnesses, the trial will recess and the witness stand and jury box shall be cleaned prior to resuming the proceeding.
7. Litigants may testify from their seat at counsel table while maintaining the six-foot rule from their attorney if they are represented.
8. Non-physical evidence will be submitted to the court electronically two (2) business days prior to the proceeding. In Court, counsel shall have copies of all exhibits for the Court, opposing counsel, jurors and any witnesses that will physically need a copy of the exhibit. There will be no sharing of one exhibit between multiple litigants or witnesses or the Court.

9. Physical evidence in criminal cases will remain in law enforcement's possession, and the Court will issue exhibit releases.

BAYARD MAGISTRATE COURT

Prior to in person trials resuming, plexiglass will be installed around the Judge's bench, or mobile plexiglass stations will be placed between the Judge, the witness and the clerk.



DEMING MAGISTRATE COURT

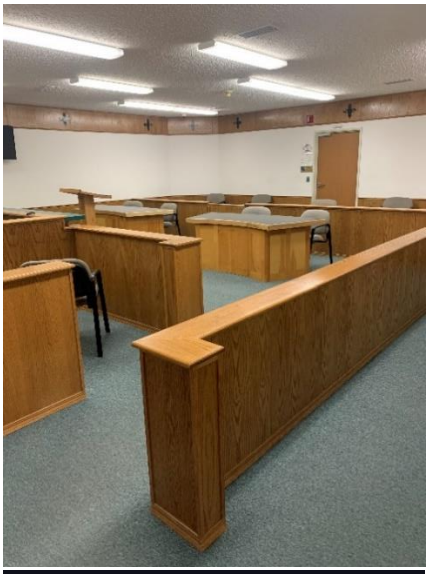
Prior to in person trials resuming, plexiglass will be installed between the witness box and the judge's bench or mobile plexiglass stations will be placed between the Judge and the witness. The distance between the judge's bench and the clerk is 7 ½ feet.

LORDSBURG MAGISTRATE COURT

Prior to in person trials resuming, plexiglass will be installed around the Judge's bench, or mobile plexiglass stations will be placed between the Judge, the witness and the clerk.

SILVER CITY MAGISTRATE COURT

Plexiglass has been installed for this court between the witness box and the judge's bench, and the judge's bench and the clerk.



MAGISTRATE COURT JURY TRIALS (ALL MAGISTRATE COURTS)

1. All Magistrate Court jury selection will take place at the District Court or any alternative location that meets the proper social distancing guidelines as approved by the New Mexico Supreme Court. Magistrate Court jury trials, after the jurors have been selected may take place at the Magistrate Court by applying the minimum of 6 feet social distancing that allows for that capacity with jurors placed in the jury box and the gallery.
2. Firm plea deadlines of no more than five (5) business days will be incorporated into all notices of jury trial sent from the court to decrease the likelihood of a plea after the jury panel has been called.
3. In Grant County, Magistrate Court jury trials will be given first priority in the large District Court Courtroom from June 15, 2020 through July 14, 2020. Beginning July 15, 2020, Bayard Magistrate Court, Silver City Magistrate Court and Grant County District Court will coordinate jury trial settings to ensure that criminal jury trials where the Defendant is

incarcerated get first priority, other criminal jury trials get second priority, and civil jury trials get third priority.

4. Hidalgo District and Hidalgo Magistrate Court along with Luna County District and Luna County Magistrate Courts will also have to coordinate and prioritize jury trials as indicated above; however, based on the number of large courtrooms and reduced number of jury trials, coordination should be much easier.
5. Conducting multiple jury selections in a one to two-day period (depending on the court and jury trials) increases safety for the jury pool. Allowing a larger group of jurors to only appear one time together, applying social distancing and PPE decreases their exposure to one day. Conducting jury selections and trials for each jury trials separately, means that each potential juror is exposed numerous times to different jury panels, which increases the potential spread to a greater number of people each time. Due to the major success with implementing this procedure for jury selection with Silver City Magistrate Court, the District Court is also exploring the possibility of one jury panel being used for multiple jury trials with one jury selection date.
6. Depending on the courtroom setup and occupancy, the Magistrate Courts will proceed with voir dire and possibly jury trials at District Courthouses, and District Court Judges will utilize the Magistrate Courtrooms for conducting remote hearings through teleconferencing, Google Meet, or Polycom RealPresence as needed during Magistrate Court jury trials at the District Court.
7. Jury and court bailiffs, and all courthouse staff will assist with jury trials in all three district courts regardless of whether it is a magistrate or district court jury trial.
8. Each individual in the jury panel will receive a disposable or cloth mask depending on supplies available if s/he does not have his/her own.
9. Once the jury is selected, jurors will receive a bag with a cloth mask, hand sanitizer a pen, pad of paper and a bottle of water. The jurors can refill their water bottle at the water fountains or bring in their own water or other beverage to have during the trial. No other refreshments will be provided to jurors.
10. If the jury trial is scheduled for one day, then the jurors will place only their notepads in an empty box at the end of the trial, and that box will not be touched by the staff until a minimum of seven (7) days have passed. If it is a multiple day jury trial, then the jurors will leave their pad at their designated seat, and the courtroom will be secured at all times. The courtroom will be locked in the evening after proceedings have concluded.
11. At the end of each jury trial, the jurors will deposit their pen and notepad into a box designated by the jury bailiff. The jury bailiff will ensure all pads and pens are not re-used for a seven (7) day period.

MAGISTRATE COURT JURY TRIALS AT GRANT COUNTY DISTRICT COURT

1. Beginning June 15, 2020, Bayard Magistrate and Silver City Magistrate Courts will begin to hold jury selection at the Grant County District Court. The actual jury trials may take place at the magistrate court if the 6-foot social distancing occupancy allows.
2. The jury trials may take place with two different procedures. For Silver City Magistrate Court, multiple jury panels will be selected for jury trials set at a later date in time based

on the large number of jury trials that need to be held. Two alternates will be selected in the event that any of the jurors become ill between voir dire and the jury trial.

