

ELEVENTH JUDICIAL DISTRICT OF KANSAS
CRAWFORD COUNTY DISTRICT COURT
ADMINISTRATIVE ORDER NO. 170

PHASE I REOPENING PLAN PURSUANT TO KANSAS SUPREME COURT ADMINISTRATIVE ORDER
2020-PR-054

Pursuant to Kansas Supreme Court Administrative Order 2020-PR-054, Crawford County District Court will move into Phase I of its Reopening Plan on June 15, 2020. This plan has been reviewed and approved by Crawford County Health Officer, Rebecca Adamson.

Phase I of the Reopening Plan **reopens the District Court Clerk Office in Pittsburg to the public, by appointment only.** The following procedures will be utilized for this phase:

1. Access to the District Court Clerk office in Pittsburg will begin by appointment only on June 15, 2020. Signs on the front of the building will set forth the procedure for making an appointment. This information will also be located on the Eleventh Judicial District Website once the website is functional. The Court Administrator will also share a press release with local media describing the procedures of the Phase I reopening plan.
2. A member of the public may request an appointment to conduct court business by calling the Court Clerk's office at 620-231-0380. Only the person for whom the appointment is made may attend the appointment. Any person accompanying the person for whom the appointment was made must wait outside the Judicial Center in their vehicle.
3. Each person should be on time; you will not be admitted into the building if you arrive early for your appointment. If you arrive early, you should remain in your vehicle or outside the Judicial Center until your appointment time.
4. When arriving at the Pittsburg Judicial Center for the appointment, each person will enter the front doors of the building. Upon entry, each person must wear a face mask, and continue to wear a face mask for the duration of their stay in the building.ⁱ Each person may choose to wear their own mask, or a mask provided by District Court. Deputies will remind each person of the masking requirement, and the masking requirement will be posted. Court Administrator Mac Young has obtained an initial supply of masks that will continue to be replenished.
5. Each person will then be directed by deputies to view a sign asking the following questionsⁱⁱ:
 - a. Have you been in close contact with someone who has been diagnosed with, or is suspected to have had, COVID-19 within the last 14 days?

- b. Are you experiencing two or more of the COVID-symptoms identified by the Centers for Disease Control and Prevention? These includeⁱⁱⁱ:
- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- c. Have you traveled to an area subject to COVID-19 travel restrictions imposed by the Kansas Department of Health and Environment within the previous 14 days or if the Department recommends self-isolation or quarantine after return?^{iv} These areas include:
- Connecticut
 - Illinois
 - Maryland
 - Massachusetts
 - Rhode Island
 - New Jersey
 - New York
 - Been on a cruise ship or river cruise
 - Traveled internationally
 - Lake of the Ozarks in Missouri over Memorial Day Weekend

If any person answers “yes” to any one of these questions, the person will be denied access to the Judicial Center.

6. In addition to being posted at the security desk, these questions will also be posted on the outside of the building, as well as in employee work areas.^v
7. Any person who is denied access will be provided a phone number or email address where the individual may seek assistance in rescheduling or otherwise completing his or her court business.^{vi}
8. In order to ensure that members of the public exercise appropriate social distancing in any court-controlled area, in addition to requiring appointments with the District Court Clerk Office, 6-foot distances will be marked in any area where possible congregation could occur. Furniture in the Judicial Center lobby will be removed. All other court offices will remain closed to the public.^{vii}

9. During the appointment, court clerks shall wear provided personal protective equipment and remain behind the plexiglass divider. The Court Administrator will ensure that all staff safety guidelines related to COVID-19 are followed.
10. No jury trials or in-person hearings will be conducted during Phase I. Video and telephone hearings will continue at the discretion of each judge.
11. After each person completes their appointment in the District Court Clerk office, county janitorial staff will clean and sanitize in a manner consistent with the recommendations of the Centers for Disease Control all surfaces each visiting person has touched while in the Judicial Center for their appointment.

Because Kansas Supreme Court Administrative Order 2020-PR-054 did not specifically displace Kansas Supreme Court Administrative Order 2020-PR-048, both orders have specifically been considered and complied with in this Reopening Plan.

WHEREFORE, Phase I of the Crawford County Reopening Plan is hereby instituted effective June 15, 2020.

IT IS SO ORDERED this 10th day of June, 2020.



Chief Judge Oliver Kent Lynch
Eleventh Judicial District of Kansas

ⁱ <https://www.coronavirus.kdheks.gov/225/How-to-protect-yourself-and-others>, June 3, 2020.

ⁱⁱ Kansas Supreme Court Administrative Order 2020-PR-054, para. 7.

ⁱⁱⁱ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, June 3, 2020.

^{iv} <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>, June 3, 2020.

^v Kansas Supreme Court Administrative Order 2020-PR-054, para. 8.

^{vi} Kansas Supreme Court Administrative Order 2020-PR-054, para. 10.

^{vii} Kansas Supreme Court Administrative Order 2020-PR-054, para. 13.