



CRIMINAL & TRAFFIC OPERATION RESUMPTION OF SERVICES

VERSION 2
JUNE 5, 2020

THE SUPERIOR COURT OF
CALIFORNIA
SANTA CRUZ COUNTY

Superior Court of California,
County of Santa Cruz
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Introduction

The purpose of this document is to provide justice partner agencies with detailed information about the resumption of full services to the Superior Court’s criminal and traffic operations. The Court, along with justice partner agencies, have spent the past 12 weeks trying to carefully manage its way through the local, state, and federal response to the COVID-19 pandemic—we will now spend the next several weeks transitioning back to “normal” operations. The Court fully recognizes, and hopes the partner agencies do to, that what was once considered “normal” operations will no longer be the norm. Judges, partners, and their respective staffs, must adapt to new ways of doing business in order to continue the mission to protect public health and safety while at the same time balancing that with the Court’s enduring duty to protect and ensure equal access to justice.

The Court would like to thank all members of the local justice partner community for their continued cooperation to address this very challenging public health crisis and for their support in helping the Court identify the path forward.

Contents

Health and Safety Information	4
Overview of Resumption Details	5
Collaborative Courts Programs	5
Detailed Criminal and Traffic Operations Resumption Matrix	6
WEEK OF JUNE 8 TH	6
WEEK OF JUNE 15	7
Remote Courtroom Directory	8
Department 1	8
Department 2	8
Department 3	8
Department 4	8
Department 5	8
Department 6	8
Department 7	9
Traffic Department	9
Department 11	9
Department A	9
Department B & D Family	9
Department C	9
Department D (DCSS)	9
Juvenile Justice	9
BHC	10
Bench BAR and Criminal Justice Partners Meetings	10

Health and Safety Information

The Superior Court is committed to protecting the health and safety of court users while trying to maintain its core mission of providing equal access to justice and due process under the law. The Court has been closely monitoring conditions in the community and following the public health guidelines from the Santa Cruz County Public Health Agency, the Center for Disease Control, and the Judicial Council of California. The Court has taken many active measures to protect the public including the following:

- **Face Coverings:** Staff, judges, attorneys and members of the public are required to wear face-coverings at all times in the courthouses due to the County Public Health Officer's Orders.
- **Hand Sanitizing Stations:** The Court has installed hand sanitizer stations at most public entry/exit points for court users to disinfect their hands while in the courthouse.
- **Social Distancing:** Signs and floor decals are placed throughout the courthouse to guide the public to maintain at least 6 feet of distance between each other. Elevators will be limited to one person at a time. Plexiglass barriers are installed in all locations where 6 feet of distancing is not possible.
- **Occupancy Limits:** Courtrooms occupancy is limited to the number of people who can occupy the space with 6 feet of distance between them.
- **Staggered Calendars:** Calendar start-times will be staggered to control the flow of people in and out of the courthouse and through entry weapons screening.
- **Employee Health Screenings:** All employees undergo daily health screenings, including temperature checks (self-administered).
- **Daily Cleaning:** Increased frequency of cleaning and disinfecting in all court facilities. Deep cleaning daily with additional cleaning and wiping down frequently touched surfaces occurring throughout the day.
- **Air Movement:** The following adjustments are in effect to comply with CDC guidelines for increased air movement: run the system 24/7; improve the air filtration; and increase the use of outdoor air for ventilation.
- **Courtroom Equipment and Furniture Placement:** Social distancing in the courtrooms is critical and parties must adhere to court policy on restricted movement within the courtrooms. Some furniture, like lecterns, have been removed from the courtrooms in order to promote proper social distancing. Handheld microphones will be used in only limited situations and are not to be used for jury selection.

Note: *A consultation and walk through of The Santa Cruz Court facility was performed on Thursday, June 4th with the Chief of Public Health for the County of Santa Cruz reviewing the courtrooms and other court spaces. The Court received very positive reaction for the active measures it's taken to protect the health and safety of court users and the representative found the Court to be in compliance with guidelines and recommendations advanced by the County.*

Overview of Resumption Details

A detailed matrix of the Court's resumption plan is depicted on Pages 6 and 7 of this document. Essentially, the Court will roll out the resumption of services in two phases, with Phase 1 starting the week of June 8th and Phase 2 starting the week of June 15th. It is very important to note that during the week of June 8th, some departments are consolidated (hearing two calendars in one department) and other departments remain dark. Additionally, department start times will be staggered throughout the morning to reduce the chance of large groups forming at entry points and in hallways inside the court building. Attorneys and justice partners need to know about these new start times, which the Court plans to operate until September 25, 2020, or until otherwise modified.