3. When a juror enters the courthouse, after being screened by security they will be checked in by a jury bailiff or clerk. The jury bailiff or clerk will check them in at the security desk. Jurors will then be instructed what room they will wait in until the Court is ready to proceed. Staff members are designated positions throughout the halls for proper guidance for the jurors.
4. Courtroom 2 is able to maintain the proper distance of 6 feet required for all court proceedings.

5. The goal is to bring in 25 jurors for Magistrate Court cases. Once the first 25 of the jury panel arrive, any additional jurors who appear will be sent home. Multiple jury panels may be selected from these 25 jurors.
6. The Magistrate Court clerk will generate the seating chart for the jury panel, and calling five jurors at a time bringing the closest room with the jurors into their designated seat in the courtroom, line the jurors in the hallway six feet apart as indicated by the colored tape marked on the hallway floor and be escorted to Courtroom 1. This will occur until all 25 jurors are seated.
7. Courtroom 1 will also have disposable numbered pieces of paper taped to the gallery benches indicating where each juror sits socially distanced. Each juror will be given a disposable card with their juror number that corresponds with his/her seat number for voir dire.
8. Because Courtroom 1 is on the second floor of the courthouse, any jurors who need to use the elevator will be placed in the elevator one at a time. The elevator and Courtroom 2 will be cleaned after all jurors have been transported to the second floor.
9. For Courtroom 1, plexiglass will be installed between the judge, the witness and the clerk or monitor, or mobile plexiglass units will be used if installation is not available.
10. Counsel will question the jury panel from counsel table. Jurors will be asked to speak loudly in responding to questions, as no microphone will be passed to the jurors.

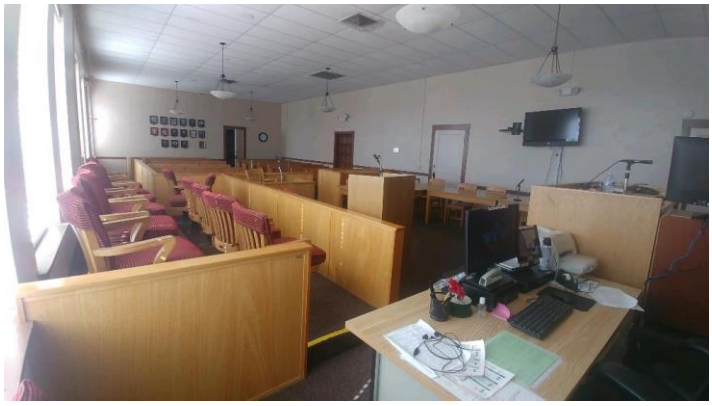
11. If a juror needs to "approach the bench", the Court will recess, move all parties and the specific juror to Courtroom 2 in order to allow the "bench conference" to be on the record and not at the bench. The juror will speak from the middle of Courtroom 2 while counsel remain at counsel table. Then the parties will recess back to Courtroom 1.
12. Courtroom 2 will be the designated Courtroom for any additional matters that need to be addressed after this point outside the presence of the jury including selecting the jury.
13. After voir dire has concluded the jury panel will remain in Courtroom 1 and the Judge, parties and clerk or monitor will go back to Courtroom 2 for jury selection.
14. Once the jurors have been selected, the Judge, parties and clerk or monitor will go back to Courtroom 1. The Judge will call out the selected jurors, and jurors will be asked to wait in the hallway six feet from one another as indicated by colored tape X's on the ground.
15. The remainder of the jury panel will be released one by one to ensure proper social distancing.
16. The gallery in the courtroom will be cleaned, and new numbered pieces of paper will be taped to the gallery benches where the jurors will be seated.
17. Any public or press that wants to attend the proceeding may be seated in the back of the courtroom no closer than three benches from the last seated juror as long as the socially distanced room occupancy is not violated. Separate rooms will be dedicated for remote viewing.
18. No other proceedings will take place at the District Courthouse until after the jury has been seated. Once the jury has been seated, then, other proceedings may go forward in Courtroom 3 downstairs to limit the amount of traffic in the courthouse. If other proceedings occur, a thorough cleaning will be conducted after each hearing. Gloves will be used by staff when cleaning or sanitizing.
19. Witnesses for the jury trial will wait in their car until called via cell phone by the attorney to come in and testify.
20. Witness 1 will testify from the witness stand. Witness 2 will testify from the first seat of the jury box. Witness 3 will testify from the last seat of the jury box. After Witness 3, all

areas will be cleaned, then Witness 4 will take the witness stand, and the rotation will continue.

21. During any recess, the jury will remain in Courtroom 1. Jurors who need to use the restroom will be escorted to the upstairs bathroom one at a time. Counsel and clients will recess in Courtroom 2 and will use the public restroom on the first floor of the courthouse.
22. Counsel may communicate with their clients using a mutual pad of paper passed back and forth, two way radio headsets, or cell phones via text. The jury will receive instruction that the communication between the parties and their attorneys has been approved through these mechanisms.
23. Once both parties have rested, the Judge, parties and clerk/monitor will go back to Courtroom 2 for jury instructions if the parties have not already stipulated to all instructions.
24. Individual copies of jury instructions will be given to each juror. Verdict Forms will be placed on the table in the jury room for the Foreperson, once chosen, to pick up.
25. For deliberation, the Jurors will retire to the jury room. The chairs are to be labeled with each juror's number and will be pushed back from the table toward the walls of the room to increase the space between all jurors.
26. The jurors will be required to remain in their individual area in the jury room, or other designated room. Jurors will have individual copies of any exhibits.
27. Once the jury has completed deliberation, the Judge, all parties, clerk/monitor and public/press may return to the courtroom for the verdict.

