IN THE 6TH JUDICIAL DISTRICT
KNOX COUNTY, TENNESSEE
Amended COVID-19 Comprehensive Plan of Action

Pursuant to Order No. ADM2020-00428 entered by the Tennessee Supreme Court on April 24, 2020, Gregory S. McMillan, as presiding judge of the 6th Judicial District, hereby submits this amended comprehensive plan prepared by the courts within Knox County.

Preamble

In implementing the below plans and beginning to resume regular operations, the Judicial Officers of the 6th Judicial District shall ensure that in any courtroom the number of people present should be limited to ten, not including the judge, court personnel, testifying witness, and courtroom security. It will be the responsibility of counsel and pro se parties to ensure that their witnesses are available to be called promptly, but only one or two witnesses (those expected to be called imminently) may be in the public area outside the courtroom.

The City-County Building is used by both the City and County governments for Knox County, Tennessee. The Public Building Authority is charged with operating the facility. The PBA currently operates metal scanners and x-ray machines at two secured entrances used by those seeking entry into the building. PBA is aware of and will implement any health screening protocols required by the Knox County Health Department for protection of the employees who work in the building and the members of the public who come for access to the governmental offices and courts in the building. Furthermore, PBA and court security officers will monitor the public areas outside the courtrooms for social distancing.

At this time, the majority of the District's courts will be continuing to use available alternatives to in-person hearings. If in-person hearings are to be held, each court will manage its own docket to ensure that the number of litigants waiting to have their case heard will be able to maintain social distancing in the common areas outside the courtroom and public spaces outside the building as well. These methods will include as appropriate, limiting the number of cases set for the day, staggering the start times for hearings, and the individual courts consulting and working with one another to avoid having multiple courts scheduling large dockets on the same day.

Chancery Court

The Chancellors will continue to conduct *ex parte* hearings such as ID divorces, uncontested conservatorships, and uncontested adoptions by telephone, Zoom, or another video device as may be appropriate.

The Chancellors will conduct other nonjury hearings in the courtroom one case at a time and subject to adequate spacing among counsel, parties, witnesses and other necessary participants with any and all persons in excess of adequate spacing required to remain outside the courtroom until channeled back into the courtroom as spacing permits. No party or counsel in a case will be excluded from the courtroom while that case is in progress.

No jury trials will be conducted until after July 3, 2020.

Any represented party's attorney or unrepresented party may file a written request to have a courtroom case heard by telephone, zoom or other video device. Any party, attorney or witness may file a written request to appear in a courtroom case by telephone, zoom or other video device. The chancellors will consider each such request on a case by case basis.

For the month of May 2020, as to probate cases before the clerk and master:

The Clerk and Master will conduct probate cases in the probate courtroom one case at a time and subject to adequate spacing among everyone present. He will also conduct all common form probate cases in the probate courtroom by appointment only and subject to adequate spacing among everyone present.

Prior to June 1, 2020, the Chancellors will reassess the circumstances and announce whether the above plan will continue beyond May 31, 2020, subject to the expiration, modification, or extension of the Supreme Court's ORDER of April 24, 2020.

Circuit Court

Jury Trials that are scheduled for May, June and July are cancelled because of the inability to provide a safe mechanism for a jury to hear a trial and deliberate in a fashion that would provide appropriate social distancing. When jury trials are available, "displaced" trials will be given scheduling priority to the extent possible.

Bench trials will proceed as scheduled. To the extent a bench trial will necessitate more than a total of six people in the courtroom at a time (including all parties and counsel), counsel shall notify the court's judicial assistant at least five days in advance so that proper accommodations can be made. To the extent that you do not advise the court within the time constraints, the bench trial may not proceed on the scheduled date. Bench trials will not be conducted on Thursdays due to the space accommodation needed for 4th Circuit Court Orders of Protection.

All pleadings filed after May 1, 2020 should include an email address for all attorneys or record or pro se parties.

Motion docket days are cancelled until further notice. Until further notice, counsel are not permitted to notice a matter for hearing without the court's consent.

Motions other than summary judgment.

- Motions to Compel will still be subject to Local Rule VI—motions must be accompanied by a proposed Order which will be entered ten (10) calendar day after filing **unless the adverse party files a written response** prior to the expiration of the ten (10) day period. However, all motions to compel must be delivered by email to the adverse counsel/party and the certificate of service shall reflect electronic delivery.

- Effective immediately, for any other motion that is currently pending or filed before May 1, 2020, but has not been heard or addressed by an order of the respective court, a written response to the motion must be filed no later than May 20, 2020 and the Court may choose to rule without need for a hearing.

- For any other motion filed after May 1, any party opposing the motion will have thirty days to file a written response and thereafter the Court may choose to rule without need for a hearing.

- All parties and counsel shall make a good faith effort to resolve all motions and discovery disputes prior to filing any motions.

Summary judgment motions.