Starting June 15th, more departments will open; however, Departments 1 and 2 will be used on a very limited basis for other purposes and the misdemeanor calendars for those departments will be heard in Department 5 using two different start times (8:30 a.m. and 1:00 p.m.). Department 1 will be used as the remote courtroom for in-custody arraignments occurring at the jail on Tuesdays and Fridays, and Department 2 will be used for some collaborative court programs (details below) and as jury deliberation space. The Tuesday and Friday in-custody arraignment schedule is planned to continue for many more weeks or until the Chief Justice of the State of California modifies the emergency rules authorizing the extension of time for that purpose.

Collaborative Courts Programs

Collaborative Courts will resume court reviews throughout the month of June. Each court program will have a virtual option for team members and participants. Calendars will be restricted to less participants and will be following all safety protocols established by the court.

- Behavioral Health Court (BHC) starts Thursday, June 4th, held weekly in Dept. 2, at 9:30 a.m. for the pre-meeting and 10:00 a.m. for Court;
- Re-entry Court (RC) starts Tuesday, June 9th, held bi-weekly in Dept. 2, at 3:00 p.m. for the pre-meeting and 3:30 p.m. for Court;
- PACT Court starts Tuesday, June 16th, held bi-weekly in Dept. 4, at 10:30 a.m. for the pre-meeting and 11:00 a.m. for Court; and
- Veterans Court (VC) starts Friday, June 19th, held on the 3rd Friday of the month in Dept. 7, at 2:00 p.m. for the pre-meeting and 2:30 p.m. for Court.

Detailed Criminal and Traffic Operations Resumption Matrix

WEEK OF JUNE 8TH

DEPARTMENT	DESCRIPTION
Department 1 In-Custody Arraignments– Judge Volkmann	Misdemeanor cases heard in Department 5 Remote courtroom for D11 arraignments (Tuesdays and Fridays)
Department 2 BHC – Judge Guy Re-Entry Court – Judge Siegel	Misdemeanor cases heard in Department 5 BHC (Thursday Morning) Re-Entry Court (Tuesday Afternoon)
Department 3 Felony – Judge Burdick	Hears its own cases and Department 4 cases Daily start time: 8:15 a.m. for Department 4 calendar Daily start time: 10:30 a.m. for Department 3 calendar
Department 4 Felony/Misdemeanor – Judge Connolly	Courtroom Dark cases heard in Department 3 Deliberation for D6 Jury
Department 5 Misdemeanor - Visiting Judge Stevens (D1) and Judge Siegel (D2)	Hears Departments 1 and 2 cases Daily start time: 8:30 a.m. for Department 2 calendar Daily start time: 1:00 p.m. for Department 1 calendar
Department 6 Felony – Judge Cogliati	On-going Trial. Other cases heard in Department 7 Daily start time: 9:00 a.m. for on-going jury trial
Department 7 Felony – Judge Salazar	Hears its own cases and Department 6 cases Daily start time: 8:15 a.m. for Department 6 calendar; Daily start time: 10:30 a.m. for Department 7 calendar
Department 10 / Department B Traffic	Courtroom Dark
Department 11 In-Custody Felony/Misdemeanor – Judge Volkmann	All in-custody arraignments (Tuesdays and Fridays) heard remotely from Department 1 Daily start time: 8:15 a.m.
Department B Misdemeanor	Courtroom Dark

IMPORTANT: This plan is subject to change based on conditions and ability to adequately staff this configuration of assignments. The Clerk’s Office resumes normal hours including phones and front counter services except for the Watsonville traffic window, which will remain closed until June 15, 2020.

GoToMeetingDetails: Please note that during the week of June 8th and even continuing into the future with the use of Department 5 for the two misdemeanor departments, you must use the GoToMeeting information for the location where your case is being called and not the information associated with the calendar designation.

So for example, if you are connecting with a courtroom for cases on the Department 1 and 2 calendar, then you will use the Department 5 GoToMeeting information because that is where those calendars are being heard. Similarly, you will use the GoToMeeting information for Department 3 the week of June 8th for matters on either the Department 3 of Department 4 calendar.