MAGISTRATE COURT JURY TRIALS AT HIDALGO COUNTY DISTRICT COURT

1. Beginning June 15, 2020, Lordsburg Magistrate Court will begin to hold jury trials at the Hidalgo County District Court.
2. When a juror enters the courthouse, after being screened by a jury bailiff or clerk (possibly security if we can arrange for Hidalgo County Sheriff's Department to assist), they will then be checked in by the jury bailiff or clerk. The jury bailiff or clerk will get the jurors' cell phone numbers, and ask the juror to wait in his/her car until called into the courthouse. Any juror, who does not have a cell phone or cannot go back to their car based on required accommodations, will be escorted to the Courtroom. We are also looking into setting up folding chairs on the courthouse lawn where all screening questions and temperature checks will be performed outside the entrance to the Court, jurors would be seated in a chair with proper social distancing, and then called into the courthouse in the order in which they will be seated once the jury seating chart has been generated.
3. The goal is to bring in 14 jurors for Lordsburg Magistrate Court cases. Once the first 14 of the jury panel arrive, any additional jurors who appear will be sent home.



4. If we are unable to use the Courthouse lawn due to weather or other circumstances, the Magistrate Court clerk will generate the seating chart for the jury panel, and call five jurors via cell phone at a time to enter the Courthouse, line up in the hallway six feet apart as indicated by colored tape marked on the hallway floor and be escorted into the Courtroom in the order on the seating chart. This will occur until all 14 jurors are seated.
5. The Courtroom will also have numbered pieces of paper taped to the gallery benches indicating where each juror sits socially distanced. Each juror will be given a disposable card with their juror number that corresponds with his/her seat number for voir dire.
6. Because the Courtroom is on the third floor of the courthouse, any jurors who need to use the elevator will be placed in the elevator one at a time. The elevator will be cleaned after all jurors have been transported to the second floor.
7. Counsel will question the jury panel from counsel table. Jurors will be asked to speak loudly in responding to questions, as no microphone will be passed to the jurors.
8. The Court will record the names of all jurors wishing to "approach the bench." Once all questions have been completed of the jury panel, the Court will release all jurors back to their cars or to their original seat on the lawn except for those jurors wishing to approach. Each juror will be called by number to approach six feet from the bench to explain the issue or concern and allow counsel the opportunity to as additional questions. Then the remaining jurors will be released to their cars.
9. The Judge, parties and clerk or monitor will remain in the Courtroom for jury selection. While jury selection is occurring, a jury bailiff and/or other court staff will clean the courtroom where any one on the jury panel was seated, and new numbered pieces of paper will be taped to the gallery benches where the jurors will be seated.
10. Once the jurors have been selected, the jury bailiff or clerk will call the chosen jurors to come back into the courthouse, and call the remaining jurors to thank them for their service and release them.
11. The jury bailiff will escort each juror to his/her assigned seat.
12. Any public or press that wants to attend the proceeding maybe seated in the back of the courtroom no closer than two benches from the last seated juror as long as the socially distanced room occupancy is not violated.
13. Witnesses for the jury trial will wait in their car until called via cell phone by the attorney to come in and testify.

14. Witness 1 will testify from the witness stand. Witness 2 will testify from the first seat of the jury box. Witness 3 will testify from the last seat of the jury box. After Witness 3, all areas will be cleaned, then Witness 4 will take the witness stand, and the rotation will continue.
15. During any recess, the jury will remain in the Courtroom. Jurors who need to use the restroom will be escorted to the bathroom one at a time.
16. Counsel may communicate with their clients using a mutual pad of paper passed back and forth, two way radio headsets, or cell phones via text. The jury will receive instruction that the communication between the parties and their attorneys has been approved through these mechanisms.
17. In the event a bench conference is necessary, jurors will be escorted out of the courtroom to the jury room while the bench conference takes place in the courtroom.
18. Once both parties have rested, the Jurors will retire to the jury room. The chairs in the jury room will be labeled with each juror's number and will be pushed back from the table toward the walls of the room to increase the space between all jurors.
19. The Judge, parties and clerk/monitor will remain in the Courtroom for jury instructions if the parties have not already stipulated to all instructions.
20. Individual copies of jury instructions will be given to each juror. Verdict Forms will be placed on the table in the jury room for the Foreperson, once chosen, to pick up.
21. The jurors are required to remain in their individual area in the jury room, or other designated room. Jurors will have individual copies of any exhibits.
22. Once the jury has completed deliberation, everyone will return to his or her assigned seats in the courtroom for the verdict.

MAGISTRATE COURT JURY TRIALS AT LUNA COUNTY DISTRICT COURT

1. Beginning June 15, 2020, Luna County Magistrate Court will begin to hold jury trials at the Luna County District Court.
2. When a juror enters the courthouse, after being screened by security, they will be checked in by a jury bailiff or clerk. The juror will be escorted to Courtroom 3 and seated in the jury box and gallery to keep the panel members at a minimum of six feet apart. Each juror's spot will be marked with a sheet of paper numbered 1 through 15, and the juror shall sit at the number designated by the jury bailiff.
3. The goal is to bring in 15 jurors for Magistrate Court cases. Once the first 15 of the jury panel arrive, any additional jurors who appear will be sent home.

4. The Magistrate Court clerk will generate the seating chart for the jury panel, and five jurors at a time will be lined up in the hallway six feet apart as indicated by colored tape marked on the hallway floor and be escorted to Courtroom 1 in the order on the seating chart. This will occur until all 15 jurors are seated. Then Courtroom 3 with be thoroughly cleaned.
5. Courtroom 1 will also have numbered pieces of paper taped to the gallery benches indicating where each juror sits socially distanced. Each juror will be given a disposable card with their juror number that corresponds with his/her seat number for voir dire.
6. The Judge, witness and clerk are already more than six feet apart, and therefore, no plexiglass in needed.
7. Counsel will question the jury panel from counsel table. Jurors will be asked to speak loudly in responding to questions, as no microphone will be passed to the jurors.

