

CIVIL DISTRICT COURT, FIRST AND SECOND CITY COURT

AMENDED PHASE I OPENING PLAN

1. All individuals seeking entry into the courthouse will be pre-screened. Pre-screening will include a temperature scan and the answering of 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. Should a litigant and/or witness exhibit COVID-19 symptoms upon arrival at court, the litigant and witness will not be admitted into the courthouse. The litigant and/or witness shall contact the Division/Section to which the case is assigned (contact information will be displayed) and advise the Division/Section of his/her denied admission to the courthouse. The Division/Section will determine how the hearing/trial will proceed.

3. All individuals seeking entry into the courthouse are required to wear a face mask or other covering extending over the nose and mouth, and shall keep it on at all times while in the courthouse. The court will provide a mask to litigants and witnesses who present to court without one.

4. If a litigant and/or witness has a disability that prevents him/her from making an appearance in court for a scheduled hearing/trial, upon service of a pleading and/or a subpoena requiring an appearance, the litigant and/or witness should immediately request a reasonable accommodation from the court.

An accommodation request form can be found on the court's website at www.orchestration.com .

Alternatively, the litigant and/or witness can request an accommodation form from the Judicial Administrator at 504-407-0370.

The litigant/witness should return the form to the Judicial Administrator by mail, fax or email within five (5) days of service of a pleading and/or subpoena.

Traci Dias
Judicial Administrator – Civil District Court
412 Loyola Avenue, Rm. 320
New Orleans, LA. 70112
Telephone: 504-407-0370
Fax: 504-592-9279
ada@orchestration.com

5. Elevators shall be limited to two (2) persons at any given time.
6. Hallways and corridors shall be clear and are to be used for access only. Social/physical distancing (of at least 6 feet apart) shall be observed and enforced at all times while in the courthouse.

7. Unless otherwise instructed by the Division/Section, after gaining entry into the courthouse, attorneys and their clients waiting for a matter to be heard shall wait in the third (3rd) floor jury pool lounge and shall maintain social/physical distancing therein, until their case is called.

Self-represented litigants (parties with no attorney) are to wait in the first (1st) floor jury pool area and shall maintain social/physical distancing therein, until their case is called.

8. Each courtroom will be limited to a maximum of 25% of its full seating capacity at any given time, including the judge and judge's staff. Social/physical distancing shall be observed therein.

Additionally, all shared surfaces in each courtroom will be sanitized at the beginning of the court's day and after each hearing/trial has concluded.

9. All social/physical distancing related signage or physical markings in and around the courthouse shall be observed and enforced at all times.

10. The Sine Pro app is a remote check-in system that will allow an individual to remain in their vehicle or otherwise outside of the courthouse, but within the immediate vicinity of the courthouse, until their case is called. Several Divisions/Sections of the court will be utilizing the Sine Pro app for check in. Individuals having business before those Divisions/Sections of the court are encouraged to download the free Sine Pro app on their cell phones and use the Sine Pro app to check in when they arrive at the courthouse. You should contact the Division/Section for your case prior to your appearance date to find out if it is utilizing the Sine Pro app for check in.

If the litigant does not have a mobile number, the litigant should proceed to the first (1st) floor jury pool area and shall maintain social/physical distancing therein, until their case is called.

11. The following basic infection prevention measures shall be observed by all individuals while in the courthouse:

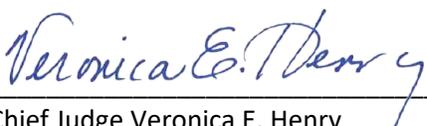
- a) Frequent and thorough handwashing, with soap and water for a minimum of 20 seconds, whenever possible;
- b) Use of alcohol-based (at least 60%) hand sanitizer, when handwashing is not readily available (available on premises); and
- c) Covering of coughs and sneezes with inner elbow.

Signed this 26th day of May, 2020.



 Verified by PDFfiller
05/25/2020

Chief Judge Christopher J. Bruno
Civil District Court



Chief Judge Veronica E. Henry
First and Second City Court