- Effective immediately, for any motion for summary judgment that was or will be filed before May 1, 2020 and is not the subject of a prior order of the court, a response to the motion must be filed no later than June 1, 2020. Thereafter the Court may choose to rule without need for a hearing.

- For any summary judgment motion filed after May 1, 2020 a response as required by the Rules of Civil Procedure shall be filed no later than forty-five days after the date the motion for summary judgment was filed with the Court. The Court may decide the motion without need for a hearing.

Other Matters

- Thirty days after the filing of any motion for default, the Clerk of the Court shall set the defaults for a date and time each month. Each motion for default shall be accompanied by a proposed order and an affidavit as to the amount of any claim for damages. If no one appears to contest the default, the moving party's order shall be entered on the day of the scheduled hearing.

- Hearings on temporary restraining orders, minor's settlement approval, possessory hearings in condemnation proceedings, sale of structured settlements or other emergency matters shall be scheduled with the court's judicial assistant with proper notice to all parties. Nothing in this Order shall change the statutory requirements for such hearings but the manner of the hearing will be set by the judge.

- Adoptions may be scheduled with the judicial assistant. Adoption hearings will be limited to the immediate family, DCS/home study workers and counsel and will take place in the courtroom rather than in chambers. Due to the current social distancing guidelines, friends and family members outside the immediate family will not be permitted to attend until further notice. The judge will provide arrangements for handling of any required consent

for a minor over the age of 14 however the judicial assistant shall be notified when the adoption is set that the adoption is one that will require a consent proceeding. Adoptions may also be conducted by Zoom Conference.

- Termination of parental rights hearings will be scheduled with the court's judicial assistant and will be conducted in a fashion that is consistent with social distancing guidelines.

For all matters, the respective judges shall have exclusive authority to determine if a hearing is necessary, and if necessary, whether the hearing shall be in person or by alternative means, such as telephone conference or ZOOM conference.

Fourth Circuit Court

Fourth Circuit Court intends to hear all scheduled matters. Unless the Court, after conferencing with pro se litigants and/or counsel, determines that an "in-person" hearing or trial is necessary, the Court intends to continue to conduct trials and hearings by alternate means, such as the use of telephone, teleconferencing, video-conferencing, or other means that do not involve in-person contact. In the event of an in-person proceeding, only the parties to the cases and necessary witnesses shall be allowed in the building. In order to provide the Court with the ability to facilitate alternate means of holding hearings, all litigants and counsel shall provide phone numbers and email addresses where they can be reached to facilitate scheduling and conducting court appearances. The required information may be sent to Rachel King using this email address - (Rachel.King@knoxcounty.org). In order to help the Court determine whether an in-person hearing or any hearing at all is necessary for a motion to be decided, responses to motions must be filed no less than fifteen calendar days after a motion is filed or five calendar days before the motion is set to be heard. The Court reserves the right to decide motions on the pleadings.

Orders of Protection will continue to be held in person. Only the parties to the cases and necessary witnesses shall be allowed in the building. The docket will be split into morning and afternoon dockets, with the number of cases controlled to ensure that proper social distancing can be maintained both outside and inside the courtroom while the parties wait for their cases to be heard.

Counsel and litigants are encouraged to bring and use any protective personal equipment that they deem necessary for their well-being to any in-person court appearance. Any litigants who believe that they are at an increased risk because of the virus, have been exposed to the virus, or are experiencing any sign of illness, shall immediately inform the Court Clerk and opposing parties or counsel of this fact and shall not appear in person.

Criminal Court

In response to the COVID-19 pandemic and the Tennessee Supreme Court Order of April 24, 2020, the Criminal Court Judges of the Sixth Judicial District sitting en banc do hereby enter the following order, subject to approval by the Tennessee Supreme Court, to address scheduling matters on the Criminal Court dockets:

1. The three criminal courts will continue with their current schedule of alternating days in session, unless otherwise specifically ordered, beginning with Division II on May 1, 2020.

2. All inmate cases will continue to be heard via video conference on the record, unless otherwise specifically ordered.

3. The following bonded matters may be added to the docket: pleas, sentencing hearings, agreed violation of probation resolutions, and contested matters other than jury trials.

4. Contested matters shall be scheduled by the court at specific times to ensure that the numbers of individuals present in the courtroom remains low and/or to facilitate video conferencing of the matter.

5. Furthermore, it shall remain in the sole discretion of the individual trial court judge to determine whether any matter will be heard in-person or by video conference.

6. The parties should contact the Criminal Court Clerk to request that an agreed matter or contested matter be added to the docket.

This order shall remain in effect until May 31, 2020. However, it may be revisited prior to then in order to balance the competing needs of potential docket back logs and the safety of the community and court staff.

