

# JUDICIAL OFFICES PHASE 2 REOPENING

The Court Clerk's Office is open Monday through Friday 8:30 a.m. to 4:30 p.m. effective June 15, 2020. However, **no admittance** is allowed inside the building **unless absolutely necessary**. Please read the following for guidance on receiving court services during this phase:

## Daily operations:

- The Court's main entrance door will remain locked. Visitors are to ring the doorbell, call 918-968-2031 or text (when available) the Clerks' Office announcing their arrival to obtain assistance.
- Visitors wishing to file documents shall give the documents and make payment, if required, to the clerk, at the door but remain outside the building. The filed documents and any receipts will be brought back to the visitor.
- If it is absolutely necessary for the visitor to enter the building, prior to admittance the visitor must allow a temperature check, have a mask on (one will be provided if they do not have one) and use hand sanitizer that shall be located by the front entrance. The procedures in the Sac and Fox Nation COVID-19 Response Policies and Procedures shall be referenced if the visitor has a temperature. Because the visitor will be in the common area, the visitor must keep their mask on during the duration of their visit.

## Court docket operations:

- Parties allowed in the courtroom at one time will be restricted to the required court personnel, litigants and attorneys.
- All parties appearing for a matter, whether litigant or attorney, scheduled on the court docket shall receive instructions with their notice of hearing that will include a telephone number to text or call the Clerk's Office to notify of their arrival for court. If by text, the Clerk will send a response text confirming that they have been marked as present with instructions that they wait in their vehicle until they are notified by text or call that the court is ready to hear their matter.
- The instructions for the litigants and attorneys will also inform them to have all witnesses wait in their vehicles until they are called to testify.
- The Clerk, not in the courtroom, shall screen all individuals as they enter the building for temperature and shall ensure all parties have masks and use hand sanitizer. If a visitor exhibits a temperature, the guidelines and procedures in the Sac and Fox Nation COVID-19 Response Policies and Procedures will be referenced for appropriate action.