

FILED IN DISTRICT COURT
McClain County, Oklahoma

IN THE DISTRICT COURT OF MCCLAIN COUNTY
STATE OF OKLAHOMA

MAY 06 2020

AO-2020- 4

by Kristal Gray, Court Clerk
Deputy

ADMINISTRATIVE ORDER

Effective May 18, 2020 - June 3, 2020 (unless further extended by the Court)

The District Court of McClain County continues to issue orders implementing emergency procedures to address the challenges raised by the COVID-19 pandemic. In support thereof, the Court issues the following temporary orders:

1. The District Court of McClain County will give priority to the following cases:
 - criminal cases;
 - protective orders;
 - juvenile cases; and
 - Emergency matters.

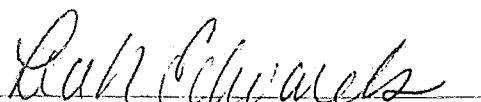
 - All other cases will not be scheduled for in-person hearing during the effective period of this order, but may be submitted to the Court for ruling upon the pleadings or scheduled for hearing by teleconference or videoconference, if the assigned judge permits.

2. Courthouse Entry – only the following will be allowed entry into the courthouse for court proceedings:
 - Court personnel
 - Attorneys
 - Defendants and litigants (Judges will provide a list of defendants and litigants to the Sheriff's Office each day.)
 - Witnesses (the District Attorney's Office will provide a list of subpoenaed witnesses to the Sheriff's Office each day)
 - Any members of the public who have notified the bailiff of their intent to be present at least 24 hours in advance (the Court will provide a list of these individuals to the Sheriff's Office each day)
 - Victims of cases set for hearing on that particular day. An individual identifying themselves as a victim of a crime whose name does not appear on one of the aforementioned lists will await contact with the District Attorney's Office, who will visit with the individual and personally accompany them to the courtroom.
 - Individuals applying for protective orders, accompanied only by a necessary interpreter and/or professional support personnel.

3. Personal Protective Equipment - the use of personal protective equipment such as gloves and masks by those entering the courthouse is encouraged.
4. Plea Procedure - The District Attorney's Office will transmit plea recommendations to attorneys and negotiate with them by phone or email. Attorneys will be responsible for having their plea paperwork completed prior to plea. All plea forms will be scanned by the Court and emailed to the local bar president for dissemination to the local bar. The District Attorney's Office will be responsible for preparing 991 and restitution forms. The McClain County Sheriff's Office will permit attorneys of record to speak with their in-custody clients by calling (405) 527-2141. The attorney will leave their name, bar number and a telephone number where they may be reached. The Sheriff's Office will then allow the client to return their attorney's call as soon as possible from private and secure setting.
5. Preservation of Public Hearing - The Court will file notices to the public regarding the cases we have set, asking them to notify the bailiff a minimum of 24 hours prior to the hearing if they would like to be present. If they do not, they will not be permitted entry unless they fit into one of the categories listed in subsection (2).
6. Social Distancing in Courtroom - The Court will place paper markers on the gallery seating and jury box to promote social distancing. The Court will work to limit the number of defendants and attorneys in the courtroom at any given time. Each judge may post signs limiting the number of persons allowed in their courtroom and any adjoining room used for conferences.
7. Limited Public Contact with Court Clerk - Defendants will no longer be required to make contact with the Court Clerk's Office post plea. The Court will enter Rule 8 Orders and transmit them to the Court Clerk's Office. Any court cost payments are to be: (1) left in the secure box provided in the entryway; (2) mailed to the Court Clerk's Office; (3) paid on-line at ODCR.com; or (4) paid by credit card by calling the Court Clerk's Office. Judges will also note on the plea paperwork when defendants are to be released from custody to ensure there is no need to obtain an Order of Release from the Court Clerk's Office.
8. Transports - The Sheriff's Office will work with the District Attorney's Office to identify in-custody individuals awaiting transport to McClain Co. The District Attorney's Office will review the cases and determine if any dismissals or other remedies are warranted that would eliminate the need for transport.
9. Signature Matters - Any and all documents needing the Court's signature will be mailed or left in the boxes provided at the entryway. Entry will not be permitted merely to obtain a signature.

10. Duration -- This Administrative Order will remain in full force and effect until June 3, 2020 unless extended further by supplemental order.

IT IS HEREBY ORDERED!


LEAH EDWARDS,
Judge of the District Court