

Good Afternoon,

I wanted to inform prosecutors, defense counsel and probation officers of my plans for reducing the number of people that are required to attend my criminal calendars while the COVID-19 outbreak is upon us and to limit the amount of time attorneys, defendants and public need to spend in the courtroom on those days.

First, I encourage counsel to review the cases set on the calendar several days prior to the calendar day and determine which hearings are needed and which should be continued. If a case is set for a CMC and counsel simply intends to ask for an FMC, **a motion and form of order** to set the FMC should be submitted. The FMC will be set by written order and the case will be taken off the calendar. I will rely on defense counsel to advise the defendant of the next hearing date.

If the case is set for FMC, Trial Setting/Change of Plea, or Status hearing and a continuance is being requested or a Settlement Conference is being requested, **a stipulation and form of order** should be filed that includes a waiver of time speedy trial rights. The next hearing will be set by written order and the case will be taken off the calendar. I will rely on defense counsel to advise the defendant of the next hearing date.

If the case is set for Sentencing or Disposition, parties should assume the PSR or PVR will be followed unless informed otherwise. If defense counsel intends to request a mitigation hearing motion and form of order should be filed. The mitigation hearing will be set by written order and the matter will be taken off the calendar. I will rely on defense counsel to advise the defendant of the next hearing date.

If a client is sick, please tell them not to come to court. If possible file a motion to continue. If that is not possible you may waive their appearance on the record.

For hearings that will be held I plan to use the following schedule to reduce how many people need to be in the courtroom at one time.

Hearings involving private attorneys will be held at 8:30 a.m. Cases with a victim present will be heard first.

Public Defender case will begin at 9:00 am. Again, cases with a victim present will be heard first. You may advise your clients that they do not need to arrive until 9:00 am.

Legal Defender cases will begin at **11:00** am. Again, cases with a victim present will be heard first. You may advise your clients that they do not need to arrive until 10:30.

Probation violation matters will be heard at **2:00** pm. Probation representatives do not need to present until that time.

Thank you,

The Honorable Brandon S. Kinsey