WEEK OF JUNE 15

DEPARTMENT	DESCRIPTION
Department 1 In-Custody Arraignments – Judge Volkmann	Misdemeanor cases heard in Department 5 Remote courtroom for D11 arraignments (Tuesdays and Fridays)
Department 2 BHC – Judge Guy	Misdemeanor cases heard in Department 5 BHC (Thursday Morning)
Department 3 Felony – Judge Burdick	Hears its own cases Daily start time: 10:30 a.m.
Department 4 Felony/Misdemeanor – Judge Connolly	Hears its own cases Daily start time: 8:15 a.m. PACT Reviews (Tuesday Morning)
Department 5 Misdemeanor – Visiting Judge Stevens (D1) Judge Siegel (D2)	Hears Department 1 and Department 2 misdemeanor cases Daily start time: 8:30 a.m. for Department 2 calendar Daily start time: 1:00 p.m. for Department 1 calendar
Department 6 Felony – Judge Cogliati	Hears its own cases Daily start time: 8:15 a.m.
Department 7 Felony – Judge Salazar	Hears its own cases Daily start time: 10:30 a.m. Veterans Court (Friday Afternoon)
Department 10 / Department B Traffic - Commissioner Emily Trexel	Thursdays: All Traffic matters for Santa Cruz Fridays: All Traffic matters for Watsonville
Department 11 In-Custody Felony/Misdemeanor – Judge Volkmann	All in-custody arraignments (Tuesdays and Fridays) heard remotely from Department 1 Daily start time: 8:15 a.m.
Department B Misdemeanor – Judge Guy	Hears its regular misdemeanor calendar (Mondays) Start time: 8:30 a.m. morning calendar Start time: 10:30 a.m. VC 14601 Sentencings

IMPORTANT: This plan is subject to changes based on conditions and ability to adequately staff this configuration of assignments. The filing deadline for the District Attorney returns to 3:00 p.m. daily. The Clerk's Office traffic window in Watsonville opens.

Remote Courtroom Directory

You may join a courtroom hearing or meeting from your computer, tablet or smartphone. You may also dial into a hearing or meeting with a designated phone number. The following is the list of links and phone numbers needed for connecting to a department. If you are new to GoToMeeting, you can get the app at the link below and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/283574941>

Department 1 (including In-custody arraignments)

<https://global.gotomeeting.com/join/559801637>

United States: +1 (224) 501-3318

Access Code: 559-801-637

Department 2

<https://global.gotomeeting.com/join/938167141>

United States: +1 (786) 358-5410

Access Code: 938-167-141

Department 3

<https://global.gotomeeting.com/join/283574941>

United States: +1 (646) 749-3129

Access Code: 283-574-941

Department 4

<https://global.gotomeeting.com/join/497268549>

United States: +1 (224) 501-3318

Access Code: 497-268-549

Department 5

<https://global.gotomeeting.com/join/173874805>

United States: +1 (312) 757-3117

Access Code: 173-874-805

Department 6

<https://global.gotomeeting.com/join/266470085>

United States: +1 (571) 317-3129

Access Code: 266-470-085

Important GoToMeetingDetails: You must use the GoToMeeting contact information for the location where your case is being called and not the information associated with the calendar designation for your case(s).

So for example, if you are connecting with a courtroom for cases on the Department 1 or 2 calendar, then you will use the Department 5 GoToMeeting information because that is where those calendars are being heard.

Department 7

<https://global.gotomeeting.com/join/926469109>

United States: +1 (571) 317-3129

Access Code: 926-469-109

Traffic Department

<https://global.gotomeeting.com/join/321489965>

United States: +1 (872) 240-3212

Access Code: 321-489-965

Department 11 - Use Department 1 Info

Department A

<https://global.gotomeeting.com/join/762304197>

United States: +1 (646) 749-3129

Access Code: 762-304-197

Department B & D Family

<https://global.gotomeeting.com/join/590848261>

United States: +1 (646) 749-3129

Access Code: 590-848-261

Department C

<https://global.gotomeeting.com/join/952420509>

United States: +1 (224) 501-3318 (Toll Free): 1 866 899 4679

Access Code: 952-420-509

Department D (DCSS)

<https://global.gotomeeting.com/join/536788133>

United States: +1 (571) 317-3122

Access Code: 536-788-133

Juvenile Justice

<https://global.gotomeeting.com/join/969298605>

United States: +1 (571) 317-3129

Access Code: 969-298-605

BHC

<https://global.gotomeeting.com/join/839145477>

United States: +1 (571) 317-3129

Access Code: 839-145-477

Bench BAR and Criminal Justice Partners Meetings

<https://global.gotomeeting.com/join/339287301>

United States: +1 (646) 749-3112

Access Code: 339-287-301