

In The Municipal Court of Auburn, Alabama

Administrative Order 2020-1  
Guidelines for Court Operations  
Effective March 13, 2020 - April 16, 2020

On March 13, 2020, the Alabama Supreme Court entered an administrative order suspending all in-person court proceedings related to this Court, through April 16, 2020, save and except any necessary bond hearings. A copy of that order is attached hereto and will govern in-person court proceedings. Therefore, the following are suspended effective March 16, 2020:

**All Scheduled Court Appearances and/or Trials scheduled for  
March 17<sup>th</sup>, 19<sup>th</sup>, 24<sup>th</sup>, 26<sup>th</sup> and 31<sup>st</sup>  
April 2<sup>nd</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>.**

**Driving School set for  
April 4<sup>th</sup> and 14<sup>th</sup>.**

Exceptions to the in-person appearance ban include:

- Initial bond hearings on new arrestees
- Emergency proceedings as needed by law enforcement and approved by the Presiding Municipal Judge.
- Other exceptions as requested by the Presiding Municipal Judge and approved by the State of Alabama Chief Justice.

In addition, the Municipal Judge, clerk, and Auburn Public Safety Division have met and decided as follows:

- Persons who have traveled outside the United States within the past 14 days.
- Persons who reside or have had close contact with someone who has traveled outside the United States in the last 14 days.
- Persons who have been asked to self-quarantine by any doctor, hospital or health agency.

- Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19.

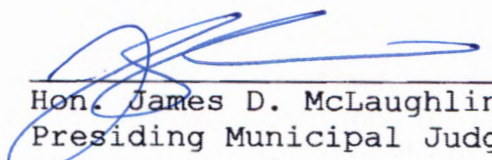
If you meet these criteria and have business with the Court, you should proceed as follows to properly inform the Court of your circumstances:

- If you are an attorney and you are scheduled to appear, e-file a motion, and email Scott Ritchie at [sritchie@auburnalabama.org](mailto:sritchie@auburnalabama.org).
- If you are represented by an attorney, contact your attorney.
- If you are not represented by an attorney, notify the Court. You may use the notification form that is available at [lee.alacourt.gov](http://lee.alacourt.gov) and the form may be emailed to the following:
  - [webjudicial@auburnalabama.org](mailto:webjudicial@auburnalabama.org)
  - Court Clerk Jeff Hatchett at [jhatchett@auburnalabama.org](mailto:jhatchett@auburnalabama.org).

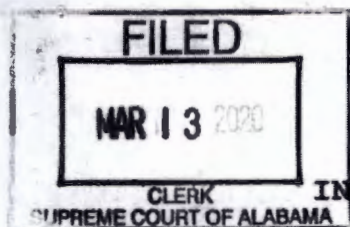
In addition, personal contact with the Municipal Court Clerk's staff should be limited. Citizens will be able to drop off court payments in the form of money orders or cashier's check and/or file case-related documents by placing them in the Parking Ticket payment drop box located in front of the courthouse at 141 North Ross Street. As always, citizens are encouraged to make payment online at [www.auburnaltickets.com](http://www.auburnaltickets.com) or contact the clerk's office at (334) 501-3180.

This order is subject to modification, revision, extension, or rescission by the Alabama Supreme Court and/or the Auburn Municipal Court at any time during the time periods stated herein.

Done this the 16<sup>th</sup> day of March, 2020.



Hon. James D. McLaughlin,  
Presiding Municipal Judge



IN THE SUPREME COURT OF ALABAMA  
IN RE: COVID-19 PANDEMIC EMERGENCY RESPONSE

March 13, 2020

**ADMINISTRATIVE ORDER SUSPENDING ALL IN-PERSON COURT  
PROCEEDINGS FOR THE NEXT THIRTY DAYS**

The President of the United States having declared a national emergency and the Governor of Alabama having declared a state of emergency for the State of Alabama amid the Coronavirus Disease 2019 ("COVID-19") pandemic, the Supreme Court of Alabama, pursuant to the authority vested in it under Article VI, §§ 139, 140, and 150, Ala. Const. 1901, hereby declares a state of emergency for the entire Judicial Branch of the State of Alabama.

The local and state courts of the State of Alabama are open and will remain open under all circumstances, subject to the provisions of this order.

Under the constitutional, statutory, and inherent authority of the Supreme Court, we adopt the following provisions. All in-person proceedings in all state and local courts in Alabama, including, but not limited to, proceedings in the circuit court, district court (including cases on the small claims docket), juvenile court, municipal court, probate court, and appellate courts, are suspended beginning Monday, March 16, 2020 through Thursday, April 16, 2020, subject to the exceptions below.

Exceptions to this suspension of in-person court proceedings include, but are not limited to:

- Proceedings necessary to protect constitutional rights of criminal defendants, including bond-related matters and plea agreements for incarcerated individuals.
- Civil and criminal jury trials that are in progress as of March 13, 2020.
- Proceedings related to protection from abuse.
- Proceedings related to emergency child custody and protection orders.
- Department of Human Resources emergency matters related to child protection.



- Proceedings related to petitions for temporary injunctive relief.
- Proceedings related to emergency mental health orders.
- Proceedings related to emergency protection of elderly or vulnerable persons.
- Proceedings directly related to the COVID-19 public health emergency.
- Any emergent proceeding as needed by law enforcement.
- Other exceptions as approved by the Chief Justice.

The presiding judge or the designee of the presiding judge of each judicial circuit is authorized to determine the manner in which in-person court proceedings for the exceptions listed above are to be conducted. Other exceptions to the suspension of in-person court proceedings must be approved by the Chief Justice. Any permitted in-court proceedings shall be limited to attorneys, parties, witnesses, security officers, and other necessary persons, as determined by the trial judge.

Judges are charged with the responsibility of ensuring that core constitutional functions and rights are protected. Additionally, court clerks are charged with ensuring that court functions continue. Nevertheless, all judges and court clerks are urged to limit in-person courtroom contact as much as possible by utilizing available technologies, including electronic filing, teleconferencing, and videoconferencing. Any Alabama state or local rule, criminal or civil, that impedes a judge's or court clerk's ability to utilize available technologies to limit in-person contact is suspended until April 16, 2020.

This order expressly does not prohibit court proceedings by telephone, video, teleconferencing, or other means that do not involve in-person contact. This order does not affect courts' consideration of matters that can be resolved without in-person proceedings.


Any deadlines that are set by or subject to regulation by this Court that are set to expire between March 16, 2020 and April 16, 2020, are hereby extended to April 20, 2020. This Court cannot extend any statutory period of repose or statute of limitations period.

Orders of protection and temporary injunctions that would otherwise expire between March 16, 2020, and April 16, 2020, are hereby extended until April 16, 2020, unless the trial court elects to enter an order to the contrary.

This order is subject to modification, revision, or rescission by the Supreme Court at any time during the time periods stated herein.

Parker, C.J., Bolin, Shaw, Wise, Bryan, Stewart, and Mitchell, JJ., concur.

Witness my hand and seal this the 13<sup>th</sup> day of March, 2020.

  
Julia Jordan Weller  
Clerk, Supreme Court of Alabama