



## Supreme Court State of Tennessee

CHIEF JUSTICE  
JEFFREY S. BIVINS

JUSTICES  
CORNELIA A. CLARK  
SHARON G. LEE  
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ROGER A. PAGE

401 SEVENTH AVENUE NORTH  
NASHVILLE, TENNESSEE  
37219

### MEMORANDUM

TO: Chancellor Jeri Bryant, presiding judge 10th judicial district

DATE: May 27, 2020

RE: 10th Judicial District Re-Opening Plan Amendment

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On May 7, 2020, the Tennessee Supreme Court received the 10th Judicial District Re-Opening Plan. It was approved May 15. On May 22, we received an amendment to your plan covering proceedings in the City of Charleston Municipal Court. The amendment is approved with the following condition:

(1) the understanding that this court will abide by the general provisions applicable to the 10th JD.

IN THE CITY COURT OF THE CITY OF CHARLESTON, IN THE 10TH JUDICIAL DISTRICT OF THE STATE OF  
TENNESSEE  
PLAN OF PUBLIC SAFETY FOR COURT PROCEEDINGS

Charleston City Court convenes at 6:00 p.m., on the third Monday of each month. Due to the COVID-19 emergency, in-person court proceedings during the months of March, April, and May of 2020, have been continued and rescheduled for hearing on June 15, 2020, at 6:00 p.m. The following procedures have been developed to protect the safety of parties, witnesses, court personnel, and the public, by providing for sequestration and screening of parties and prospective witnesses prior to their entry into the Charleston Municipal Building, maintaining appropriate social distancing during all hearings, establishing a maximum occupancy limitation of eight individuals being allowed in the Courtroom, and requiring the use of protective face masks and gloves while in the building, during all in-person court proceedings conducted in said Court on or after June 15, 2020. This public safety plan will become effective upon approval of this plan by Chief Justice of the Tennessee Supreme Court.

1. On the third Monday of each month at 5:00 P.M. A registration area will be set up outside, in the parking lot of the Charleston Municipal Building by the Charleston Police Department. When defendants arrive an officer will take their name and instruct them to remain in their vehicle until they are notified that the Judge is ready to hear their case. Witnesses will also be instructed upon arrival to remain in their vehicles. Cases will be called in the order in which parties have registered upon arrival.
2. When called, defendants and witnesses will be screened, and must answer questions about any exposure to the COVID-19 virus and submit to their temperature being taken with a no-touch thermometer, before they will be permitted to enter the building. Cases in which a defendant or material witness fails to pass screening, will be continued to 6:00 P.M. on the third Monday of the following month. Disposable gloves and face masks will be provided to all Defendants and witnesses who have passed screening, and such must be put on and properly in place before such defendant or witness will be permitted to enter the Charleston Municipal Building.
3. The court room will have a podium area roped off for the defendants to stand so that they will remain 6 to 8 feet from the Judge and Court Clerk during hearings. A chair will be available in the podium area for persons unable to stand when addressing the Court. After each case is concluded, the area and chairs that were occupied during each hearing will be disinfected before the next defendant enters the court room.
4. A maximum of eight individuals will be permitted in the courtroom at any one time and social distancing of six feet between individuals is mandatory and shall be maintained and enforced. Chairs which may be occupied by the Defendant, Counsel and witnesses shall be clearly marked and designated. The eight person limitation arises from the limited space available in the Charleston City Commission Room, which is where Court proceedings are conducted. The eight person limitation will permit attendance by the Defendant, Counsel for the Defendant, Prosecuting Officer, City Judge, City Court Clerk, one witness (at a time), a Court Reporter and a news media representative. In cases involving a juvenile Defendant, a parent/legal guardian of the juvenile will be permitted to accompany the juvenile during the proceedings. During a proceeding involving a juvenile Defendant, the parent/legal guardian will attend and will supplant any news media representative during the hearing of such case.
5. During any proceeding involving either or both 1) in person testimony from a nonparty witness and/or 2) introduction of exhibit(s) into evidence, all persons in the Courtroom are required to wear both a

protective mask and gloves and shall maintain social distancing of six feet between all persons in the Courtroom.

6. For any citations issued in the future, the officer will furnish each defendant with a copy of these court procedures at the time citation is issued.