

NORTH CAROLINA
DISTRICT 13B

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION

FILED
2020 OCT 12 P 3:45

20-R- 101

BRUNSWICK COUNTY, C.C.S.

BY _____ **ADMINISTRATIVE ORDER**
COVID-19 EMERGENCY HEALTH CRISIS
EMERGENCY DIRECTIVE 22
RESUMPTION OF JURY TRIALS

NOW COMES the undersigned Senior Resident Superior Court Judge and enters this Administrative Order concerning Court operations.

IT APPEARING TO THE COURT that the Chief Justice, pursuant to Emergency Directive 22 (issued July 16, 2020), has directed that all Senior Resident Superior Courts Judges craft a plan for the purpose of resuming jury trials no earlier than November 1, 2020.

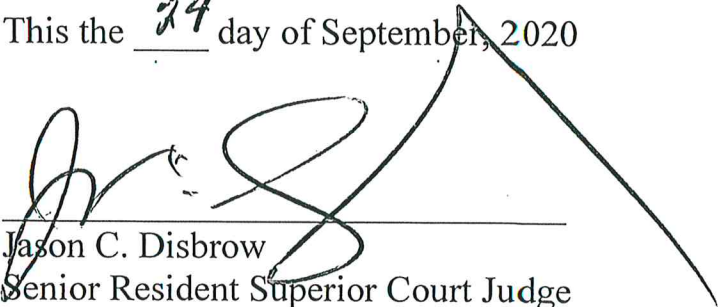
This Administrative Order is in addition to all previous Orders except as modified herein.

WHEREAS, in order to implement the requirements of Emergency Directive 22, the Court hereby enters the following Administrative Order:

1. That the terms and requirements of Emergency Directive 22 are hereby incorporated into this Order as if fully set out herein.
2. That this Order serves as confirmation that each court facility being utilized for court operations in in compliance with each of the Chief Justice's emergency orders in response to the COVID-19 outbreak.
3. That the attached plan and all attachments shall be incorporated into this Order and serve as the official Brunswick County Jury Trial Resumption Plan.
4. That ALL individuals, by their signatures below, have reviewed and approved the "Plan" as written and submitted to the Chief Justice prior to the "Plan" being disseminated to the public.

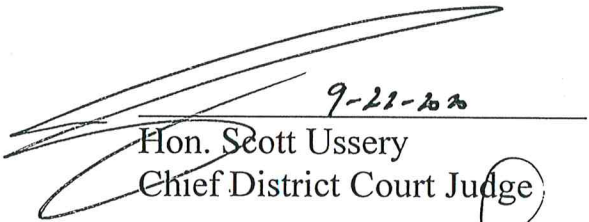
5. That this Administrative Order shall remain in full force and effect until changed or revoked by the undersigned.

This the 24th day of September, 2020



Jason C. Disbrow
Senior Resident Superior Court Judge
Judicial District 13B

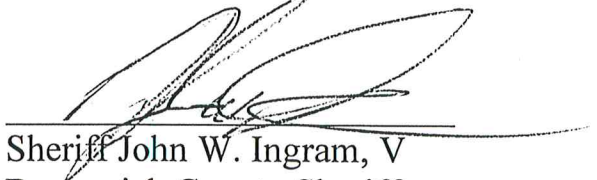
Reviewed and Approved:


9-22-2020

Hon. Scott Ussery
Chief District Court Judge



Jon David
District Attorney



Sheriff John W. Ingram, V
Brunswick County Sheriff



Hon. James MacCallum
Clerk of Superior Court



Mike Ramos
Defense Counsel



Cris Harrelson
Bruns. Co. Health Serv. Dir.

