



Pima County Juvenile Court Guidelines as to COVID-19

Update March 24, 2020

In response to COVID-19 concerns, to comply with medical recommendations and to ensure the safety of the community, court staff, attorneys, and the judiciary, the Pima County Juvenile Court provides the following guidance. **PLEASE DO NOT COME TO COURT IF YOU ARE ILL.**

To protect the health of our community and our court staff members, the Juvenile Court Resource Center is temporarily closed.

- **Orders of Protection/Injunctions Against Harassment:** Please proceed to the office of the Clerk of Court, next to Courtroom 1.
- **Juvenile Court mediation documents:** Pending signatures, please call 520-724-4747 for assistance.
- **Copier and scanner needs:**
 - Court employees and professionals with access codes may use the copier next to Conference Room B.
 - For those without a copier access code, we are not able to offer copier services at this time.
 - There is a UPS Store in the Food City shopping center at Irvington and Campbell, 2004 E. Irvington Road. They are currently observing standard hours, M-F 7:30 am until 6:00 pm, Saturday 9:00 am until 3:00 pm, closed Sundays
 - Their telephone number is 520-889-0077
- **Telephones** are available in interview rooms next to the courtrooms
- **Court Forms:** please visit www.sc.pima.gov and navigate to the "Self-Service Forms" tab or <http://www.pcjcc.pima.gov/> and navigate to the "Forms" tab.
 - The following three forms are not available online; please call 520-724-4747 for assistance:
 - Dependency Petition
 - Request for Attorney in a Dependency Case
 - Consent to Place for Adoption

COURT APPEARANCE PROCEDURES HAVE BEEN MODIFIED, SEE BELOW

Pre-Hearing Conferences, Preliminary Protective Hearings, Temporary Custody Orders

TELEPHONIC APPEARANCE REQUIRED BY ALL for Pre-Hearing Conferences (PHC), Preliminary Protective Hearings (PPH), and Temporary Custody Orders (TC)

- Conference call number will be obtained by Facilitator and provided to the judge
- All counsel must appear via phone and must speak to clients in advance or have a valid reason why not, if not
- The PPH report will be scanned and e-mailed per AG's procedure
- TC may be held telephonically if all parties agree, or will be reset
- Current PHC/PPH protocol will be followed (aside from the telephonic appearance)
- Exhibits counsel plans to use for TC must be scanned and emailed to parties in advance, if not received in advance, the scanner in the court lobby should be used to forward all exhibits
- Should a parent appear at the courthouse, they will be provided their attorney's number and the conference call number, and be directed to an interview room with a phone

The Intake Team has a conference call line for PHC/PPH (new intakes)

- Intake/calendaring team will create a teleconference line that will cover the PHC/PPH at the time of the intake
 - Information will be included on the intake sheet for the case.
- If the intake sheet does not have the conference call number, JAA will set a conference call
- **You must call into the conference call; the judge or mediator will not call you.**

The following hearings will presumptively be IN PERSON for all but DCS and OCC/Child's counsel UNLESS requested otherwise by attorney or client, and permission granted by judge

(To request permission to appear by phone, e-mail the JAA 24 hours in advance, and include all attorneys so as not to *ex parte* the JAA.)

- Rule 59 – Return to Parent Motions
- Detention Hearings (**County Attorney, Victim and PO by phone**)
 - Youth will be brought forward unless defense attorney requests telephonic; if youth is ill, detention staff will notify Judicial Administrative Assistant (JAA) who will inform all the child will appear telephonically
 - If parent of child wants to appear telephonically, defense counsel will provide them the call-in number
- Orders of Protection (OOP) / Injunctions Against Harassment (IAH) (Supreme Court AO allows telephonic, so may be telephonic)
- In-Custody Adjudications* (**County Attorney in person and PO by phone**)
- In-Custody Dispositions* (County Attorney, Victim, and PO by phone)
- In-Custody Trial Reviews* (County Attorney, Victim, and PO by phone)
- Judicial Bypass Hearings
- Judicial Transfer Hearings* (County Attorney and PO in person)

***If child is ill, court and parties have discretion to continue or, appear telephonically, depending on status of the child**

Placement may always appear telephonically.