Knox County General Sessions Court

The Knox County General Sessions Court (KCGSC) shall ensure appropriate social distancing is observed at all times in all areas of the KCGSC courtrooms, judicial chambers, and staff offices. The KCGSC shall continue to conduct as much business as possible via remote technologies including telephone, teleconferencing, email, video conferencing, or other appropriate means that do not involve in-person contact. These methods remain the preferred way to conduct business as opposed to in-person contact.

The Knox County Public Building Authority (PBA) or PBA's designee shall pre-screen all persons coming before the court. This pre-screening process shall include a brief interview regarding any recent illness or exposure, as well as noninvasive temperature checks.

The PBA shall maintain social distancing protocols as to all persons inside the building but outside the actual courtrooms.

Those persons who shall come before the KCGSC in-person (e.g., Parties, attorneys, witnesses, etc.) shall wear a mask or similar personal protection equipment while in the court. All persons who shall come before the KCGSC in-person are encouraged to use additional personal protection equipment as they wish, including, but not limited to, gloves, personal hand sanitizer, etc.

KCGSC shall not provide masks or other personal protection equipment. The KCGSC shall, however, work with the PBA to ensure all courtrooms and other relevant areas of the buildings used by KCGSC are sanitized on a regular basis. Further, KCGSC shall work with the PBA to have "sneeze guard" technology installed around each bench to minimize the risk of contamination as between the judge, court staff, and all who enter the court. In addition, the PBA is posting signage to advise all KCGSC participants of additional requirements (e.g., personal protection equipment) and other relevant information as required.

Criminal Division

The Knox County General Sessions Criminal Division (KCGSCrim) shall continue to be open during regular business hours. The KCGSCrim shall continue to conduct as much business as possible via remote technologies including telephone, teleconferencing, email, video conferencing, or other appropriate means that do not involve in-person contact.

The KCGSCrim shall continue conducting in-person preliminary hearings with only essential persons in the courtroom. Essential persons are defined to be the judge, court staff, ADAs, defense attorneys, and defendant(s). At no time will there be more than 10 people (not including court staff) in the courtroom at one time. Witnesses shall wait outside the courtroom in the common area of the Knox County City-County Building (CCB), or offsite (e.g., the witness's vehicle) in close enough proximity the witness can be called into court as needed, when needed, and remain in the court for only the time required to testify.

The KCGSCrim shall continue accepting guilty pleas by video technology rather than in-person. The ADAs and defense attorneys shall continue to work together to prepare the guilty plea beforehand and to assure that all rights of the defendant have been protected, including, but not limited to, assuring the defendant understands all aspects and implications of his/her guilty plea prior to video-plea. In addition, the judge shall, as per normal procedures, make inquiries of the defendant via video to assure the defendant's plea is voluntary and with full knowledge of the plea requirements.

Civil Division

The Knox County General Sessions Civil Division (KCGSCiv) shall re-open for business on a limited basis on May 11. Only essential persons shall be allowed in the courtroom. Essential persons are defined to be the judge, court staff, and litigants, their attorneys, and relevant witnesses. At no time will there be more than 10 people (not including court staff) in the courtroom at one time. KCGSCiv shall be temporarily relocated to the Main Assembly Room (MAR) of the City-County Building (CCB). KCGSCiv shall work with the Knox County Public Building Authority (PBA) to mark off the MAR to denote appropriate seating in accord with social distancing

guidelines. PBA shall supply sufficient staff to assist the court with maintaining appropriate social distancing at all times, both within the MAR and outside the building. Witnesses shall wait outside the CCB or offsite (e.g., the witness's vehicle) in close enough proximity the witness can be called into court as needed, when needed, and remain in the court for only the time required to testify.

KCGSCiv docket shall be staggered as appropriate to minimize the number of persons within the MAR at any given time and to maintain appropriate social distancing restrictions at all times.

Until the restrictions currently in place under ADM2020-00428 have been modified, the KCGSCiv shall take no action to effectuate an eviction, ejectment, or displacement, nor to effectuate any new garnishments during this time.

As KCGSCiv gets re-started, no Default judgments will be issued for any civil defendant's failure to appear for the first setting; such cases will be reset on the civil docket for later in 2020.

Supplemental Request for Special Exception for KCGSCiv

This plan has been discussed with Dr. Martha Buchanan, Director, Knox County Department of Health, and has received her concurrence.

In order to provide timely access to justice for our numerous civil litigants, we have received permission from the Knox County Public Building Authority (PBA) to temporarily relocate Knox County General Sessions Civil (KCGSCiv) court to the City-County Building's Main Assembly Room (MAR). This room is a theater-type setting, including balcony, that can normally hold 600+ persons. Due to the expansive size of the MAR, using rigorous social distancing parameters, we can schedule up to 100 litigants per day (staggered) plus judge and court personnel. In an abundance of caution, we would limit litigants to no more than 50 in the MAR at any one time. In addition, the MAR is situated so that all persons entering the MAR can do so without having to enter the main body of the City-County Building (CCB). As a result, litigants entering the MAR can avoid interacting with all others in the CCB.