Brunswick County Jury Trial Resumption Plan

1. Pretrial Conference/Hearing - Prior to any case being called for trial, a conference or hearing shall be conducted to discuss the guidelines which are set forth in this Plan and resolve any issues regarding the Plan.
2. Juror Questionnaires - To minimize the time necessary for jury selection, each prospective juror shall receive, along with their jury summons, a copy of the Juror Questionnaire (Attachment "C") and a copy of the Juror COVID-19 Screening Document (Attachment "B"). Prospective jurors will be instructed to return the Juror COVID-19 Screening Document by mail or email at least ten (10) days prior to their service if the prospective juror is requesting a deferral/excuse due to COVID-19 or other health issues to allow enough time for screening by the appropriate judicial official. Jurors will be instructed to complete the Juror Questionnaire provided to them prior to reporting for jury service, and to bring the completed document with them when they report.
3. Excuses and Deferrals - Pursuant to N.C.G.S. § 9-6, any summoned juror who has answered "yes" to any of the questions set forth in the Juror COVID-19 Screening Document, or who does not meet the basic qualifications for jury service, or who requests to be excused or deferred from jury service due to hardship, may have his/her jury service excused or deferred prior to the date he/she was to report for jury service, provided that the prospective juror is not a supplemental juror who has been summoned for a case that has already been called for trial. Additionally, prospective jurors may be deferred, even without having requested to be, if the appropriate judicial official reviewing their questionnaire determines that the juror's service at this time would be contrary to the public welfare, health, or safety.
4. Juror Personal Protection Equipment (PPE) - Enclosed with their jury summons, each prospective juror shall receive a letter briefly explaining the steps that the court is taking to keep them safe and advising them of any PPE that they should bring with them when reporting for jury duty (Attachment "A").
5. Screening Procedures - All jurors will complete a short COVID-19 screening questionnaire when they report for jury duty their first day. All jurors, court personnel, attorneys, witnesses, and parties shall be subjected each time to a temperature check by courthouse personnel, to ensure they are not running a fever, prior to being admitted into the courthouse facility. Additionally, all jurors, court personnel, attorneys, witnesses, and parties shall be instructed that, for their safety as well as for the safety of those around them, they are to immediately notify the court if they become aware of COVID-19 exposure or infection.
6. COVID-19 Exposure - In the event that any judge, juror, court personnel, attorney, witness, or party becomes symptomatic, tests positive with COVID-19, or has a known exposure to someone who tested positive for COVID-19 during the trial, the COVID-19

Coordinator in Brunswick County (Judge Disbrow) will be notified immediately. The COVID-19 Coordinator, in consultation with the presiding judge and the County Health Director, and in accordance with the directives of the Chief Justice and CDC guidelines, shall determine the appropriate actions to be taken to ensure the health and safety of all individuals in the trial.

7. COVID-19 Infection - In the event that any juror, court personnel, attorney, witness, or party becomes infected with COVID-19, the court shall follow the then current CDC guidelines for isolation of sick individuals and take any appropriate action necessary, which may include excusal and replacement of a juror, continuance of the proceedings for an appropriate period of time, or declaring a mistrial, if necessary, to avoid manifest injustice.
8. Use of Jury Panels - To help ensure social distance with larger numbers of potential jurors, jurors will be divided into smaller panels who will then be instructed when to report to the main courthouse facility where jury voir dire and selection will take place. A more specific plan has already been discussed with court personnel input and will be implemented at the commencement of jury trials.
9. Voir Dire Process - To expedite the voir dire process, prior to questioning a prospective juror, counsel (and any pro se plaintiff or defendant) shall be given sufficient time to review the Juror Questionnaire submitted by that juror.
10. Distancing - All courtrooms shall remain reconfigured as necessary to accommodate social distancing as much as possible. During jury selection and at all times during the trial, jurors, court personnel, attorneys, witnesses, parties, and members of the press and public shall maintain at least six feet apart in all directions and/or be separated by installed plexiglass dividers.
11. Face Coverings - The county shall provide face coverings to all jurors upon entry into the courthouse (if the juror does not have their own approved face covering). These coverings, or coverings provided by each juror, shall be worn throughout the proceedings unless otherwise permitted by the presiding judge.
12. Disinfecting/Cleaning During Trial – Provided the County has proper staffing, the County shall ensure that a housekeeping staff member is available during all trials for the purpose of cleaning and sanitizing the entire witness stand area in between witnesses and the jury box area during recesses in the trial.
13. Visibility and Audibility of Exhibits and Witnesses - Sufficient projectors, screens, monitors, microphones, and speakers and/or headsets shall be placed in the courtroom to display exhibits and enable jurors, at appropriate physical distances, to adequately view and hear the testimony of witnesses.

