

## **06/01/20 OPERATIONAL UPDATE**

**Face Coverings.** Face Coverings are required to enter the building. They must cover your mouth and nose. When you are in a Courtroom on the record, you will need to speak slowly and loudly to ensure that you can be understood.

**Social Distancing.** We have indicated where people can sit, and where they can stand and move. Please follow these guidelines.

**Building Entry.** You must have a scheduled court date or appointment to enter the building. All individuals are screened at the door. Entry may take longer than normal because of this screening. You may only enter the building a half hour before your scheduled court date or appointment. You may not enter earlier. Individuals with open or bench warrants may also enter the building to turn themselves in on the pending warrant.

### **Do I Need to Come to Court?**

Starting June 1, all scheduled matters are being heard EXCEPT TRAFFIC. If the only cases you have scheduled start with TRD, you do not have to come to Court.

If you have questions about when your court date is scheduled, please check your case on the Clerk of Court website at <https://www.tmc-clerk.com/case-information/> or call the Court.

### **How Can I Tell What Type of Case I Have?**

Criminal cases with a prefix of CRA, CRB and TRC. If your case has one of these prefixes, you should come to Court as scheduled.

Civil Cases start with the following prefixes: Small Claims (CVI), Civil--Other Civil (CVH), Evictions or F.E.D. (CVG), Civil -- Contracts (CVF) and Civil -- Personal Property and Property Damage (CVE). If your case has one of these prefixes, you should come to Court as scheduled.

**What If I Have A Traffic Case?** All stand-alone traffic cases are continued until July 1 or later. A traffic case is considered "stand-alone" if you have no other type of case before the Court. As an example, if you have three traffic cases (TRD), and one criminal case (CRA, CRB or TRC), you need to come to Court on the criminal case. Your traffic cases should be handled at the same time. Check your case on the Clerk of Court website at <https://www.tmc-clerk.com/case-information/> to find your new date.

**Emergency Motion.** The form to request a continuance due to illness or quarantine is at <https://www.tmc-clerk.com/media/1664/emergency-motion-to-reschedule-may-2020.pdf>. Please include any proof or documentation to support the motion with the fax or email. Please check the clerk's website to see the status of your motion or call the Clerk's office.