Daily dockets shall be staggered with an initial docket starting at 9 a.m., a second docket starting at 10:30 a.m. on the same day, and a third docket starting at 12:00 noon.

Below is an illustration of how the KCGSCiv, with the assistance of the PBA, will handle the groups of civil litigants on the staggered docket.

> For example, a litigant with a 9:00 a.m. court time would, in theory, arrive by 8:50 a.m. At the entrance to the building, PBA provides a brief interview and temperature screening, along with standard security screening of all persons and bags. Assuming the litigant passes both the health screening and the security screening, the litigant gains access to the CCB.
>
> Signage just inside the CCB entry point then directs the litigant to the MAR; the MAR is located at an immediate right turn once a litigant is inside the CCB – the

entire interior traverse distance is approximately forty (40) linear feet from CCB entry to MAR doorway. The litigant then arrives at the doorway to the MAR.
The entrance to the MAR consists of three glass doors, each approximately three feet wide and eight feet tall. The center door shall be clearly marked so as not to be used except in the event of an emergency. The outer two doors shall be clearly marked, the right-hand door marked, "ENTER HERE" on its exterior surface and the left-hand door marked, "EXIT HERE" on its interior surface.

In addition, a staff member shall be standing outside the MAR entry doors to assist litigants with maintaining social distancing, correct times for their cases, and additional information as may be required to help ensure each litigant is in the correct place at the correct time.

Upon entry into the MAR, a staff member will instruct each litigant to be seated in accord with the available chairs. The seating in the MAR shall be marked such that three out of every four seats have been blocked and are unavailable for use (*see* Photo A, attached). ; in addition, every other row of seats shall be entirely blocked, thus every other entire row shall be unavailable for use. This seating configuration assures each person in the MAR they are an appropriate distance from every other person using the social distancing recommendations of 6' radial spacing.

The speaking podium is located at the front of the MAR gallery and at the base of the event platform (*see* Photo B, attached). The (stationary) desk to be used by the judge and court clerk staff is located at the far end of the event platform (*see* Photo C, attached). Due to the stationary nature of this desk, the judge and court clerk staff will be located more than 6' away from the speaking podium and any persons using this podium. In addition, the judge, court clerks, and bailiff will be spatially distanced along the event platform to maintain 6' radial spacing as to each other.

As each case is called, the appropriate litigants - and their attorneys, if represented by counsel - will be instructed to approach the speaking podium yet maintain at least 6' radial distance between each other. The MAR podium area of the gallery is large enough to accommodate this radial distancing.

If the party has an exhibit or other document the court must review, a court staff member or court appointee shall act as a 'runner' to pick up the document from the party at the podium and traverse the event platform from the podium to the court's desk. This arrangement minimizes the number of persons with whom a litigant must interact, as well as providing the same benefit to the judge and court clerks. This 'runner' system also eliminates any need for litigants or counsel to move beyond the podium.

Witnesses for any civil case must provide their cell phone number to the relevant litigant prior to the litigant entering the CCB. The litigant must notify the court they have a witness for their case. At the time the case comes up on the docket, the witness will be notified via cell phone and, at that time, the witness will go through

the PBA health and security screening, enter the CCB, and then be instructed by staff to enter the MAR through the door marked, "ENTER HERE." At the conclusion of their testimony, the witness will be instructed to exit the MAR through the door marked, 'EXIT HERE."

At the conclusion of the case, the litigants (and relevant counsel, if any) will be instructed to leave the MAR through the door marked "EXIT HERE." This will allow a seating space to open up in the MAR and staff can allow another litigant to enter the MAR.

This "rotational" flow of litigants will allow the KCGSCiv to hear as many cases as reasonably possible during each day's docket, thus providing timely access to justice while also maintaining strict social distancing guidelines in accord with the CDC and as approved by the Knox County Department of Health Director.

We respectfully request your approval of a special exception for KCGSCiv to conduct court with more than 10 litigants in the MAR at one time. As a metropolitan general sessions court, our civil docket processes almost 20,000 cases per year. Because of the COVID-19, we have a large backlog that is growing daily. This special exception plan is the best way to serve our general sessions civil litigants while balancing the divergent needs for stringent social distancing and timely access to justice. To this end, we request your approval of this special exception based on the needs of a larger metropolitan court and the appropriate facilities we have on hand to meet both these divergent needs.

Knox County Juvenile Court

Knox County Juvenile Court shall be open during regular business hours from 8:00 am until 4:30 pm. The Court shall continue to conduct as much business as possible through available technologies such as the use of telephone, teleconferencing, e-mail, video-conferencing or other means that do not involve in-person contact. All of these methods shall be the preferred option over in-person proceedings.