14. Spectator Seating - There will be limited seating for spectators during trials to comply with seating capacity regulations as previously set forth by the Brunswick County Health Director.
15. Social Distancing of Counsel and Clients - Counsel and parties will comply with social distancing requirements while seated at counsel table. Judges shall accommodate counsels' need to confer with their clients while court is in session and, considering social distancing requirements may, for example, permit counsel and clients to text or to use some similar means of electronic communication, rather than verbally confer or pass notes back and forth while court is in session.
16. Sidebars - The Court shall inform counsel before trial where and how sidebar conferences will occur, if necessary. Sidebar conferences should be discouraged because of potential difficulties in maintaining proper distancing and in order to avoid unnecessary time delays.
17. Notetaking by Jurors - The court, if notetaking during the trial is permitted, shall provide each juror a large envelope in which the juror can store their own notes and pen during breaks and at the end of each trial day in the jury room, with no one else handling the notebooks and pens.
18. Physical Evidence - To the extent reasonably possible, paper exhibits shall not be physically published to the jury, and whenever handling physical evidence, the person handling the item of evidence must wear gloves.
19. Modifications to Plan - The court shall continue to review and, if appropriate, modify this plan upon commencement of jury trials in accordance with directives and/or recommended health and safety best practices.
20. That the Administrative Order filed May 26, 2020 and attached hereto shall remain in full force and effect except as may be modified herein. This Jury Resumption Plan shall act as an Administrative Order and be treated as such upon filing of same. Pursuant to said Order, courtrooms shall continue to be thoroughly cleaned from 12:00 PM – 2:00 PM each day.

James J. MacCallum, Clerk of Superior Court
Attention: Jury Clerk
310 Government Center Dr NE
Bolivia, NC 28422



John William Ingram V
Brunswick County Sheriff

Juror # 158

OFFICIAL JURY SUMMONS

Robert Dale Gray

File: 0-41883
Birth: 1956

By Order of the Superior Court you are hereby summoned to personally appear for jury service at the Brunswick County Courthouse, located at 310 Government Center Dr NE, in Bolivia, beginning September 8, 2020, for (1) one week or until completion of the business of court.

Instructions

1. Jurors must call 910-253-3890 the night before your scheduled appearance. Please have your juror number ready when you call, you are juror # 158 . Listen carefully to the message for instructions regarding the time you are to report. Failure to call may result in an unnecessary appearance.
2. By order of the Court, tobacco products and weapons of any kind are not allowed in the Courthouse. Also please dress appropriately, shorts of any kind are not allowed in the Courtrooms.

Request for Excusal or Deferment

You may apply for an excuse or postponement from jury service in writing.

To apply: Mail or email the information below to: (Excuse MUST be received by 9/1/2020)
Brunswick County Clerk of Superior Court, Attn: Jury Clerk
310 Government Center Dr NE, Bolivia NC 28422 Email: brunswick.jury@nccourts.org

----- Cut Here -----

- I have a disability that interferes with jury service. Attach medical statement from physician.
- I am not a resident of Brunswick County. Attach proof of your address.
- I am not a U.S. Citizen. Country of Citizenship: _____
- I cannot understand the English language.
- I have served as a juror in the past two years or a grand juror in the past six years. Date: _____
- I am a convicted felon and my citizenship rights have not been restored.
Conviction date: _____ County: _____
- I am 72 years of age or older and wish to claim an exemption from jury duty. DOB: 6/18/1956
- I am a full-time student at _____

Other excuses or deferrals from jury service may, by law, only be allowed due to reasons of compelling personal hardship. State your reason below for consideration by the judge:

Signature of Juror: _____ Telephone Number: _____
Robert Dale Gray File Number 0-41883 

Address (if different from above) _____

For Court Use Only. The applicant is hereby:
 Permanently excused Excused this period Denied Deferred until _____

Juror summoned for 9/8/20
Previous Deferrals 0 _____ Judge

ATTACHMENT A

JURY SERVICE AND COVID-19

Brunswick County Courts are committed to protecting the health and safety of jurors, attorneys, staff and all other court users. In line with the CDC, we have developed the following protocols designed to protect the health and safety of jurors. These protocols include:

- requiring face masks for all who enter our court facility;
- providing face masks for those who are unable to bring their own mask;
- reconfiguring the jury assembly room, courtrooms, and lobbies to allow for social distancing;
- calling at staggered time intervals to reduce the number of jurors reporting at one time;
- ensuring sanitizing stations are readily available; and
- utilizing heightened cleaning protocols that include sanitization of jury reporting locations between groups, and common and high-traffic areas of the Courthouse.

