

**Gilbert Municipal Court  
County of Maricopa, State of Arizona**

IN THE MATTER OF:

REDUCTION COURT OF COURT )  
OPERATIONS DURING A PUBLIC )  
HEALTH EMERGENCY )  
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ORDER 2020-01

As the coronavirus (COVID-19) situation evolves, the Governor of the State of Arizona has declared a statewide emergency. The Arizona Supreme Court has also issued Administrative Order No. 2020-47 authorizing the reduction of Court services and operations during a public health emergency.

Therefore, in efforts to avoid the maximum number of in-person proceedings in the Gilbert Municipal Court to the greatest extent possible and maintain core constitutional rights,

IT IS ORDERED AS FOLLOWS

1. All events that are not directly related to required essential Court functions are cancelled until further notice.
2. Liberally granting continuances and additional accommodations to parties, witnesses, attorneys, jurors, victims and others with business to conduct in the court.
3. To implement the use of telephonic appearances where feasible.
4. All jury trials currently scheduled through March 31, 2020 are continued until further direction from the Chief Justice is released.
5. Continuing all criminal bench trials (non-jury trials) for out of custody defendants for approximately 60 days.
6. Continuing all civil hearings for approximately 60 days.
7. Continuing all non-trial settings for defendants that are not in custody for approximately 60 days.
8. Continuing all Gilbert Municipal Court cases currently being conducted in the East Valley Regional Veterans Court until May 5, 2020.
9. All Order of Protection and Injunction Against Harassment proceedings continue to be held and that telephonic appearances occur where plausible.

10. All persons with scheduled appearances are required to notify the Court of any COVID-19 symptoms or suspected exposure and to refrain from entering the Court.
11. All proceedings occurring within the Court shall be conducted in a matter consistent with the Center for Disease Control's social distancing recommendations.
12. Allowing the use of digital signatures utilizing the digital signature symbol “/s/” to eliminate the need for parties to share writing instruments.

IT IS FURTHER ENCOURAGED that all parties continue to work toward resolution and settlement of the cases subject to this Order.

Additionally, the Gilbert Municipal Court is taking precautions, and doing what is possible to prioritize the health and wellness of everyone at the court. Below are some of the precautions that have implemented by the Gilbert Municipal Court.

- Signage has been posted on the exterior and interior doors of the courthouse indicating that if a person is feeling ill, experiencing a cough, fever, or shortness of breath, they are not to enter the court.
- Staff has been reminded and educated concerning infection control protocols, hand washing, to stay home if ill, to report exposure and to sanitizing work areas.
- Where appropriate and if necessary the court will accommodate non-standard or staggered employee schedules to mitigate child care issues and further facilitate social distancing.
- Disinfectant wipes and aerosol have been provided to personnel to sanitize their work areas on a routine basis.
- Contract cleaning and sanitization is occurring at very regular intervals.
- Hand sanitizer is available in each of our courtrooms and public counter areas for court patrons.
- The Court has implemented infection mitigation protocols specific to jury trials once jury trials are cleared to proceed that include social distancing and frequent sanitizing of jury areas.
- Options have been given published about how to file a request for a continuance or extension and about how to contact court staff.
- Resetting all most matters where appropriate proceedings will be continued approximately 60 days as means of reducing patron traffic in the court and contributing to the flattening of the COVID-19 curve.
- Mandatory social distancing measures have been implemented in the courthouse and specifically in the courtrooms where no more than 10 people are permitted in the courtrooms at any one time. Judges are authorized to further restrict the number of people in their courtrooms based on specific situations.
- Security and court personnel are equipped with personal protective equipment (N95 masks and gloves) in their work areas.

- Court Security has been empowered through policy to address situations with risk of infection for communicable diseases.
- Remote work has been implemented as an option for certain employees.
- Revised forms have been programmed into our case management system that use a digital signature symbol “/ s /” to eliminate the need for parties to share writing instruments.
- Enhanced use of email as a means for patrons to contact the court and file motions and other requests has been implemented through our website.

Dated this 18<sup>th</sup> day of March, 2020

/s/ David M. Cutchen Jr.  
Hon. David M Cutchen Jr.  
Presiding Judge  
Gilbert Municipal Court