

Example Timeline

2 Weeks to Accomplish

Office/Lobby Hours

- Send emails to all stakeholder
 - Your Staff
 - County Prosecutors
 - Law Enforcement Agencies that submit citations to your office
 - These are typically appointment only
- Update website and post on door new office hours – immediately posted and kept updated
- Notices should include contact information.
 - Website
 - Telephone number
 - Operating by appointment only and telephone where to call
 - Email address

Incoming calls

- Calls taken all day during office hours
- Pre-recorded message should state the following
 - hours of operation
 - operating by appointment only
 - website
 - email address

Mail/Incoming Correspondence

- Held for 24 hours to prevent contamination
 - date and time when mail was received.

Citations

- Send home with a clerk to process or this can be in office work.
 - Tiburon on a laptop being sent home with clerical staff
 - If sent home. Place in an envelope with:
 - Count all citations being sent by law enforcement agency
 - Log who took them
 - What day they went and when they returned and recount.
 - Keep a telework box for all citation returns

3 Weeks to accomplish

Other Court settings – set within 3 weeks

- Peace Bonds
- Property Hearings

1 Month to Accomplish

Dockets

- Run an Odyssey Report for all pretrial, TBC and JTR pending.
- Begin setting via Zoom and send notices in 30 days.
 - How many Zoom accounts
 - Who needs access to Zoom
 - Clerk training on Zoom
- TBC and JTR keep close contact with your judge to see when in person or Zoom trials to begin

Courtesy COVID Letters

- Should be sent to notify the public that the citation has now been entered.