8. If a juror needs to "approach the bench," the Court will reces, move all parties and the specific juror to Courtroom 2 in order to allow the "bench conference" to be on the record and not at the bench. The juror will speak from the middle of Courtroom 2 while counsel remain at counsel table. Then the parties will recess back to Courtroom 1.
9. Courtroom 2 will be the designated Courtroom for any additional matters that need to be addressed after this point outside the presence of the jury including selecting the jury.

10. After voir dire has concluded the jury panel will remain in Courtroom 1 and the Judge, parties and clerk or monitor will go back to Courtroom 2 for jury selection.

11. Once the jurors have been selected, the Judge, parties and clerk or monitor will go back to Courtroom 1. The Judge will call out the selected jurors, and jurors will be asked to wait in the hallway six feet from one another as indicated by colored tape X's on the ground.
12. The remainder of the jury panel will be released.
13. The gallery in the courtroom will be cleaned, and new numbered pieces of paper will be taped to the gallery benches where the jurors will be seated.
14. Any public or press that wants to attend the proceeding maybe seated in the back of the courtroom no closer than two benches from the last seated juror as long as the socially distanced room occupancy is not violated. A remote viewing location may be set up as needed subject to occupancy limitations.
15. No other proceedings will take place at the District Courthouse in which persons are required to attend in person until after the jury has been seated. Once the jury has been seated, then other proceedings may go forward in Courtroom 3 and Courtroom 4. If other proceedings occur, a thorough cleaning will be conducted after each hearing as indicated above. Gloves will be used by staff when cleaning or sanitizing.
16. Witnesses for the jury trial will wait in their car until called via cell phone by the attorney to come in and testify.
17. Witness 1 will testify from the witness stand. Witness 2 will testify from the first seat of the jury box. Witness 3 will testify from the last seat of the jury box. After Witness 3, all areas will be cleaned, then Witness 4 will take the witness stand, and the rotation will continue.
18. During any recess, the jury will remain in Courtroom 1. Jurors who need to use the restroom will be escorted to the jury bathrooms two at a time because we have two separate jury bathrooms. Counsel and clients will recess in Courtroom 2 and will use the public restroom at the courthouse.
19. Counsel may communicate with their clients using a mutual pad of paper passed back and forth, two way radio headsets, or cell phones via text. The jury will receive instruction that the communication between the parties and their attorneys has been approved through these mechanisms.

20. Once both parties have rested, the Judge, parties and clerk/monitor will go back to Courtroom 2 for jury instructions if the parties have not already stipulated to all instructions.
21. Individual copies of jury instructions will be given to each juror. Verdict Forms will be placed on the table in the jury room for the Foreperson, once chosen, to pick up.
22. For deliberation, the Jurors will retire to the jury room. The chairs in the jury room will be labeled with each juror's number and will be pushed back from the table toward the walls of the room to increase the space between all jurors.

23. The jurors are required to remain in their individual area in the jury room, or other designated room. Jurors will have individual copies of any exhibits.
24. Once the jury has completed deliberation, the jury, Judge, all parties, clerk/monitor and public/press may return to Courtroom 1 for the verdict.

DISTRICT COURT CASE MANAGEMENT

While the presumption remains remotely conducted hearings, beginning June 15, 2020, District Court Judges will have discretion to hold in person hearings and non-jury trials based on a motion filed with the court where deemed necessary in criminal and civil proceedings while maintaining all social distancing requirements.

1. Courtrooms will be thoroughly cleaned between each proceeding.
2. Plexiglass will be installed in all courtrooms separating the Judge, witness and clerk where there is not already six feet of separation, or mobile plexiglass units will be utilized where installation is not possible
3. Podiums will not be used by any persons in the courtroom.
4. There will be no traditional bench conferences. Attorneys will remain at counsel table where seated. If needed, the judge and attorneys will use another available unoccupied room to conference, and still provide social distancing to discuss any matters needing a bench conference.
5. For all trials, the first witness will testify from the witness stand. The second witness will testify from the first seat of the jury box. The third witness will testify from the last seat of the jury box. If there are more than three witnesses, the trial will recess and the witness stand and jury box shall be cleaned prior to resuming the proceeding.
6. Litigants may testify from their seat at counsel table while maintaining the six-foot rule from their attorney if they are represented.
7. Non-physical evidence will be submitted to the court electronically two (2) business days prior to the proceeding. In Court, counsel shall have copies of all exhibits for the Court, opposing counsel, and any witnesses that will physically need a copy of the exhibit. There will be no sharing of one exhibit between multiple litigants or witnesses or the Court.
8. Physical evidence in criminal cases will remain in law enforcement's possession, and the Court will issue exhibit releases.
9. Mock trials will be conducted in each courtroom and courthouse to ensure that all safety measure work properly for the public and the staff.

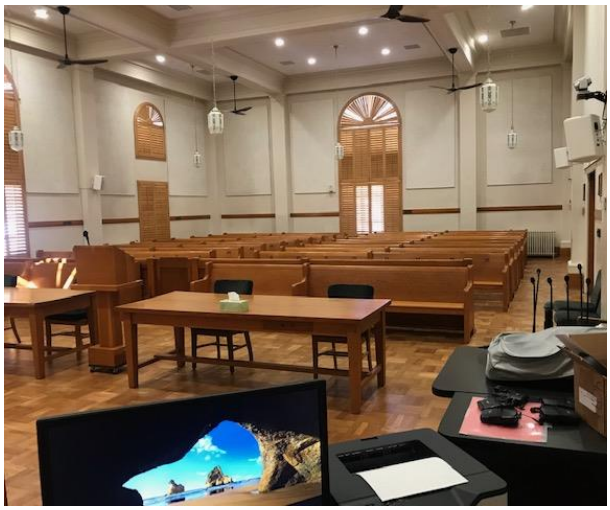
DISTRICT COURT JURY TRIALS (ALL DISTRICT COURTS)

1. All District Court jury trials will recommence July 15, 2020 at the District Court or any alternative location that meets the proper social distancing guidelines as approved by the New Mexico Supreme Court.
2. Firm plea deadlines will be incorporated into all notices of jury trial sent from the court to decrease the likelihood of a plea after the jury panel has been called. The 6JDC will comply with the Supreme Court's Order requiring a minimum plea or settlement deadline of five business days prior to jury selection or the commencement of a bench trial.
3. Jury Trial priority will be in the order listed below:
    a. Criminal jury trials where the Defendant is incarcerated;
    b. Criminal jury trials where the Defendant is not incarcerated;
    c. Civil jury trials.
4. Jury bailiffs will assist with jury trials in all three district courts.