The Court will limit the number of individuals permitted in the courtroom. All witnesses will be asked to wait in the lobby.

The following hearings will presumptively be TELEPHONIC unless otherwise requested by attorney or client:

County Attorney, Victim, and PO will appear telephonically for all but in-custody adjudications, transfer, and evidentiary hearings.

TR's may be continued through a request to the JAA and all parties. All other hearings require a Motion to Continue [MTC]. Judges have discretion on matters without strict timelines.

- Status Hearings (SH)/Adjudications
- Dependency Reviews (DPRV) and Permanency Hearings
- Dependency Trials (case-by-case basis)
- Severance Trials (generally continued, but addressed case-by-case, a MTC **must** be filed)
- Guardianship Trials (case by case basis)
- Initial Dependency Hearings
- Initial Severance Hearings (bailiff will check for parent, judge and parties allow for flexibility)
- Publication Hearings (AG and DCS to appear by phone unless waived by judge)
- Mediations (some may be telephonic; Rene Wright will appear by phone for all)
- Probation Reviews
- SH for Competency
- Mental Health Hearings
- Placement Reviews
- Private Severance Hearings (ongoing will be telephonic, new IS will be set for June)
- Family Law Hearings
- Destruction of Records (non-essential)

Bailiffs will check the lobby for every hearing. If a client appears for a presumptive telephonic hearing and the attorney is by phone, bailiff will provide the conference call number and phone number of the attorney and direct the client to a phone in a private room with instructions to call their attorney and call into the conference call.

The following hearings will be continued by the JAA to their own judge's TR block the week of April 20, and set as SH's:

- Out-of-Custody Delinquency Adjudications
- Out of Custody Delinquency Dispositions
- Out-of-Custody Motions
- Out-of-Custody Restitution Hearings

NO TR'S SET THE WEEK OF APRIL 20

- If the Court is still in crisis mode, it will assess procedures at that time.
- If the Court is out of crisis mode, judges will set those matters for the appropriate hearing at that time.

Exhibits: DPRV/Perm: The JAA will make a copy of each DPRV and Perm Report for the judge. The judge will bring this copy of the DCS report to court to mark as an Exhibit. If an attorney wishes another exhibit to be considered, please email the JAA, include the other parties, and ask the JAA to print a copy for the courtroom.

Mediation: Signatures – Mediator will be original and then attorneys may sign for client.

Adoption Hearings pursuant to Rule 71 will be telephonic

- Petitioner's attorney must email the form of order to the assigned judge's JAA 24 hours in advance of the adoption hearing.
- If there is an adoption that NEEDS to move forward and the request is for in-person appearance, please file your motion to request the hearing and the reason the hearing must proceed as an in-person appearance hearing.
- If the motion is granted, the court may invoke ARS 8-115 (A) and limit who may attend.

Child Family Team Meetings for kids in detention will be held telephonically.

Adult Clients at the Jail: Clients WILL NOT be transported to juvenile court due to the risk of congregate care in the jail, even if it is a hearing where all parties will presumptively appear.

- If you would like to deviate from this, please contact the JAA and all parties to make your request.
- Defense attorneys should arrange for a telephonic appearance by emailing pcadcspecialrequests@sheriff.pima.gov

Youth at the Jail: Will NOT be transported to the court for delinquency hearings.

- Defense attorneys should arrange for a telephonic appearance by emailing pcadcspecialrequests@sheriff.pima.gov

Family Drug Court: Will conduct telephonic hearings beginning April 1

If you are going to be late, please notify the JAA via email for the next hearing.

PCJCC judiciary will be appropriately liberal with motions to continue and provide leeway in appropriate circumstances.

DCS Information

Parental Visitation/Parenting Time: Telephonic/Skype when children are placed in foster care.

Visitation supervisors will clean cars between each transportation, and facilities following each visit