

IN THE MUNICIPAL COURT FOR THE CITY OF BANDON
COURT ORDER FOR PROCEDURES DURING COVID-19 PANDEMIC

On March 23, 2020, Oregon Governor Kate Brown issued Executive Order 20-21 imposing special public safety restrictions due to the COVID-19 Pandemic. The Governor ordered that all state executive branch offices would be closed to public access and would conduct business by telephone only unless business required in-person interaction. Governor Brown “strongly encouraged” local governments to follow these guidelines.

This Court previously established procedures for conduct of the Municipal Court during the COVID-19 Pandemic by Order issued April 23, 2020. Due to the continued pandemic and likelihood that restrictions on in-person court will continue for an extended period, suspension of trials is no longer reasonable in the interest of both the City and litigants.

Accordingly, IT IS HEREBY ORDERED that until further notice, The Municipal Court for the City of Bandon shall suspend all in-person sessions.

1. Arraignments shall be conducted by conference telephone call.
2. Trials shall be conducted through video teleconferencing. In order to facilitate trials by video teleconferencing, the following rules shall be in force and effect until modified or rescinded by this Court:

- a. At the time of arraignment, upon requesting a trial, both the defendant and the City representative shall provide a valid email address which will be utilized for all official communication regarding the trial.

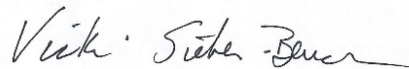
- b. Each party shall submit any and all documents intended to be admitted into evidence at the trial no later than 3 p.m. five calendar days prior to the trial. (I.E., for a Tuesday trial, documents must be submitted by 3 p.m. the previous Thursday.) Documents shall be provided to the Bandon Municipal Court Clerk at slakey@ci.bandon.or.us and to the opposing party at the email address provided at arraignment.

c. The Court Clerk shall arrange and facilitate the video teleconference and shall send communication by email to each party no later than five days prior to the hearing establishing the procedure for joining the teleconference.

3. Municipal Court staff will be available by phone, mail or email. The Municipal Court Clerk may be reached at (541) 347-2241 or slakey@ci.bandon.or.us

4. In the event that a party is unable to participate in a trial by video teleconference due to disability or other good cause, the Court may make other arrangements, including, but not limited to continuing the hearing to a date at which in-person trials are expected to be permitted.

Dated this 2nd day of November, 2020



Vicki Sieber-Benson, Judge
Bandon Municipal Court