



Administrative Directive of the State Court Administrator, 2020-02
Action Steps to Effectuate March 14, 2020 Supreme Court Supervisory Order Regarding
Ongoing Preparation for Coronavirus/COVID-19 Impact on Court Services

To ensure the continuity of judicial operations throughout these uncertain times and to protect the well-being of employees throughout the judicial branch, the following actions shall be taken in conjunction with terms of the Iowa Supreme Court supervisory orders entered on March 12, 2020 and March 14, 2020.

1. Ensure all clerk of court offices and juvenile clerk offices remain open to the public during normal business hours.
2. Identify all judicial officers and staff necessary to perform the functions detailed in the March 14, 2020 supervisory order.
3. Inquire if there are any judicial officers and/or court personnel who fall into a high-risk category and susceptible to more serious outcomes from exposure to COVID-19. Those who self-identify as falling into this category and desire to be removed from performing a necessary function shall be allowed to do such and treated as an individual under Number 5 or Number 6 below.
4. Instruct all employees identified as needed to perform necessary functions to report to work as normal.
5. Instruct employees not identified as needed to perform required functions, but equipped to work from home, to do such.
6. Place employees not needed to perform the functions outlined in the March 14, 2020 supervisory order or able to perform other work from home on paid administrative leave. These employees shall remain available by phone/email to receive possible assignments and/or directions to report at a later date.
7. Because it may take time to implement this transition, employees who are not designated to perform the functions in the March 14, 2020 supervisory order may still be instructed to report to their place of work until the transition is complete.
8. Establish drop boxes to permit members of the public who must file in paper to do such without coming in contact with court personnel.

9. Employee distributive work processing within the judicial district to the greatest degree possible.
10. Employ remote appearances, remote interpreting, remote court reporting and video conference technology to the greatest degree possible.
11. Place signage at the entrances of courtrooms and at other appropriate locations in the courthouse regarding any cancellations of jury service and court sessions as appropriate.

This administrative directive will remain in effect until further notice.

Dated this 14th day of March, 2020.



Todd Nuccio, State Court Administrator

Copies to: Chief Judges
District Court Administrators
Clerks of District Court
Chief Juvenile Court Officers
Deputy State Court Administrator
Legal Counsel to the State Court Administrator
Director of Finance, State Court Administration
Director of Human Resources