Parties and/or their attorneys shall notify the Court's case manager as soon as practicable if the party elects to appear for a court proceeding by telephone, video, or teleconferencing so that scheduling of these appearances can be coordinated by the Court's case manager and the Judge/Magistrate assigned to hear the case. It shall be the responsibility of the parties and their attorneys to provide the Court with current telephone numbers and e-mail addresses to facilitate scheduling of these hearings.

In the event the matter before the Court requires in-person appearances, the parties and witnesses to those matters shall be required to check in with Court Officers at the front door and shall provide current telephone numbers or e-mail addresses by which they can be contacted when their case is ready for hearing. All parties and witnesses shall be required to remain outside of the Court building until directed to enter by Court personnel. Only parties and their attorneys shall be allowed to enter the building at the time the matter is called into Court. Necessary witnesses shall be notified by the courtroom clerk by telephone, text, or e-mail when the Court is ready for their

testimony. Only necessary witnesses shall be allowed to enter the building, any other individuals who accompany parties or witnesses shall not be admitted to the Court building. If a party or witness is ill, has a compromised immune system, or has any health related condition that requires limited exposure to other individuals, the party or witness shall inform the Court as soon as possible prior to the hearing so that alternatives to in-person participation can be utilized. The Knox County Juvenile Court lobby shall remain closed and parties and witnesses shall not be allowed to remain in the Court lobby prior to the matter being called into Court or after the conclusion of the hearing. Restroom facilities in the Court's lobby area shall remain open and accessible to the parties, attorneys, and witnesses.

Knox County Juvenile Court shall ensure appropriate social distancing is observed at all times in all areas of the court building including all courtrooms. Parties, attorneys, and witnesses shall be allowed to wear face masks or other personal protection equipment; however, masks will not be provided by Knox County Juvenile Court. The Court shall ensure that all areas of the building, including courtrooms, are sanitized on a regular basis.

Until further notice, no urine drug screens shall be administered by Knox County Juvenile Court staff. The Court, at its discretion, may order that an individual involved in a proceeding submit to a drug screen at an independent testing laboratory within a specified time period. The Tennessee Department of Children's Services or other service providers may elect to administer drug screens in cases in which the Department or the service provider is a party or otherwise involved.

Chancery Court and Fourth Circuit Child Support Magistrate

PHASE I:

Continuing the Tennessee Supreme Court orders of March 13, 25, and April 24, 2020, limiting in-person court proceedings to those deemed absolutely necessary. Conducting hearings, whenever possible, by Zoom Meeting, telephone, email, or other method. This will involve:

A) Conducting an evaluation of the file/pleadings to determine what cases can go forward.

B) Allowing the Child Support Services Attorney, in conjunction with the Magistrate, to contact the parties to update their situations, and informing the parties that there will be a Zoom hearing or a telephonic hearing, etc., or, if the case is unable to proceed, to advise them of a reset date prior to the scheduled hearing date to keep them from physically coming to the courthouse, to minimize the risks associated with COVID-19.

C) In the event an in-person hearing is determined by the Court to be required, only allowing the parties and the attorneys and court reporter in the courtroom (aside from the necessary courtroom security and personnel), and leaving potential witnesses in the mezzanine, hallway, or corridor of the building, placing them at least 6 feet from one another.

PHASE II:

Re-opening the courtroom when it has been determined to be appropriate, will consist of limiting the number of cases on the docket to an amount that will not overwhelm the existing courtroom and contiguous hallway space. In-person hearings in non-emergency cases will begin to be held in a limited manner. To that end:

A) Knox County General Sessions, Civil Division, has asked and been approved to move their court to the General and Small Assembly Rooms in the City-County Building for the foreseeable future. This will free up the entire third floor mezzanine, hallways and corridors of the Old Courthouse. The parties would be able to use the benches and seating areas while awaiting a hearing, and painter's tape can be used to designate the appropriate 6 feet between litigants. Inside the courtroom, there would be room for the case at bar, as well as space for at least two other cases (four parties) in the rear and sides of the courtroom.

B) Upon arriving at the Old Courthouse, signs would be placed at the public entrances directing litigants to the General Sessions Court's new location, thus, limiting the number of people attempting to enter the building through the security checkpoints in the Old Courthouse.

C) Signs would be posted at the entrances telling parties that if they are sick they should immediately leave the premises and either seek medical attention and/or self-isolate. They will be instructed to contact the court ***immediately*** and notify them as to why they did not attend court and instructing them to be ready to offer documentation at a later date, if required.

D) The Fourth Circuit Court Clerk has stated that thermometers will be available for use at entry points into the building and if a person is found to have a temperature, he or she will not be allowed to enter the building.

E) Officers of the Knox County Sheriff's Department and PBA are at the security points at all public entrances into the building. They have agreed to tell all people entering the building for a child support hearing that support people will not be allowed in the courtroom and ask that any person that is not a party to the case go back to their car and wait. If a person says they are a possible witness in the case, they can be called to the courtroom, via their cell phone, if their testimony becomes necessary.