Jurors should NOT report if they are feeling ill, experiencing symptoms of COVID-19, or have been recently exposed to COVID-19.

If a person is sick the day of jury duty, particularly with COVID-19 symptoms such as fever, coughing and trouble breathing, **they should call the jury clerk as soon as possible at 910-253-3390 or email Brunswick.jury@nccourts.org.**

You must respond to your summons. If you do not respond to your summons, you will be notified by a uniformed deputy and required to appear in front of a judge to explain why you were not able to appear for jury duty. Failure to obey a jury summons is punishable by law.



ATTACHMENT B

JUROR COVID-19 SCREENING DOCUMENT

Complete and return this page ONLY if you are seeking an excusal or deferral due to a COVID-19 concern.

The purpose of this screening document is to assist the Court in protecting the health and safety of jurors throughout jury service. Responses will be used solely for the purpose of determining whether a juror can serve or if service should be deferred; responses to the questions are not public record and will be sealed by the Court. You may be contacted by the Court if you answer YES to any of the questions below.

Instructions: Please answer the questions below based on your current health and circumstances as of the date you respond. **If you are seeking a deferral or to be excused from jury service due to COVID-19 or other health reasons, please return this questionnaire by email or mail at least 10 days prior to your jury service to:**

**Brunswick County Clerk of Superior Court, Attn: Jury Clerk
310 Government Center Dr. NE, Bolivia, NC 28422**

Email: brunswick.jury@nccourts.org

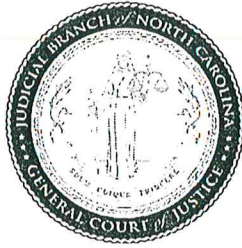
YOU MUST SIGN THIS DOCUMENT PRIOR TO RETURNING. If returning by email, please sign, scan and email your document.

Juror Name (as it appears on the Juror Summons) _____

Telephone number/email address _____

Date completed _____

1. Have you been diagnosed with/tested positive for COVID-19? YES NO
 - If so, when were you diagnosed/what was the date of your positive test? _____
2. In the past 14 days, have you been exposed to COVID-19? YES NO
 - If so, what is the approximate date of your exposure? _____
3. Have you been directed to quarantine? YES NO
 - If so, on what date were you directed to quarantine? _____
4. In the past 14 days, has anyone in your household tested positive for COVID-19? YES NO



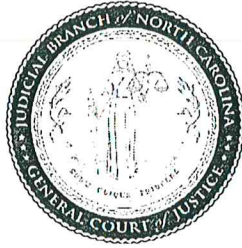
5. In the past 14 days, have you been in close contact with anyone who has tested positive for COVID-19? YES NO
6. In the past 14 days, have you been notified by your county health department that you were or might have been in close contact with someone who tested positive for COVID-19? YES NO
7. Have you been tested for COVID-19 and are awaiting the test results? YES NO
o If so, on what date were you tested? _____
8. Are you considered to be an individual in a vulnerable COVID-19 population, due to age or a health condition? YES NO
9. Do you reside with a person that is considered to be an individual in a vulnerable COVID-19 population, due to age or a health condition? YES NO
10. Are you responsible for the caretaking of children, such that jury service would impose a substantial burden on you? YES NO
o If so, please explain. _____

11. Are you responsible for the caretaking of others, such as an ill relative, such that jury service would impose a substantial burden on you or another? YES NO
o If so, please explain. _____

12. Do you have any concerns related to COVID-19 that might impact your ability to serve on the jury? YES NO
o If so, please list your concerns. _____

13. Have you traveled outside of the country in the last 30 days? YES NO
14. Are you able to wear a mask for a sustained (e.g., up to 2 hours) period of time? YES NO
15. Are you an essential healthcare worker? YES NO
o If yes, where are you employed and in what capacity? _____





16. I request the Court consider deferring my jury service to a future court date due to COVID-19 related health concerns referenced in the document. YES NO

I certify under penalty of perjury that I am the person named on the juror summons and the information provided is true and accurate to the best of my knowledge at the time I completed the form.