5. Hand sanitizer will be located on a waist-size table at each entrance for individuals entering the courtroom.
6. Each individual in the jury panel member will receive a disposable or cloth mask depending on supplies available if s/he does not his/her their own.
7. Once the jury is selected, jurors will receive a bag with a cloth mask, hand sanitizer, a pen, and pad of paper, and a bottle of water. The jurors can refill their water bottle at the water fountains or bring in their own water or other beverage to have during the trial. No other refreshments will be provided to jurors.
8. In the event that deliberations require dinner to be ordered for the jurors, the Court will ensure that each juror's food is packaged separately. One clerk or jury bailiff will pass out each container of food to each juror. A large trash receptacle will be placed outside the courtroom to allow the jurors to dispose of his/her own trash after dinner.
9. At the end of each jury trial, the jurors will deposit their pen, notepad, and exhibits into a box designated by the jury bailiff. The jury bailiff will ensure all pads and pens are not re-used for a seven day period, and the copies of the exhibits will be shredded after seven (7) days

GRANT COUNTY DISTRICT COURT JURY TRIALS

1. When a juror enters the courthouse, after being screened by security they will be checked in by a jury bailiff or clerk. The jury bailiff or clerk will get the jurors cell phone number, and ask the juror to wait in his/her car until called into the courthouse. Any juror, who does not have a cell phone or cannot go back to their car based on required accommodations, will be escorted to Courtroom 2. Alternatively, jurors will be seated in Courtrooms 2, 3 and 4 after they are checked in pending the seating chart being produced.



2. Because the number of peremptory challenges was not reduced, the Court will bring in two panels of 20 jurors. The first will arrive at 8:30 a.m. and the second will arrive at 10:30

a.m. Judges will set limits on voir dire to ensure that jurors are not kept waiting any longer than necessary.

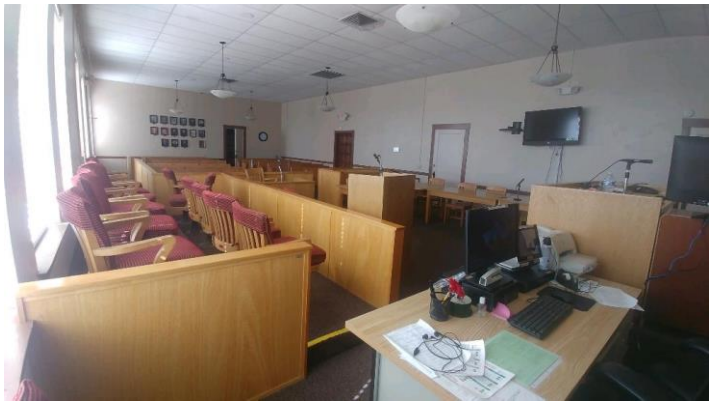
3. If the case is a first or second degree felony, child sexual abuse or highly publicized case, the Court will bring in two panels of 30 jurors. The first will arrive at 8:30 a.m. and the second will arrive at 10:30 a.m. Judges will set limits on voir dire at the pre-trial conference after consulting with counsel to ensure that jurors are not kept waiting any longer than necessary. The times for the panels to report may be modified based on the anticipated time of voir dire. Additionally, judges will encourage the use of special questionnaires to reduce the amount of time in the Courtroom during voir dire.
4. The District Court clerk will generate the seating chart for the jury panel, and call five jurors at a time to enter the Courthouse, line up in the hallway six feet apart as indicated by colored tape marked on the hallway floor and be escorted to Courtroom 1 in the order on the seating chart. This will occur until all 30 jurors are seated. Alternatively, jurors may be seated in courtrooms 2, 3 and 4 as then entered, and then moved to Courtroom 1 after the seating chart is complete in accordance with the procedures listed above under Grant County Magistrate Court jury trials.
5. Courtroom 1 will have numbered pieces of paper taped to the jury box and gallery benches indicating where each juror sits socially distanced. Each juror will be given a disposable card with their juror number that corresponds with his/her seat number for voir dire.
6. Because Courtroom 1 is on the second floor of the courthouse, any jurors who need to use the elevator will be placed in the elevator one at a time. The elevator and courtrooms will be cleaned after all jurors have been transported to the second floor.
7. Counsel will question the jury panel from counsel table. Jurors will be asked to speak loudly in responding to questions, as no microphone will be passed to the jurors.
8. The Court will keep a list of all jurors wishing to approach the bench. Once voir dire has been completed, the Judge, parties, court monitor and necessary jurors shall move to Courtroom 2. The jury bailiff shall have all jurors who need to "approach the bench" wait six feet apart in the hallway and come into Courtroom 2 one at a time to express their concern or issue and allowed to be questions by counsel if necessary. The jurors will be returned to his/her designated seat in Courtroom 1 as the Court finishes with each juror. One all jurors are finished, the judge, monitor and parties will complete jury selection in Courtroom 2.
9. Courtroom 2 will be the designated Courtroom for any additional matters that need to be addressed after this point outside the presence of the jury including selecting the jury.
10. Once the jurors have been selected, the Judge, parties and clerk or monitor will go back to Courtroom 1. The Judge will call out the selected jurors, and jurors will be asked to wait in the hallway six feet from one another as indicated by colored tape X's on the ground.
11. The remainder of the jury panel will be released.
12. The gallery in the courtroom will be cleaned, and new numbered pieces of paper will be taped to the gallery benches where the jurors will be seated.
13. In the event of a larger jury trial as indicated above, once all jurors from the first part of the panel have been questioned, the judge at the request of the parties will make for cause determinations. All jurors who are stricken for cause will be released from the courthouse. All other jurors will be released until 1:30 p.m. All jurors from the first panel will be

expected to be back at the courthouse in their car with their cell phone on at 1:30 p.m., and will be notified at that time if they have been selected for the jury.