F) Personal masks and protective equipment, such as gloves, will be encouraged and liberally allowed. Parties will be encouraged to provide and utilize their own hand-sanitizer.

G) In so much as the Court can find hand-sanitizer, the Court will provide a bottle on each parties' table and encourage them to use it when they sit down and when they leave the court.

H) During the exchange of documents, the court personnel and officers will wear gloves whenever possible to limit the spread of contact germs.

I) A disinfectant spray will be used on the microphone after each parties' testimony.

PHASE III:

In-person hearings will be conducted in all cases, as usual, unless the Court deems a different method is appropriate on a case by case basis. The strict guidelines of limiting the number of people in the courtroom will be eased, but we will continue the "safe distancing" practice in the mezzanine, hallways, corridors and courtroom.

A new form will be generated asking for an email address for each party and explaining how that email address may be used to initiate a virtual meeting in the future in the event we are ever faced with a similar in-person hearing shut down.

Knoxville Municipal Court

On April 24, 2020, the Tennessee Supreme Court issued an Order that allowed each judicial district to develop a plan to begin conducting additional in-person hearings. Until a plan is approved by the Chief Justice, all courts in the judicial district are to operate under the Court's March 25th Order. Upon arrival, the defendants, attorneys and witnesses shall be required to check in with a KPD officer and a Court Clerk at the front door to ensure they are on the docket for that day or have official court business. They must go through a metal detector and submit to a temperature check. Anyone with a fever of 100.4 or higher will not be permitted in the building and will have their case rescheduled to a later date. All witnesses and defendants shall provide a current cell phone number and/or e-mail address where they can be reached to facilitate court appearance.

All defendants, attorneys and witnesses shall be required to remain outside the Safety Building until directed to enter by KPD or Court personnel. There are currently tables and chairs set up outside for defendants to wait or they will be able to wait in their vehicles until notified. Only defendants and their attorney (if applicable) shall be allowed to enter the building at the time their case is called. There will be a limit of 10 persons allowed in the court, not including the Judge, Bailiff, and court personnel. Any other person(s) with official court business that can be handled by a Court Clerk will be directed to the Court's front counter for assistance as long as social distancing needs are still met. Necessary witnesses shall be notified by a Court Clerk via telephone, text, or e-mail when their case is ready to be heard.

Municipal Court Staff will monitor the weekly dockets in advance to identify a potentially large docket. Should this occur, we will utilize staggering court times by notifying each person via telephone, text, e-mail or letter, depending on what information has been provided to the court. It has been verified that about 41% of persons scheduled on a particular docket actually show up for court. Approximately 35% pay online, in person, or via mail, while another 24% does nothing.

The Safety Building lobby shall remain closed and defendants, attorneys and witnesses shall not be allowed to remain in the lobby prior to their case being called or after the conclusion of said case. Restroom facilities in the lobby area shall remain open and accessible to defendants, attorneys and witnesses.

Knoxville Municipal Court shall ensure proper social distancing is maintained both outside and inside the courtroom while defendants wait for their case to be heard. Currently, the floors are clearly marked six feet apart for defendants or anyone waiting to see a court clerk. The benches in the courtroom are clearly marked for seating six feet apart. We also have them numbered so there is no confusion as to where to sit.

Defendants, attorneys and witnesses are encouraged to bring and use a protective face mask or other personal protective equipment for their well-being; however masks WILL NOT be provided by KPD or Municipal Court. The Court shall ensure that all areas of the courtroom are sanitized on a regular basis.

Anyone who believes that they are at an increased risk because of the virus, have been exposed to the virus or are experiencing any sign of illness shall not appear in person and should contact the court via telephone or e-mail to request a future court date or make payment arrangements. Anyone exhibiting these signs or has a fever will not be admitted into the building.

Farragut Municipal Court

Through the months of May, June, and July, 2020, the court shall hear no more than six (6) citations on any hearing date. Hearing dates shall be limited to no more than two (2) in any calendar month. Court shall begin at 6:00 p.m. with the first three (3) matters on the docket cited to be heard at 6:00 p.m. beginning at 6:00 p.m. and concluding before the next three (3) matters are to be heard. The second set of three (3) matters to be heard shall be cited to appear at 6:45 p.m. and shall be heard when the first three (3) matters have concluded, but not before 6:45 p.m. unless all parties are present and the court is available. The number of persons in the courtroom at any time shall be limited to no more than ten (10), including the judge, court personnel, witness, and the court bailiff.

Farragut Municipal Court is held on the first floor of the Farragut Town Hall. The parties and witnesses to the matters on the docket shall be required to check in with the court bailiff at the back door of Town Hall. Upon checking in, the court bailiff shall ask each person a series of COVID-19 screening questions and each person shall provide a current telephone number by which they can be contacted when their case is ready to be presented before the judge. All parties and witnesses shall remain outside the Town Hall until directed to enter by Court personnel. Only those cited to court and anticipated witnesses shall be admitted entrance to the courtroom by the court bailiff.