Juror Signature

***Please contact the Court if your responses should change after you have submitted your survey.



ATTACHMENT C

JUROR QUESTIONNAIRE

****PLEASE COMPLETE THIS QUESTIONNAIRE IN ADVANCE AND BRING IT WITH YOU WHEN YOU REPORT FOR JURY SERVICE****

Please answer each question on the following pages as completely and as accurately as possible. Complete answers will save the Court and all parties involved a great deal of time. If you need more space to answer any particular questions, please use Page 9 provided at the end of the questionnaire.

There are no right or wrong answers to this questionnaire. We do not wish to invade your privacy, but we must ask these questions to obtain a fair and impartial jury. **If there is a question that you do not wish to answer due to its sensitive nature, you may omit the answer, but please make a note beside the question that you do not desire to answer the question.** The only “right” answers are complete and honest responses to every question. I realize this questionnaire will take you a bit of time to complete. It is my expectation that completing this questionnaire beforehand will lead to a more efficient experience for you during jury service particularly given the COVID-19 limitations we must adhere. Your honest answers will permit the parties to select a jury with the least amount of inconvenience to you. Additionally, the questionnaire will spare you the long wait that usually occurs when the attorneys must repeatedly ask jurors the same questions. Finally, the use of this questionnaire provides both parties the opportunity to select a fair and impartial jury. Your full cooperation is of the utmost importance to the administration of justice in this case. You will be asked in court, under oath, if you have answered all of these questions fully and honestly. I know you will take your potential jury service seriously and I thank you for your time in serving your community.

Jason C. Disbrow
Senior Resident Superior Court Judge
Judicial District 13B

Please print your answers. Again, if you need extra space to complete an answer, please use Page 9, which is the final page of this questionnaire.

1. Full name: _____

2. What city/town do you reside in? _____

3. Age: _____

4. Gender: _____

5. Race (please check any appropriate box):

White Hispanic or Latino Black or African American

Native American or American Indian Asian or Pacific Islander

Other (please describe): _____

6. Place of birth: _____

7. Where did you grow up? _____

8. Length of time in Brunswick County: _____

9. How long have you lived at your present residence? _____

10. Beginning with the most recent, please list all areas of residence within the last 10 years, excluding your current residence. State the number of years at each residence:

11. Marital status: Single Married or Domestic Partnership
 Widowed Divorced Separated

12. Is English your first language? Yes: _____ No: _____

If no, what is your first language? _____

13. Do you have any difficulty with either of the following:

Reading in English? Yes: _____ Sometimes: _____ No: _____

Understanding spoken English? Yes: _____ Sometimes: _____ No: _____

14. If you have living children, please provide the following information
(do not provide names of children):

Gender: _____ Age: _____ Occupation: _____
Gender: _____ Age: _____ Occupation: _____
Gender: _____ Age: _____ Occupation: _____
Gender: _____ Age: _____ Occupation: _____
Gender: _____ Age: _____ Occupation: _____

15. Are you currently employed outside the home? Yes: _____ No: _____

If yes, please provide the following information:

By whom are you employed? _____

Are you employed full or part-time? _____

How long if you been so employed? _____

Does your employer pay you while on jury duty? _____

What are your specific employment duties and responsibilities?

16. If not currently employed outside the home, please check the category that applies to your employment status:

- Homemaker
- Unemployed - looking for work
- Unemployed - not looking for work
- Student
- Retired
- Disabled
- Other (please explain) _____

17. If you are not currently employed outside the home, but were previously so employed, please describe your most recent form of employment, stating the name of your employer, whether you were employed full or part-time, and when and for how long you were so employed. Please give a brief description of that job:

18. Other than your current employment, please list your work experiences over the past 10 years and state when and for how long you were employed at each job. Please give a brief description of each job:

19. What, if any, special training or skills do you have?

20. Do you attend any church or other religious institution? Yes___ No___

If yes, what positions or offices have you held, if any, in that church or other religious institution? _____

21. Do you now work, or have you ever worked, in law enforcement or the security field (including federal, military, state, county, corrections, city, volunteer, etc.)? Yes:_____ No:_____

If yes, please indicate the position(s) and date(s) of service:

22. Have you or any of your relatives ever worked in law-enforcement or the security field (including federal, military, state, county, corrections, city, auxiliary, volunteer, etc.)? Yes:_____ No:_____

If yes, please indicate position(s): _____

23. What is the highest grade in school that you completed? _____

24. Please name any educational programs you have attended and/or completed

(include vocational schools, certification programs, part-time study): _____

25. If you attended any schools or colleges after high school, please name the schools and colleges you attended, your major areas of study, and the field(s) in which you obtained your degree(s): _____

26. Are you currently in school? Yes: _____ No: _____
If yes, in which school and what are you studying? _____

27. Do you have any legal training? Yes: _____ No: _____
If yes, please explain: _____

28. Have you ever served in the military? Yes: _____ No: _____
If yes, please list you branch of service _____, your rank _____, and the dates of service _____.

