

## MEMORANDUM

March 27, 2020

To: Macoupin County Board Members

CC: Courthouse Employees

Re: Response to COVID-19 virus

All courthouse offices are open, and essential courthouse business is still being conducted, but in further measure to combat the COVID-19 virus, and in consultation with the County Courthouse Department Heads, additional appropriate steps are being taken to both address maintaining essential courthouse operations while also considering both public and employee safety. As such, all courthouse departments are authorized to begin staffing rotations effective Monday, March 30<sup>th</sup> and continuing through Friday, April 17<sup>th</sup>. Department heads will determine how best to implement rotations on an as-needed basis.

Also, Macoupin County Circuit Court has announced that it is cancelling all trials through mid-May. Trials will resume after May 20, 2020. The Court has already reduced its operations to essential matters only. However, we have now been given permission by the Supreme Court to cancel trials and adjust the speedy trial deadlines accordingly. Because trials involve the presence of multiple people, including parties, lawyers, witnesses, jurors, and the judge, delaying them is a prudent decision to guard against transmission of the virus. The public should be aware that the Court continues to receive filings, conduct criminal bond court and felony proceedings (except trials), adjudicate juvenile proceedings and mental health cases, emergency matters, and conduct other essential proceedings as necessary.

We have a special message for jurors who have been summoned to serve: “If your jury duty reporting date is prior to May 20, 2020, you are excused from service. If you have any doubt about your status, please call the Circuit Clerk’s contact number listed on your summons for more information.”

The Governor’s shelter-in-place order explicitly excludes essential government functions including personnel, and the order further provides that each governmental entity will determine what constitutes its essential functions; we have already taken those steps, and as a result thereof, have reduced courthouse foot-traffic from an average of 150 people per day to an average of 21 people per day. The county’s website contains our current operating procedures and essential contact information.

Macoupin County Department Heads will continue to monitor the COVID-19 virus situation and take any additional preventive steps as might become necessary.

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