

COVID 19 ORDER 2021 – JANUARY 4, 2022

**CIVIL DISTRICT COURT AND FIRST AND SECOND CITY COURT
AMENDED EMERGENCY ORDER IN REPOSE TO
PUBLIC HEALTH CRISIS (COVID-19)**

Acting in accordance with Louisiana Constitution Article V, Section 1; and in accordance with the inherent powers of this Court, and considering the resurgence of the Coronavirus (COVID-19) in Louisiana, and in the Parish of Orleans, and further, in consideration of public health recommendations to reduce the risk of exposure to the virus and slow the spread of the disease while balancing the need to maintain access to the Court, the Chief Judge, acting on behalf of the Judges En Banc of the Civil District Court for the Parish of Orleans, and the First and Second City Courts,

HEREBY ORDER THAT:

I.

All civil jury trials are suspended until March 1, 2022. The court will post a notice on its website for those jurors scheduled for jury duty during the suspension and later in March at www.oreanscivildistrictcourt.org

2.

All civil hearings, pre-trial, and post-trial proceedings, scheduled between January 4, 2022 and March 1, 2022 may proceed by in-person proceedings, or via video conference via Zoom or Skype platform, with the consent of the parties and the judge. Consent shall not be unreasonably withheld by any party, which shall be enforced by the trial judge pursuant to the authority granted by the Louisiana Code of Civil Procedure Article 191, or as expressly provided by law. The parties by consent may request a judge trial via a Zoom or Skype platform.

3.

The parties appearing via video conference must comply with the submission deadlines set forth in Rule 9.9 of the District Court Rules.

4.

All individuals seeking entry into the courthouse are required to wear a face mask or other covering extending over the nose and mouth, and shall keep it on at all times while in the

courthouse. The court will provide a mask to litigants and witnesses who present to court without one. A face shield is not considered a mask and cannot be worn in place of a mask. A face shield may be worn over a mask.

5.

If a litigant and/or witness has a disability that prevents him/her from making an appearance in court for a scheduled hearing/trial, upon service of a pleading and/or a subpoena requiring an appearance, the litigant and/or witness should immediately request a reasonable accommodation from the court. An accommodation request form can be found on the court's website at www.orleanscivildistrictcourt.org. Alternatively, the litigant and/or witness can request an accommodation form from the Judicial Administrator at 504-407-0370.

The litigant/witness should return the form to the Judicial Administrator by mail, fax or email within five (5) days of service of a pleading and/or subpoena.

Michele Collins
Judicial Administrator - Civil District Court 412 Loyola Avenue, Rm. 320
New Orleans, LA. 70112 Telephone: 504-407-0370
Fax: 504-592-9279
ada@orleanscdc.com

For Orleans Parish First City Court, litigants/witnesses requiring an accommodation because of a disability or COVID related issue should immediately telephone Mr. Ambrose Pratt at (504) 407- 0401 upon being served with a summons and/or pleading and/or a subpoena or other court order directing the litigant/witness to appear in court. An accommodation request form can be found on the court's website at www.orleanscivildistrictcourt.org. Litigants/witnesses should return the form to Mr. Ambrose Pratt by mail, fax or email before the scheduled trial or hearing date.

Ambrose Pratt
Chief Deputy- First City Court Clerk's Office 421 Loyola Avenue, Rm. 201
New Orleans, LA. 70112 Telephone: 504-407-0401
Fax: 504-592-9281
apratt@orleanscdc.com

For Orleans Parish Second City Court, litigants/witnesses requiring an accommodation because of a disability or COVID related issue should immediately telephone the Office of Darren Lombard - Clerk of Second City Court at (504) 407-0435 upon being served with a summons and/or pleading and/or a subpoena or other court order directing the litigant/witness to appear in court. An accommodation request form can be found on the court's website at www.orleanscivildistrictcourt.org. Litigants/witnesses should return

the form to Mr. Lombard's office by mail, fax or email before the scheduled trial or hearing date.

Darren Lombard
Clerk of Second City Court
225 Morgan Street, Rm. 206
New Orleans, LA 70114
Telephone: 504-407-0435
Fax: 504-366-2970
dlombard@orleanscdc.com or crobinson@orleanscdc.com

6.

Elevators shall be limited to four (4) persons at any given time.

7.

Hallways and corridors shall be clear and are to be used for access only. Social/physical distancing (of at least 6 feet apart) shall be observed and enforced at all times while in the courthouse.

8.

Vendors providing food delivery services to Court personnel will not be permitted to gain entry into the courthouse beyond the lobby area. Those vendors shall wait outside of the courthouse or in the lobby and are instructed to contact their customer to meet them in the lobby upon arrival.

9.

Unless otherwise instructed by the Division/Section, after gaining entry into the courthouse, attorneys and their clients waiting for a matter to be heard shall wait outside of the courtroom where the matter is to be heard and shall maintain social/physical distancing therein, until their case is called.

10.

All social/physical distancing related signage or physical markings in and around the courthouse shall be observed and enforced at all times.

11.

The following basic infection prevention measures shall be observed by all individuals while in the courthouse:

- Frequent and thorough handwashing, with soap and water for a minimum of 20 seconds, whenever possible;
- Use of alcohol-based (at least 60%) hand sanitizer, when handwashing is not readily available (available on premises); and
- Covering of coughs and sneezes with inner elbow

This Order *is* effective at 2:00 PM on Tuesday, January 4, 2022, and will remain in effect until further notice. Adjustments to this Order, if necessary, will be posted on the Court's website www.orleanscivildistrictcourt.org and the Louisiana Supreme Court website (www.lasc.org), and in the news media.

Signed, this 4th day of January, 2022 in New Orleans, Louisiana.



Chief Judge Bernadette D'Souza
For the Judges En Banc of Civil District Court,
First and Second City Courts