29. Do you currently have a spouse or domestic partner? Yes: ___ No: ___
If yes, please provide the following:
Spouse/partner's current employment status: _____
Spouse/partner's occupation (if that person is retired, unemployed, or disabled, what was his or her occupation): _____
By whom is he or she employed? _____
What is the highest level of education he or she completed (please list any degrees he or she has)? _____

30. Have you, for any members of your family or close friends, ever receive treatment for drug or alcohol use? Yes: _____ No: _____

If yes, please state who it was, when it took place, and briefly describe the circumstances surrounding the incident(s): _____

31. Have you ever been the victim of crime? Yes: _____ No: _____

If yes, state when and the circumstances surrounding the incident(s):

32. Has any close friend or relative of yours ever been the victim of a crime?

Yes: _____ No: _____

If yes, state when and the circumstances surrounding the incident(s):

33. Have you ever been a witness in a criminal case (including court-martial proceedings)? Yes: _____ No: _____

If yes, please explain your connection to the case: _____

34. Have you ever been charged, arrested, or convicted of any offense other than minor traffic offenses? Yes: _____ No: _____

If yes, please provide complete details: _____

35. Have any of your family members, relatives, and/or close friends ever been arrested or convicted of any offense other than minor traffic offenses?

Yes: _____ No: _____

If yes, please give any details you are aware of: _____

36. Have you or any family members or close friends ever sued or been sued in a civil action? Yes: _____ No: _____

If yes, please explain the nature of the dispute(s): _____

37. Have you ever served on a Grand Jury? Yes: _____ No: _____

If yes, in Federal Court _____ or in State Court _____.

38. Have you ever served on a jury in a criminal case? Yes: _____ No: _____

If yes, were you asked to determine a verdict? Yes: _____ No: _____

If yes, was the jury able to reach a verdict? Yes: _____ No: _____

39. Have you ever served on a jury in a civil case? Yes: _____ No: _____

If yes, were you asked to determine a verdict? Yes: _____ No: _____

If yes, was the jury able to reach a verdict? Yes: _____ No: _____

40. Do you have family members or close friends who work in the legal system (including lawyers, law enforcement officers, probation officers, or prison guards)? Yes: _____ No: _____

If yes, for each person please provide their relationship to you (example: brother, cousin, close friend) and their type of work:

41. Do you belong to any group or organization that is concerned with crime prevention for victims' rights? Yes: _____ No: _____
If yes, please describe: _____

42. In the past 5 years, have you done any volunteer work? Yes: ____ No: ____
If yes, for what organization(s): _____

43. What type of books do you prefer? (example: non-fiction, historical, romance, mystery): _____
If you have a favorite book, please list its title? _____

44. Do you read newspapers on a regular basis? Yes: _____ No: _____
If yes, which newspapers? _____

45. Do you read magazines on a regular basis? Yes: _____ No: _____
If yes, which magazines? _____

46. Do you watch television regularly? Yes: _____ No: _____
If yes, do you watch news programs? Yes: _____ No: _____
What, if any, television shows/news shows do you watch on a regular basis?