Once inside Town Hall, individuals will be asked to maintain proper social distancing in the rotunda outside the courtroom. Markings on the floor will be positioned at least six feet apart to aid in maintaining proper distancing. Those entering the courtroom shall be seated in alternating rows at opposite ends of the seating aisle to maintain proper social distancing at all times during court. Those presenting testimony to the court shall stand at the podium and remain at the podium

while presenting testimony. Any exhibits will be handed to the Court Bailiff to present to the judge and will be returned to the witness by the Court Bailiff once the judge has finished his review.

Parties, attorneys, and witnesses shall be allowed to wear face masks or similar devices designed to reduce the spread of air borne contagions, but wearing masks is not required. The court will not provide masks to those attending court hearings. Hand sanitizer will be provided at the entrance of the courtroom and at the podium, and all court personnel will be provided hand sanitizer.

Anyone exhibiting symptoms consistent with those known to be associated with the COVID-19 virus may be prevented from entering the courtroom or may be asked to leave the courtroom. Anyone cited to court, appearing as a witness, or desiring to attend any session of the Town of Farragut Municipal Court in person for any reason that has tested positive for the COVID-19 virus should contact the Court Clerk at 218-3363 or at jhatmaker@townoffarragut.org and make that fact known before appearing in court.

These amended plans are submitted for approval by the judicial officers in the 6th Judicial District responsible for implementing and carrying out the plans for their courts. As presiding judge of the 6th Judicial District, I submit them to the Tennessee Supreme Court for approval and to request permission to begin operations consistent with the plans set forth above.

This 5th day of May 2020

Gregory S. McMillan, Judge
Knox County Fourth Circuit Court and
Presiding Judge for the 6th Judicial District