14. The second half of the jury panel will be released once voir dire is completed and asked to return at 1:30 p.m. as well to be notified via cell phone if they have been selected for jury duty or not. Any jurors from the second panel excused for cause will be called immediately by the clerk's office and notified they do not have to return at 1:30 p.m.
15. The selected jurors will return to the courthouse and be seated by the jury bailiffs in his/her designated juror spot in the gallery.
16. Any public or press that wants to attend the proceeding maybe seated in the back of the courtroom no closer than three benches from the last seated juror as long as the socially distanced room occupancy is not violated.
17. No other proceedings will take place at the District Courthouse until after the jury has been seated. Once the jury has been seated, then, other proceedings may go forward in Courtroom 3 downstairs to limit the amount of traffic in the courthouse. If other proceedings occur, a thorough cleaning will be conducted after each hearing. Gloves will be used by staff when cleaning or sanitizing.
18. Witnesses for the jury trial will wait in their car until called via cell phone by the attorney to come in and testify.
19. Witness 1 will testify from the witness stand. Witness 2 will testify from the first seat of the jury box. Witness 3 will testify from the last seat of the jury box. After Witness 3, all areas will be cleaned, then Witness 4 will take the witness stand, and the rotation will continue.
20. During any recess, the jury will remain in Courtroom 1. Jurors who need to use the restroom will be escorted to the upstairs bathroom one at a time. Counsel and clients will recess in Courtroom 2 and will use the public restroom on the first floor of the courthouse.
21. Counsel may communicate with their clients using a mutual pad of paper passed back and forth, two way radio headsets, or cell phones via text. The jury will receive instruction that the communication between the parties and their attorneys has been approved through these mechanisms.
22. Once both parties have rested, the Judge, parties and clerk/monitor will go back to Courtroom 2 for jury instructions if the parties have not already stipulated to all instructions.
23. Individual copies of jury instructions will be given to each juror. Verdict Forms will be placed on the first row of the gallery for the Foreperson, once chosen, to pick up.
24. For deliberation, the Jurors will remain in Courtroom 1.
25. The jurors are required to remain in their individual area in the jury room, or other designated room. Jurors will have individual copies of any exhibits.
26. Once the jury has completed deliberation, the Judge, all parties, clerk/monitor and public/press may return to the courtroom for the verdict.

DISTRICT COURT JURY TRIALS AT HIDALGO COUNTY DISTRICT COURT

1. Beginning July 15, 2020, Hidalgo County District Court will begin to hold jury trials. There is only one Courtroom in the Hidalgo County District Court.



2. The Court will bring in three panels of 12 jurors. The first will arrive at 8:30 a.m., the second will arrive at 9:30 a.m., and the third will arrive at 10:30 a.m. Judges will set limits on voir dire to ensure that jurors are not kept waiting any longer than necessary.
3. If the case is a first or second degree felony, child sexual abuse or highly publicized case, the Court will bring in four panels of 15 jurors. The first will arrive at 8:30 a.m., the second will arrive at 10:15 a.m., third at 1:00 p.m. and fourth 2:45 p.m. Judges will set limits on voir dire at the pre-trial conference after consulting with counsel to ensure that jurors are not kept waiting any longer than necessary. The times for the panels to report may be modified based on the anticipated time of voir dire. Additionally, judges will encourage the use of special questionnaires to reduce the amount of time in the Courtroom during voir dire.
4. The District Court clerk will generate the seating chart for the jury panel, and call five or six jurors at a time to enter the Courthouse, line up in the hallway six feet apart as indicated by colored tape marked on the hallway floor and be escorted to Courtroom 1 in the order on the seating chart. This will occur until all 12 or 15 jurors are seated.
5. Courtroom 1 will have numbered pieces of paper taped to the gallery benches indicating where each juror sits socially distanced. Each juror will be given a disposable card with their juror number that corresponds with his/her seat number for voir dire.
6. Because the Courtroom is on the third floor of the courthouse, any jurors who need to use the elevator will be placed in the elevator one at a time. The elevator will be cleaned after all jurors have been transported to the second floor.
7. Counsel will question the jury panel from counsel table. Jurors will be asked to speak loudly in responding to questions, as no microphone will be passed to the jurors.
8. The Court will record the names of all jurors wishing to "approach the bench." Once all questions have been completed of the jury panel, the Court will release all jurors back to their cars or the lawn except for those jurors wishing to approach. Each juror will be called by number to approach six feet from the bench to explain the issue or concern and allow

counsel the opportunity to as additional questions. Then the remaining jurors will be released to their cars or the lawn. Depending on the number of panels, jurors will be given a designated time to report back to the courthouse in their vehicles with their telephones on to be notified whether or not they were selected.