47. Do you listen to the radio regularly? Yes: _____ No: _____
If yes, what is your favorite radio station? _____
Do you listen to any radio talk shows? Yes: _____ No: _____
If yes, which ones? _____

48. Do you use social media (example: Facebook, Instagram, Twitter, Snapchat)?
Yes: _____ No: _____
If yes, which one(s) and how often do you use it? _____

49. Do you use the Internet to follow news stories? Yes: _____ No: _____
If yes, which websites, apps, and/or podcasts do you use? _____

50. What is your primary means of transportation?

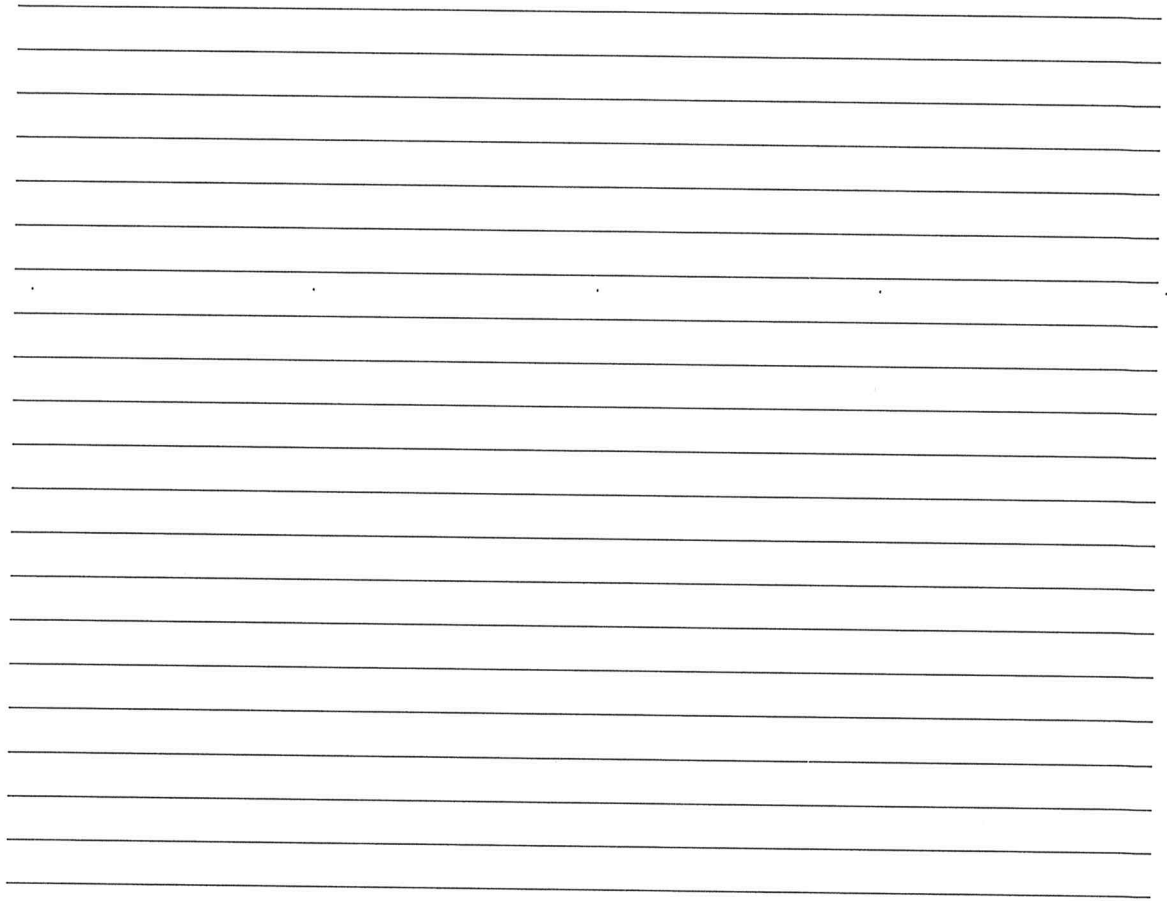
- Personal Vehicle Shared Vehicle Public Transportation
 Friend, Relative, or Neighbor Other: _____

51. List all fraternal, political, and social organizations of which you are a member: _____

I certify under penalty of perjury that the answers to the foregoing questions are true and correct to the best of my knowledge and belief.

Date: _____ Signature: _____

ADDITIONAL SPACE IF NEEDED TO COMPLETE ANY ANSWERS
Please be sure to indicate which question number(s) you are continuing to answer.



NORTH CAROLINA
DISTRICT 13B

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION

20-R- 0465

2020 MAY 26 AM 11:29

FILED

**ADMINISTRATIVE ORDER
COVID-19 EMERGENCY HEALTH CRISIS
FACILITY MAXIMUM CAPACITY, CLEANING
PROTOCOL AND FACEMASK REQUIREMENTS**

NOW COMES the undersigned Senior Resident Superior Court Judge and enters this Administrative Order concerning Court operations.

