

# PERKINS MUNICIPAL COURT

PO Box 9 • Perkins, OK 74059

Phone: (405)547-2445 • Fax: (405)547-5440

## ADMINISTRATIVE ORDER

1) Perkins Municipal Court hearings will resume on Monday, June 8, 2020, at 1:30 p.m. under the following guidelines:

a) Defendants and interested parties are prohibited from entering the courtroom, Court Clerk's office, or other facility used by the Municipal Court if they have been diagnosed or have had direct contact with anyone diagnosed with COVID-19.

b) Defendants and interested parties with flu-like illnesses including but not limited to fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, or the recent loss of taste or smell are prohibited from entering the courtroom.

c) Defendants and interested parties who have traveled to any country outside the U.S. in the past 14 days, and those with whom they live or have close contact with are prohibited from entering the courtroom.

d) Defendants and interested parties who are quarantined or isolated by any doctor or who voluntary quarantine are prohibited from entering the courtroom.

2) If a defendant or attorney falls under one of the above guidelines, the defendant or attorney shall make arrangements telephonically to continue the docket appearance by calling the Court Clerk at (405)547-2445 before the appearance date and time.

3) Municipal Court dockets shall commence effective June 8, 2020.

4) The defendant will be called in alphabetical order with last name A through K beginning at 1:30 p.m. and last name L through Z beginning at approximately 3:30 p.m.

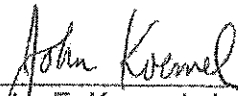
5) If a defendant is not present at his or her designated time or fails to appear when called, then the defendant shall pass a written note to the Deputy Court Clerk notifying her that they were missed. The defendant will be asked to wait and they will be added to the next available group for appearance.

5) The court will limit the number of persons in the courtroom at any given time.

6) Four defendants will be called into the courtroom at a time. Defendants shall maintain social distancing inside the courtroom and in the lobby outside the courtroom.

7) Neither attorneys nor defendants shall approach the bench unless authorized by the judge to do so.

- 8) The court will supply a sanitized pen for each defendant if needed. The defendant is asked to discard the pen into a pen supply bin at the end of their appearance. All pens will be sanitized before the next court date.
- 9) All other defendants and interested parties shall remain outside of the library building and shall maintain social distancing until they are called to appear.
- 10) Court or police department staff will display the last name of a defendant on the whiteboard outside the library to notify the defendant it is their turn to appear. Staff may also call out the names of defendants for appearance.
- 11) Defendants and interested parties may wait outside or in their cars until it is their turn to appear. The defendant may request to provide a cellphone number so they may be called when it is their turn to appear.
- 12) All non-employee personal entering the courtroom shall be required to wear masks. Defendants and attorneys shall provide their own masks. The Court will have a few masks available at the courtroom door. Sanitizer stations will be available in the library lobby and in the courtroom. Everyone is instructed to sanitize their hands prior to entering the courtroom.
- 13) Attorneys and defendants must arrive timely for their scheduled docket appearance.
- 14) All negotiations (plea bargaining) between the prosecutor and defendant shall take place by telephone before any court docket appearance. There will not be time nor will a room be available during court. The defendant may call the city prosecutor, Matt Devlin, at 405-624-0783 prior to their court appearance.
- 15) All witnesses shall wait outside or in their cars until it is their turn to appear. Officers may remain in the police department until they are contacted by a cellphone.
- 16) Following the completion of their case, all attorneys and defendants shall immediately leave the courtroom and library lobby to allow the next group of defendants to appear.
- 17) If possible, telephonic scheduling will be utilized; however, if a defendant cannot be reached by telephone then a letter will be mailed.
- 18) Due to the evolving circumstances of COVID-19, it is anticipated that additional guidelines or modifications will be added as needed. Furthermore, this Order is subject to extension or modification as needed.

  
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John E. Koemel, Jr.  
Municipal Judge

  
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Sidney W. Shaw  
Municipal Judge