9. The Judge, parties and clerk or monitor will remain in the Courtroom for jury selection. While jury selection is occurring, a jury bailiff and/or other court staff will clean the courtroom where any one on the jury panel was seated, and new numbered pieces of paper will be taped to the gallery benches where the second jury panel is selected. Jurors excused for cause will be notified by the clerk's office immediately.
10. The second and third panels will repeat as indicated above.
11. Once the jurors have been selected, the jury bailiff or clerk will call the chosen jurors to come back into the courthouse, and call the remaining jurors to thank them for their service and release them.
12. The jury bailiff will escort each juror to his/her assigned seat.
13. Any public or press that wants to attend the proceeding maybe seated in the back of the courtroom no closer than two benches from the last seated juror as long as the socially distanced room occupancy is not violated. There is no availability at the courthouse to allow remote viewing of the proceedings. If occupancy does not allow for remote viewing, then a conference call line will be set up to allow interested persons to hear the proceedings.
14. Witnesses for the jury trial will wait in their car until called via cell phone by the attorney to come in and testify.
15. Witness 1 will testify from the witness stand. Witness 2 will testify from the first seat of the jury box. Witness 3 will testify from the last seat of the jury box. After Witness 3, all areas will be cleaned, then Witness 4 will take the witness stand, and the rotation will continue.
16. During any recess, the jury will remain in the Courtroom. Jurors who need to use the restroom will be escorted to the bathroom one at a time.
17. Counsel may communicate with their clients using a mutual pad of paper passed back and forth, two way radio headsets, or cell phones via text. The jury will receive instruction that the communication between the parties and their attorneys has been approved through these mechanisms.
18. Once both parties have rested, the Judge and the parties will move to the Judge's chambers or the jury room each of which can hold up to six or seven people. The Judge will hear any argument on jury selection in chambers on the record unless the parties have already stipulated to jury instructions.
19. Verdict Forms will be placed on the first row of the gallery for the Foreperson, once chosen, to pick up.
20. For deliberation, the Jurors will remain in Courtroom 1.
21. The jurors are required to remain in their individual area in the jury room, or other designated room. Jurors will have individual copies of any exhibits.
22. Once the jury has completed deliberation, the Judge, all parties, clerk/monitor and public/press may return to the courtroom for the verdict.

DISTRICT COURT JURY TRIALS AT LUNA COUNTY DISTRICT COURT

1. Beginning July 15, 2020, Luna County District Court will begin to hold jury trials.
2. When a juror enters the courthouse, after being screened by security they will be checked in by a jury bailiff or clerk. The jury bailiff or clerk will get the jurors cell phone number, and ask the juror to wait in his/her car until called into the courthouse, or will seat the jurors in Courtrooms 3 and 4. Any juror, who does not have a cell phone or cannot go back to their car based on required accommodations, will be escorted to Courtroom 3.
3. Interpreters are currently appearing via video and phone at all required proceedings excluding jury trials. Social distancing will continue to be the best practice if an interpreter is required in the courtroom, and a separate desk area already exists in Courtroom 1 for the interpreter to be seated appropriately socially distanced.

4. The Court will bring in two panels of 20 jurors. The first will arrive at 8:30 a.m. and the second will arrive at 10:30 a.m. Judges will set limits on voir dire to ensure that jurors are not kept waiting any longer than necessary.
5. If the case is a first or second decree felony, child sexual abuse or highly publicized case, the Court will bring in two panels of 30 jurors. The first will arrive at 8:30 a.m. and the second will arrive at 10:30 a.m. Judges will set limits on voir dire at the pre-trial conference after consulting with counsel to ensure that jurors are not kept waiting any longer than necessary. The times for the panels to report may be modified based on the anticipated time of voir dire. Additionally, judges will encourage the use of special questionnaires to reduce the amount of time in the Courtroom during voir dire.
6. The District Court clerk will generate the seating chart for the jury panel, and call ten jurors at a time to enter the Courthouse, line up in the hallway six feet apart as indicated by colored tape marked on the hallway floor and be escorted to Courtroom 1 in the order on the seating chart. This will occur until all 30 jurors are seated.
7. Courtroom 1 will have numbered pieces of paper taped to the jury box and gallery benches indicating where each juror sits socially distanced. Each juror will be given a disposable card with their juror number that corresponds with his/her seat number for voir dire.

8. Counsel will question the jury panel from counsel table. Jurors will be asked to speak loudly in responding to questions, as no microphone will be passed to the jurors.
9. The Court will keep a list of all jurors wishing to approach the bench. Once voir dire has been completed, the Judge, parties, court monitor and necessary jurors shall move to Courtroom 2. The jury bailiff shall have all jurors who need to "approach the bench" wait six feet apart in the hallway and come into Courtroom 2 one at a time to express their concern or issue and allowed to be questions by counsel if necessary. The jurors will be returned to his/her designated seat in Courtroom 1 as the Court finishes with each juror. One all jurors are finished, the judge, monitor and parties will complete jury selection in Courtroom 2.
10. Courtroom 2 will be the designated Courtroom for any additional matters that need to be addressed after this point outside the presence of the jury including selecting the jury.
11. Once the jurors have been selected, the Judge, parties and clerk or monitor will go back to Courtroom 1. The Judge will call out the selected jurors, and jurors will be asked to wait in the hallway six feet from one another as indicated by colored taped marked on the ground.
12. The remainder of the jury panel will be released.
13. The gallery in the courtroom will be cleaned, and new numbered pieces of paper will be taped to the gallery benches where the jurors will be seated.
14. In the event of a larger jury trial as indicated above, once all jurors from the first part of the panel have been questioned, the judge at the request of the parties will make for cause determinations. All jurors who are stricken for cause will be released from the courthouse. All other jurors will be released until 1:30 p.m. All jurors from the first panel will be expected to be back at the courthouse in their car with their cell phone on at 1:30 p.m., and will be notified at that time if they have been selected for the jury.
15. The second half of the jury panel will be released once voir dire is completed and asked to return at 1:30 p.m. as well to be notified via cell phone if they have been selected for jury duty or not. Any jurors from the second panel excused for cause will be called immediately by the clerk's office and notified they do not have to return at 1:30 p.m.
16. The selected jurors will return to the courthouse and be seated by the jury bailiffs in his/her designated juror spot in the gallery.
17. Any public or press that wants to attend the proceeding maybe seated in the back of the courtroom will be seated on the last row in the gallery as long as the socially distanced room occupancy is not violated.
18. No other proceedings will take place at the District Courthouse until after the jury has been seated. Once the jury has been seated, then other proceedings may go forward in Courtrooms 3 and 4. If other proceedings occur, a thorough cleaning will be conducted after each hearing. Gloves will be used by staff when cleaning or sanitizing.
19. Witnesses for the jury trial will wait in their car until called via cell phone by the attorney to come in and testify.
20. Witness 1 will testify from the witness stand. Witness 2 will testify from the first seat of the jury box. Witness 3 will testify from the last seat of the jury box. After Witness 3, all areas will be cleaned, then Witness 4 will take the witness stand, and the rotation will continue.

