

ATTENTION

NOTICE TO INDIVIDUALS SUMMONED TO APPEAR IN ORLEANS PARISH FIRST CITY COURT

CORONAVIRUS/COVID-19 and AMERICANS WITH DISABILITIES ACT

First City Court is committed to ensuring access to court proceedings during the COVID-19 pandemic emergency.

In an effort to promote the health and safety of court personnel, visitors and the public at large, and reduce community spread of COVID-19, court proceedings can be convened remotely by videoconferencing in order to eliminate the need for litigants, witnesses and attorneys to attend hearings in person.

Additionally, if you are a person with disabilities, have COVID-19 symptoms, are at a higher risk for COVID-19, or have other COVID-19 vulnerabilities that prevent you from coming to court, you can request an accommodation pursuant to the American with Disabilities Act (ADA).

Individuals should contact [Mr. Ambrose Pratt](#) at (504) 407-0401 to submit an accommodations request. Mr. Pratt will assist you with the process and will notify the Judge that you are requesting an accommodation. Please have the case number, case name and your hearing date available when you call.

Accommodations may include a remote videoconferencing hearing, an alternate hearing date or other accommodation tailored to your disability.

You can download, print and mail-in or fax an accommodations request. To get the form from the internet, go to the court's website at www.ortleancscdc.com and click the Americans with Disabilities Act main menu tab. The First City Court's fax number is (504) 592-9281.

Mr. Pratt can also mail or email the request form to you upon request.

CIVIL DISTRICT COURT/FIRST CITY COURT COVID-19 PROTOCOLS FOR INDIVIDUALS SEEKING ENTRY INTO THE COURTHOUSE

In order to minimize the risk of exposure and infection of the COVID-19 virus, and protect the health and safety of court personnel, litigants and the public at large, the following protocols are being enforced at the courthouse:

1. All individuals seeking entry into the courthouse must submit to a **TEMPERATURE SCAN** and answer the following questions:
 - A. In the past 14 days:
 - i) Have you had a temperature of 100°F or greater?
 - ii) Have you been fever-free without the assistance of a fever reducer, i.e. Tylenol?
 - iii) Have you experienced a new or worsening cough or sore throat?
 - B. Have you experienced shortness of breath or chills in the last 48 hours?

2. All individuals are **REQUIRED TO WEAR A FACE MASK OR OTHER COVERING EXTENDING OVER THE NOSE AND MOUTH AND MUST KEEP IT ON AT ALL TIMES WHILE IN THE COURTHOUSE**. The court has masks available for those who do not have one.
3. If your temperature meets or exceeds 100 degrees Fahrenheit, or you exhibit signs and/or symptoms associated with COVID-19, you will be denied access to the courthouse.

If you are denied access to the courthouse, immediately contact the law clerk in section of court scheduled to hear your case for further instructions. Judges' contact information is provided below.

AMERICANS WITH DISABILITIES ACT ACCOMMODATION REQUESTS:

If you are disabled, have COVID-19 symptoms, have been ordered to stay home by your doctor, are at a higher risk for COVID-19, or have COVID-19 vulnerabilities, and need an accommodation tailored to your disability or alternatives to in-court participation, immediately contact **Mr. Ambrose Pratt at (504) 407-0401** when you are served with the Summons, or as soon as possible thereafter before your hearing date. Possible accommodations may include, but are not limited to, remote videoconferencing of your hearing, an alternate hearing date or other options based on your disability.

IT IS YOUR RESPONSIBILITY TO CONTACT THE COURT BEFORE YOUR HEARING DATE.

If you can access the internet and print out documents, the accommodation request form can be found on the Court's website at www.orleanscdc.com – look for the Americans with Disabilities Act tab in the top main menu.

JUDGES' CONTACT INFORMATION (ask to speak to the Law Clerk):

Judge Monique G. Morial
Section 'A'
(504) 407-0340

Judge Veronica E. Henry
Section 'C'
(504) 407-0360

Judge Nadine Ramsey, Pro Tempore
Section 'B'
(504) 407-0350

Judge Ernestine Anderson-Trahan
Section 'D'
(504) 407-0431

THE COURT DOES NOT PROVIDE LEGAL ADVICE.

If you would like more information about the [remote videoconferencing hearing process](#), go on the court's website at www.orleanscdc.com . Click the First/ Second City Court link located on the left side of the webpage, scroll down the Orleans City Court webpage and look for the Remote Hearings Guide.