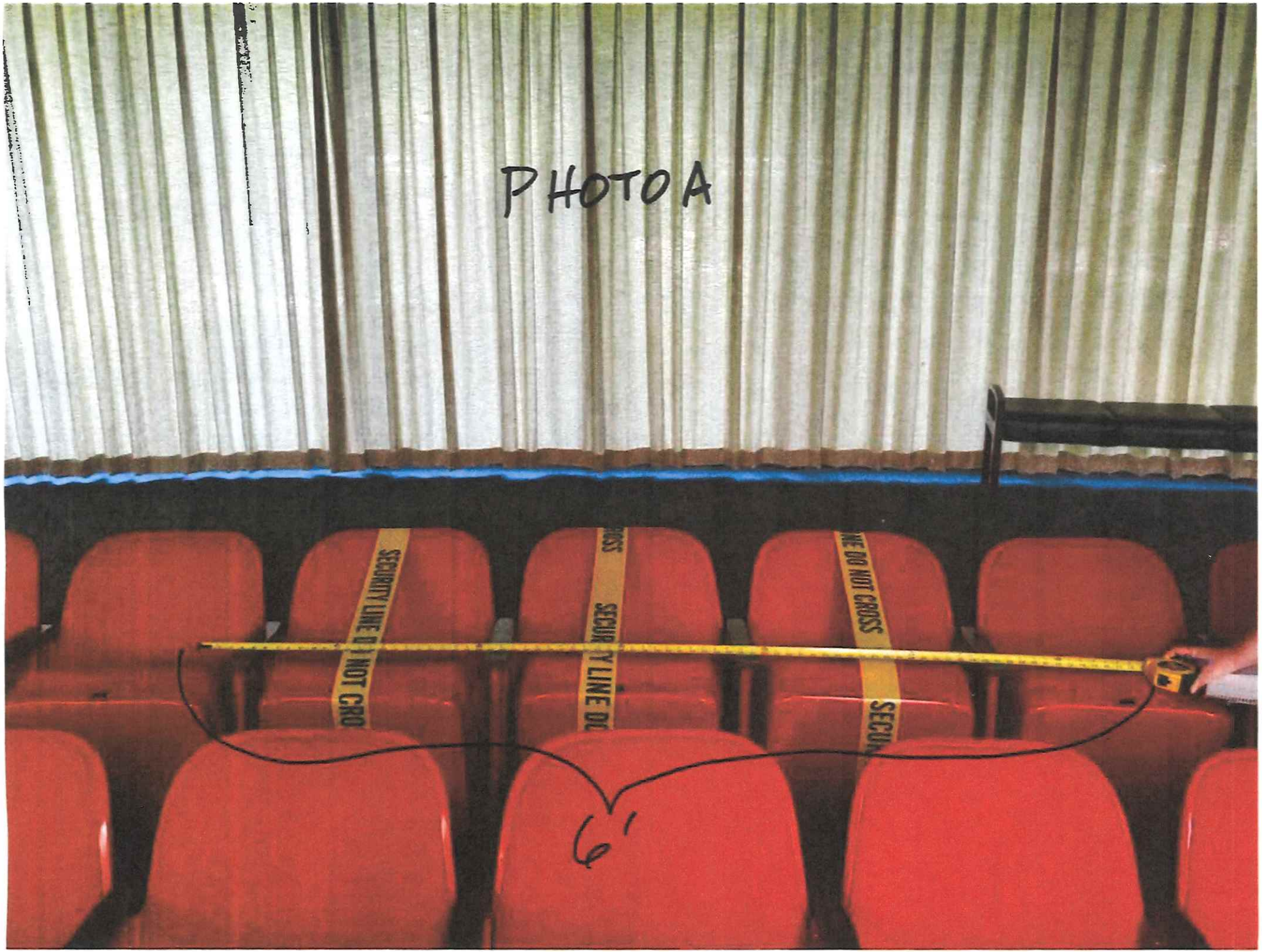
PHOTO A
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PHOTO B
Bailiff
Court Clerk
Judicial Desk
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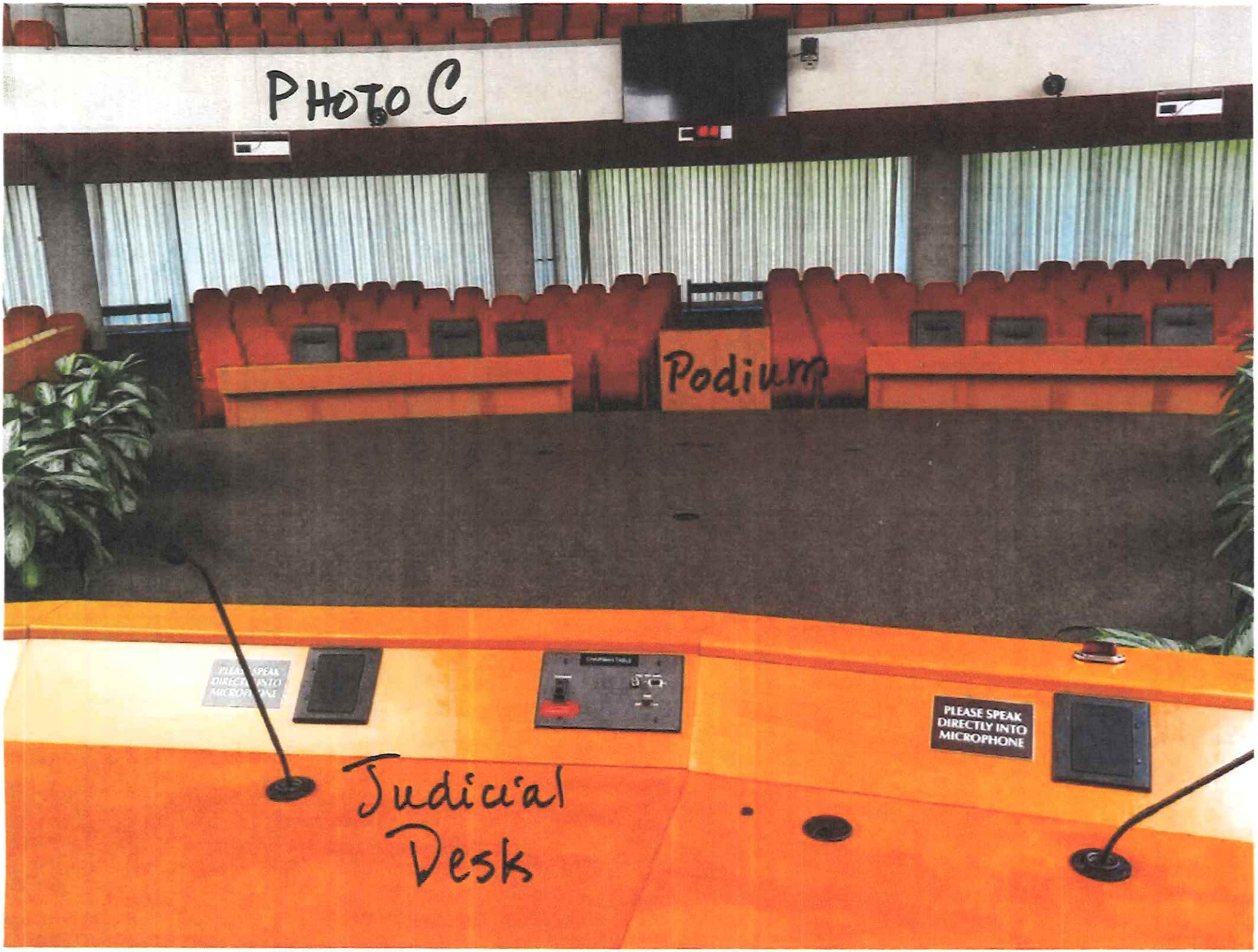
PHOTO C
Podium
PLEASE SPEAK DIRECTLY INTO MICROPHONE
Judicial Desk