21. During any recess, the jury will remain in Courtroom 1. Jurors who need to use the restroom will be escorted two at a time to the jury bathrooms. Counsel and clients will recess in Courtroom 2 and will use the public restrooms.
22. Counsel may communicate with their clients using a mutual pad of paper passed back and forth, two way radio headsets, or cell phones via text. The jury will receive instruction that the communication between the parties and their attorneys has been approved through these mechanisms.
23. Once both parties have rested, the Judge, parties and clerk/monitor will go back to Courtroom 2 for jury instructions if the parties have not already stipulated to all instructions.
24. Individual copies of jury instructions will be given to each juror. Verdict Forms will be placed on the first row of the gallery for the Foreperson, once chosen, to pick up.
25. For deliberation, the Jurors will remain in Courtroom 1.
26. The jurors are required to remain in their individual area in the jury room, or other designated room. Jurors will have individual copies of any exhibits. In courtrooms where the ELMO system is available, exhibits can be displayed to the jurors.
27. Once the jury has completed deliberation, the Judge, all parties, clerk/monitor and public/press may return to the courtroom for the verdict.

DRUG COURT AND PRE-TRIAL SERVICES

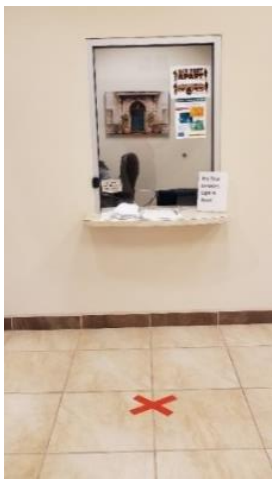
The 6JDC will implement the following for the Adult Drug Court Programs in all three counties.

1. The majority of all check-ins for drug court and pre-trial services participants will continue to be via telephone and video. Drug testing at 50% may take place at the courthouse to reduce the risk to staff entering the participant's home. We will continue to follow NADCP best practices.
2. Employees and contractors will wear masks at all time while on duty in the courthouse, detention center, and inside or outside a client's home.
3. Surveillance officers will also be allowed back in to the field to provide surveillance to drug court participants while dawning proper PPE (gloves, facemask and eye protection), and proper cleaning and disinfection of all tools (vehicles, binders, pens, Alco blow monitoring device, and specimen cups).
4. Drug Court participants will return to the courthouse as follow:
    a. Luna County Drug Court team will continue to appear at drug court remotely to maintain a reduced number of individuals in the courtroom.
    b. Grant County Drug Court will continue every Tuesday with 50% participants participating on any given court date or alternating weeks.
    c. Hidalgo County Drug Court is biweekly, every other Thursday, with social distracting and proper PPE masks. Staffing is held by google meets and will continue to be held via video.
5. The participants will be seated a minimum of six feet from one another utilizing the jury boxes, counsel tables, and gallery.

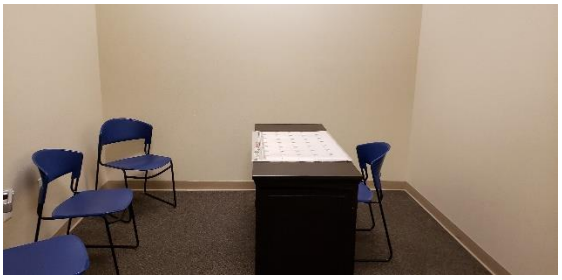
6. Participants will not approach a podium or the Judge when it is their time to speak. The participant will simply stand and address the court from the place where they are seated.
7. The Judge will not personally hand any drug court participant a certificate or any other documents. There will be no hand shaking or any other form of touching. All social distancing rules will be followed with strict compliance inside the courtroom.
8. All graduation celebrations will continue to be suspended until further notice.

Luna County District Court will develop four (4) stations throughout the courthouse to conduct check-ins, interviews and assessments for both drug court and pretrial services. Due to the small offices and the inability to social distance in PTS office, available courtrooms or conference rooms could be utilized. A mobile plexiglass will be created to provide safety.

1. Pretrial Front Office and Pretrial Office #2 (with mobile plexiglass unit).



2. Courtroom 1 Conference Room 1B and Courtroom 3, Conference Room 3B, will be utilized using existing a mobile plexiglass for assessments, interviews and check-in as well as to allow attorneys to speak with their clients before, during or after a hearing or trial.



Grant County District Court - Check-in, interview and assessments for both drug court and pretrial services will be conducted by social distancing, PPE masks and mobile plexiglass. When needed, Courtroom 3 will be utilized following the same mandated COVID19 standards.

Hidalgo County District Court

Hidalgo Pretrial Services – Will continue check-in's via video and telephone. Pretrial Officer, Drug Court staff and contractors will meet in person with clients wearing of proper PPE and maintaining proper six foot social distancing. Staff will properly clean after every in person visit and in all high traffic areas.

SELF REPRESENTED LITIGANT ATTORNEYS

Currently the 6JDC contracts with two attorneys to provide assistance to self-represented litigants. Those attorneys have been meeting with clients remotely. This practice will continue. The court will make available technology in a conference room to meet electronically with a self-represented litigant if the litigant does not have access to technology. The court will assist the attorneys with setting up Google Meet for their meetings with self-represented litigants.

DOMESTIC RELATIONS MEDIATION PROGRAM

The 6JDC contracts with two attorneys who provide mediation services under the domestic relations mediation program. All mediations shall be conducted electronically. The court will make available technology in a conference room for litigants that do not have access to technology. The court will assist the attorneys with setting up Google Meet for the mediations.

CONTINUED IMPROVEMENTS

The 6JDC continues to evolve through COVID19 so ideas and suggestions are welcomed. Our main duty to the public and our staff during these changing times is to learn to protect, provide safeguards, and reduce the spread.