

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

In Re: :
COURT OPERATIONS UNDER THE EXIGENT : STANDING ORDER NO. 10-9
CIRCUMSTANCES CREATED BY COVID-19 :
: (Replacing Order No. 10-8)
:
: PRESIDING JUDGE
CLEMENS A. LANDAU

This Order is issued to update our standing orders in light of the continued progression of the Covid-19 pandemic in Utah. This order replaces Standing Order No. 10-8. 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 as long as the Judiciary keeps the Salt Lake City Justice Court (“SLCJC”) in the Red Phase.

1. **Court Access.** The Salt Lake City Justice Court WILL REMAIN ACCESSIBLE to the public during regular business hours during the Red Phase, 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 8:30 a.m. until 4 p.m.
 - Telephonic Access. Court personnel will be answering our main number, (801) 535-6300, every business day from 8:30 a.m. to 4 p.m.
 - Email Access. Court personnel will be responding to email (criminalsection@slcgov.com, traffic@slcgov.com, & smallclaims@slcgov.com) during regular business hours.
 - Website Access. During most business hours, parties can use our website’s chat feature. (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>.)

- Dropbox Access. At all hours, parties are free to submit materials by placing them in the lockbox to the right of the front door of the courthouse.
2. **Contact Information Required**. To facilitate remote hearings using WEBEX, 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.
 3. **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 Red Phase, all hearings set for in-custody defendants will continue to be re-set on video-conferencing calendars to minimize the risk to vulnerable populations, meaning all transports during that period are cancelled. The parties are directed to immediately inform the court if any in-custody defendants are being held by this court so the court can reconsider the defendant's custody status. This process is intended to supplement the court's ongoing review of its own records of in-custody defendants.

4. **Out-of-custody Defendants**.
 - **Exigent Circumstances Hearings**. During the Red Phase, all exigent circumstances hearings that cannot be accommodated by WEBEX will be placed on regular pre-trial conference calendars with their assigned judges and handled in-person using the equipment we have available for the public to use at the courthouse.
 - **Arraignments**.
 - i. **Traffic**. Defendants who are issued a traffic citation during the Red Phase are ordered to pay their citation by mail, in person or via our website, or schedule an arraignment within 14 days of the date of the citation using the "Schedule Your Arraignment" link on our website, <https://www.slc.gov/courts/>.

- ii. **Misdemeanor/Criminal**. Defendants who are issued a misdemeanor/criminal citation during the Red Phase are ordered to schedule an arraignment within 14 days of the date of the citation using the “Schedule Your Arraignment” link on our website, <https://www.slc.gov/courts/>.

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.

- **Trials and Evidentiary Hearings**. In-person jury and bench trials, as well as in-person evidentiary hearings will not resume until 2021. Virtual bench trials and evidentiary hearings will continue to be accommodated on WEBEX.
- **Other Hearings**. All other hearings, including pre-trial conferences, orders to show cause, reviews, disposition hearings, sentencing, remand hearings, and status conferences, will be set on regular scheduled WEBEX calendars with their assigned judges. Court patrons who do not have access to WEBEX must report to the courthouse on the date/time of their hearing so they can participate using one of the court’s electronic devices.

- 5. **Pre-trial Release and Sentencing Requirements Remain**. All conditions of pre-trial release, sentencing orders, and plea-in-abeyance agreements remain in effect. The court will continue to monitor compliance with its orders. However, the court will alter its tracking practices as follows during the Red Phase:

- **MADD VIP**. Any defendant who was sentenced or agreed to complete an In-Person Victim Impact Panel class (“MADD-VIP”) may fulfill that requirement during the Red Phase by completing the class online. Online MADD-VIP classes can be found at www.online.maddvip.org, as well as other places.
- **Prime-for-Life**. Any defendant who was sentenced or agreed to complete an In-Person PRIME For Life class (“PFL”) may fulfill that requirement during the Red Phase by completing an online equivalent, such as the myPRIME class offered by the Prevention Research Institute.

- Substance Abuse/DV Assessment & Treatment. Any defendant who was sentenced to or who agreed to complete a substance abuse and/or dv assessment and treatment may fulfill that requirement during the Red Phase by completing an online equivalent from a Utah state-certified provider.
 - Traffic School. All in-person traffic school sessions are cancelled. Defendants may fulfill any traffic school requirements online at <https://www.slc.gov/courts/traffic-school/>.
6. **Fix-It or Equipment Violations**. If you received a citation for a “fix it,” also known as an equipment violation, please take your vehicle to a local law enforcement officer to inspect for compliance. If you have brought your vehicle into compliance, the officer will sign off on the bottom of the citation. You must then mail the signed off citation to the court so it may be dismissed.
7. **Public Access to Court Hearings During Covid-19 Emergency**. Our court calendars are publicly available. https://www.utcourts.gov/cal/Just_SALT_LAKE_CITY_1867_Calendar.pdf. Members of the public who would like to access any virtual hearings are directed to contact the court at least 24 hours prior to a hearing so that the court can arrange remote access. Members of the public can also come to the courthouse to access any virtual hearings.
8. 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: November 22, 2020

BY THE COURT



Honorable Judge Clemens A. Landau