

IN THE SALT LAKE CITY JUSTICE COURT OF SALT LAKE COUNTY  
IN AND FOR THE STATE OF UTAH

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| In Re:  | : |                                      |
| COURT OPERATIONS UNDER THE EXIGENT<br>CIRCUMSTANCES CREATED BY COVID-19 | : | STANDING ORDER NO. 10-10             |
|   | : | (Replacing Order No. 10-9)           |
|   | : |                                      |
|   | : | PRESIDING JUDGE<br>CLEMENS A. LANDAU |

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This Order is issued to update our standing orders in light of Utah Supreme Court’s Administrative Order dated June 3, 2021. This order replaces Standing Order No. 10-9. The court’s operations continue to also be governed by the Utah State Court’s Pandemic Influenza Response Plan, the Utah State Court’s Continuity of Operations Plan, and this court’s own Continuity of Operations Plan. The following orders are to remain in place as long as the Judiciary keeps the Salt Lake City Justice Court (“SLCJC”) in the yellow risk phase.

1. **Covid-19 Protocols**. The courthouse’s Covid-19 protocols are governed by both the orders of the Utah Supreme Court and the orders of the Salt Lake City Mayor’s Office. Under these orders, no one exhibiting symptoms of Covid-19 will be allowed to enter the courthouse. All individuals entering the courthouse, including courthouse employees, must wear a face mask at all times unless they are “fully vaccinated” for Covid-19. [“Fully vaccinated” means two weeks have passed since either their second dose of a two-dose series (Pfizer or Moderna) or their first dose of a single-dose vaccine (Johnson & Johnson).] Lastly, all individuals at the courthouse are to maintain six feet physical distance from any individual from a separate household.
2. **Court Access**. The Salt Lake City Justice Court accessible to the public during regular business hours, and will continue to accept filings and be available to answer phone calls, emails, and other communications.
  - **Physical Access**. The courthouse will be open to the public every business day from 8 a.m. until 5 p.m. Court patrons who do not have access to their virtual hearings are

invited to come to the courthouse to use our equipment to access their hearings. The court has two private booths that can be used for this purpose as well as other spaces.

- Telephonic Access. Court personnel will be answering our main number, (801) 535-6300, every business day from 8:30 a.m. until 4:00 p.m.
- Email Access. Court personnel will be responding to email ([criminalsection@slcgov.com](mailto:criminalsection@slcgov.com), [traffic@slcgov.com](mailto:traffic@slcgov.com), & [smallclaims@slcgov.com](mailto:smallclaims@slcgov.com)) during regular business hours.
- Website Access. During business hours, parties can use our website's chat feature. ([www.slc.gov/courts/](http://www.slc.gov/courts/)). At all hours, parties are free to submit a "request to judge." (<http://www.slcdocs.com/courts/criminal/forms/RTJ.pdf>.)

3. **Contact Information Required.** To enable our transition to tele- and video-conferencing, anyone making a request of the court is required to include, IF AVAILABLE, their telephone number, current email address, and current mailing address as well as their case number(s) and date of birth.

4. **In-custody Defendants.** The court will continue to perform all mission-critical functions for in-custody defendants, including, but not limited to:

- Probable cause review of warrantless arrests,
- Bail hearings,
- Bench warrant hearings,
- Arraignments,
- Appearances mandated by statute, and
- Sentencing hearings.

During the yellow phase, hearings set for in-custody defendants will presumptively occur via WEBEX video-conferencing to minimize the risk to vulnerable populations. Transports will be arranged as needed for in-person bench trials and jury trials.

5. **Out-of-custody Defendants.**

- **Arraignments.**
  - i. **Traffic.** Defendants who are issued a traffic citation during the yellow phase are ordered to pay or schedule an arraignment within 14 days of the date of the citation using this link: <https://www.slc.gov/courts/2020/06/15/bookable->

[calendars/](#). You may pay by mail, in person or visit our website at [www.slcgov.com/courts](http://www.slcgov.com/courts).

- ii. **Misdemeanor/Criminal**. Defendants who are issued a misdemeanor/criminal citation during the yellow phase are ordered to schedule an arraignment within 14 days of the date of the citation using this link:  
<https://www.slcgov.com/courts/2020/06/15/bookable-calendars/>.

Defendants who are unable to schedule their arraignments using the above links must file an objection with the court listing the defendant's name, case number, and the reason(s) why the defendant cannot appear remotely within 14 days of the date of the citation/order. Failure to comply with these orders may result in a warrant being issued for the defendant's arrest and/or the suspension of the defendant's driving privilege.

6. **Trials**. In person jury trials and bench trials are being conducted at the courthouse during the yellow phase.
  - **Jury Trials**. We are conducting partially in person jury trials during the yellow phase. On the day of trial, jury selection takes place via WEBEX video-conferencing beginning at 8:30 a.m. At 10 a.m., after the conclusion of jury selection, all remaining matters on the jury trial calendar are handled via WEBEX video-conferencing (e.g., the remaining cases that are either scheduled for disposition, show-up, or continuance). The jury trial itself begins in-person at the courthouse at approximately 11:30 a.m.
  - **Bench Trials**. Bench trials in infraction cases are still presumptively remote pursuant to the Utah Supreme Court's order. However, the court is conducting in-person bench trials in Class B & C misdemeanors, as well as in infraction cases where either party has convinced the judge presiding over the trial that the case should be heard in-person.
7. **Self-Report Dates**. Individuals sentenced to jail are ordered to call the Salt Lake County jail at least **one week** prior to their self-report date to set up their intake. The jail can be reached at (385) 468-8400.
8. **Small Claims**. Small claims cases are proceeding in the yellow phase via WEBEX video-conferencing.

9. **Salt Lake County Criminal Justice Services (“CJS”)**. If you have been referred to CJS by the court for pretrial supervision or probation , please contact them at (385) 468-3478 or (385) 468-3572. CJS is open weekdays during business hours for in person work for those individuals unable to access them via telephone.
  
10. **All Orders Remain**. All pre-trial release orders, sentencing orders, and plea-in-abeyance agreements remain in effect during the yellow phase. The court will continue to monitor compliance with its orders. However, the court will also continue to accept online equivalents as substitutes for in-person requirements like online VIP classes, online Prime-for-Life classes, online assessments, and other forms of online treatment.
  
11. **Fix-It or Equipment Violations and Fingerprints**. Court staff are available in person at the courthouse during business hours to handle fix-it tickets and fingerprints as needed.
  
12. **Traffic School**. Defendants may fulfill any traffic school requirements online at <https://www.slc.gov/courts/traffic-school/>, and also have the option of completing traffic school through other entities.
  
13. **Public Access to Court Hearings During Covid-19 Emergency**. Links to our WEBEX video-conferencing calendars are available online at: <https://www.slc.gov/courts/virtual-court-links-via-webex/>.
  
14. All directives, proclamations, and orders may be amended at any time. The court will respond to such amendments as quickly as possible. In the meantime, the court encourages all of its partners and patrons to follow its social media accounts to obtain the latest news regarding the operations of the court during the pandemic:
  - facebook.com/saltlakejustice
  - twitter.com/saltlakejustice (aka @saltlakejustice)

Dated: July 16, 2021

BY THE COURT



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Honorable Judge Clemens A. Landau