IT APPEARING TO THE COURT that the Chief Justice has declared that catastrophic conditions exist in all North Carolina counties. Although the Superior Court will remain open for business, the normal operation of the court will change to contain Emergency Directives to reduce the spread of infection.

This Administrative Order is in addition to all previous Orders.

WHEREAS, on May 21, 2020, the Chief Justice of the North Carolina Supreme Court issued updated Emergency Directives, and specifically entered Emergency Directive 11 and 12 regarding duties of the Senior Resident Superior Court Judge;

WHEREAS, Emergency Directive 11 appoints each Senior Resident Superior Court Judge as the designated COVID-19 Coordinator. Emergency Directive 12 directs each Senior Resident Superior Court Judge to undertake certain protective activities including courtroom spacing, maximum allowable occupancy, and posting of such information;

WHEREAS, Emergency Directive 12 requires at the minimum, the Senior Resident Superior Court Judge to ensure that hand sanitizer is available at the entry and exit of each facility and preferably, at all high touch areas of the facility including doorways, service counters, stairwells, and elevators;

WHEREAS, Emergency Directive 12 also requires the Senior Resident Superior Court Judge to ensure that all areas accessed by the public are cleaned daily, with high touch areas cleaned periodically throughout the day;

WHEREAS, several meetings have already taken place with courthouse personnel, sheriff's office personnel, county administration, health officials and judicial staff regarding preparation and planning to best ensure the health and safety of the employees and general public utilizing the courthouse;

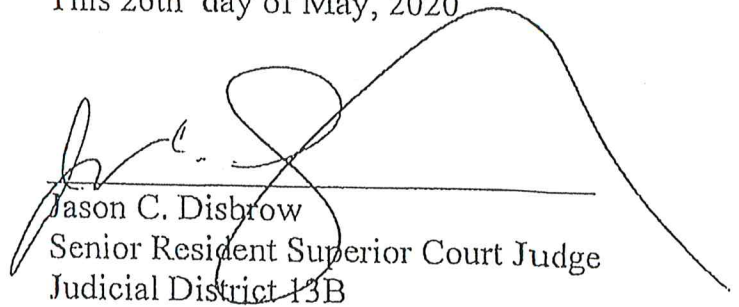
WHEREAS, in order to implement the requirements of Emergency Directives 11 and 12, the Court hereby enters the following Administrative Order:

1. That the terms and requirements of Emergency Directive 11 and Emergency Directive 12 are hereby incorporated into this Order as if fully set out herein.
2. That the Brunswick County Manager shall ensure that hand sanitizer is, at a minimum, available at the entry and exit of the Brunswick County Courthouse and preferably, at all high touch areas of the facility including courtrooms, service counters, and other high traffic areas.
3. That the Brunswick County Manager shall ensure that facemasks or face coverings are available for all individuals upon entry into the courthouse.
4. That ALL individuals shall be required to wear a facemask or face covering upon entering the Brunswick County Courthouse. This facemask or face covering shall be worn at all times in all areas readily accessible by the public unless expressly directed otherwise by the judge presiding in their respective courtroom.
5. That the Brunswick County Manager shall ensure that all areas accessed by the public are cleaned daily, with high touch areas cleaned periodically throughout the day, as defined in Emergency Directive 12.
6. To ensure proper social distance measures in each courtroom, the Brunswick County Manager shall ensure that a certain number of seats be taped off in each courtroom to establish maximum occupancy for public seating and a sign be placed on each door entering the courtroom stating the maximum occupancy.
7. The following is the maximum occupancy for public seating in each courtroom:

Courtroom 1 - 10
Courtroom 2 - 34
Courtroom 3 - 16
Courtroom 4 - 16
Courtroom 5 - 16
Courtroom 6 - 16

8. That all courtrooms SHALL be closed each day from 12:00 P.M. until 2:00 P.M. The Brunswick County Manager shall ensure that all courtrooms be thoroughly cleaned and sanitized during this same timeframe.
9. That this Administrative Order shall remain in full force and effect until changed or revoked by the undersigned.

This 26th day of May, 2020



Jason C. Disbrow
Senior Resident Superior Court Judge
Judicial District 13B