

20 <sup>th</sup>

**IN THE CIRCUIT AND DISTRICT COURT**  
**HOUSTON COUNTY, STATE OF ALABAMA**  
**ADMINISTRATIVE ORDER**

On March 13, 2020, the Alabama Supreme Court entered an administrative order suspending most in-person court proceedings through April 16, 2020. On March 15, 2020, a second administrative order was issued to modify or otherwise clarify provisions of the March 13, 2020 order. Both orders are attached hereto and will govern in-person court proceedings.

Therefore, the following are suspended effective March 16, 2020 through April 16, 2020:

- District Criminal dockets/hearings
- Small Claims dockets/hearings
- Traffic dockets/hearings
- District Civil dockets/hearings
- Jury Trials
- Circuit Criminal dockets/hearings
- Circuit Civil dockets/hearings
- Domestic Relations dockets/hearings
- Juvenile dockets/hearings
- Child Support dockets/hearings

**FILED**

**MAR 15 2020**

**Carla Woodall, Clerk  
Houston County, AL**

Exceptions to the in-person appearance ban include:

- Proceedings necessary to protect the constitutional rights of criminal defendants, including bond-related matters and plea agreements for incarcerated individuals.
- Initial appearance hearings (48/72 hour hearings) for adults and juveniles.
- Bond related matters for adult offenders to include motions for bond reduction, bond revocation, setting of bond.
- Protection from Abuse hearings. Attendees at these hearing are limited to Complainant, Complainant's attorney, Defendant, Defendant's Attorney, Witnesses, and others deemed necessary and preapproved by the judge.
- Emergency child custody and protection matter to include cases filed by Department of Human Resources. Attendees at these hearings are limited to Complainant, Complainant's attorney, Defendant, Defendant's Attorney, Witnesses, Guardian Ad Litem, and others deemed necessary and preapproved by the judge.
- Petitions for temporary injunctive relief in which the Court cannot handle via telephone or technologically
- Emergency protection matters involving elderly or vulnerable person. Attendees at these hearings are limited to Complainant, Complainant's attorney, Defendant, Defendant's Attorney, Witnesses, Guardian Ad Litem, and others deemed necessary and preapproved by the judge
- Proceedings related to the COVID-19 public health emergencies.
- Emergency proceedings as needed by law enforcement and approved by the Presiding Circuit Judge.
- Other exceptions as requested by the Presiding Circuit Judge and approved by the State of Alabama Chief Justice.



The Centers for Disease Control has advised people to take precaution considering the COVID-19 virus outbreak and has noted that the best way to prevent illness is to avoid being exposed to this virus. Therefore, effective immediately, the following person shall not enter the offices of the Houston County Circuit Clerk, Juvenile Court Services, and courtrooms and offices of District and Circuit Judges located within the Houston County Courthouse:


- Persons who have traveled outside the United States within the past 14 days.
- Persons who reside or have had close contact with someone who has traveled outside the United States in the last 14 days.
- Persons who have been asked to self-quarantine by any doctor, hospital, or health agency.
- Persons who have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19.
- Persons with unexplained fever, cough or shortness of breath.

If you meet these criteria and have business with the Houston County Circuit or District Courts, you should proceed as follows to properly inform the court of your circumstance:

- If you are an attorney and you are scheduled to appear, e-file a motion and email the judge's judicial assistant.
- If you are represented by an attorney, contact your attorney.
- If you are not represented by an attorney, contact the office of the judge before whom you are scheduled to appear:
  - Presiding Judge R. Todd Derrick: 334-677-4881
  - Circuit Judge Larry K. Anderson: 334-671-8761
  - Circuit Judge Henry D. "Butch" Binford: 334-677-4845
  - Circuit Judge J. Kevin Moulton: 334-677-4854
  - Circuit Judge M. John Steensland, III: 334-677-4889
  - District Judge Lori C. Ingram: 334-677-4890
  - District Judge Benjamin H. Lewis: 334-677-4857

Personal contact with the Circuit Clerk's Office of Houston County will be limited. Citizens will be able to drop off case-related filings and payments in the form of cashier's check and money order in the provided drop box located in the lobby of the Houston County Courthouse. The public should take care to read and follow all instructions provided regarding usage of the drop box. Citizens with questions are directed to contact the Houston County Circuit Clerk's Office at 334-677-4800.

Done this the 16th day of March, 2020.

  
\_\_\_\_\_  
R. Todd Derrick, Presiding Judge  
Twentieth Judicial Circuit

20<sup>th</sup>

## THE 20<sup>th</sup> JUDICIAL CIRCUIT

### **ADMINISTRATIVE ORDER REGARDING PROTOCOL FOR COVID-19 VIRUS**

The Centers for Disease Control has advised people to take precautions in light of the COVID-19 virus outbreak and has noted that the best way to prevent illness is to avoid being exposed to this virus. **Therefore, effective immediately, the following persons shall not enter the Houston County Courthouse or the Henry County Courthouse:**

- **Persons who have traveled outside the United States within the last 14 days.**
- **Persons who reside or have had close contact with someone who has traveled outside the United States within the last 14 days.**
- **Persons who have been asked to self-quarantine by any doctor, hospital or health agency.**
- **Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19.**
- **Persons with unexplained fever, cough or shortness of breath.**

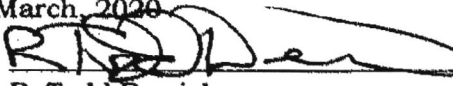
Anyone attempting to enter in violation of these protocols will be denied entry by Courthouse Security.

**If you are unable to enter the courthouse because of the restrictions listed above** and you have a hearing or you are otherwise required to appear at the Houston County Courthouse or Henry County Courthouse, you should proceed as follows:

- If you are represented by an attorney, contact your attorney;
- If you are not represented by an attorney, notify the clerk's office or the chambers of the judge before whom you are scheduled to appear. Confirm your name, contact information and case name and number if you know it. (You are reminded that it is generally held in Alabama that a party is under a duty to follow the status of his case, whether he is represented by counsel or acting pro se);
- If you are an attorney and you are scheduled to appear in court, e-file a notice and contact that judge's chambers directly;

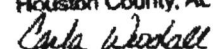
These restrictions are intended to be in place temporarily. Therefore, this Order is in place through March 20, 2020. It will be renewed or modified as necessary. A copy of this Order is to be prominently placed at each entrance of each Courthouse.

Done and Ordered this the 13<sup>th</sup> Day of March, 2020

  
R. Todd Derrick  
Presiding Judge

**FILED**

MAR 13 2020

Carla Woodall, Clerk  
Houston County, AL  


# IN THE CIRCUIT AND DISTRICT COURT

## HENRY COUNTY, STATE OF ALABAMA

### ADMINISTRATIVE ORDER

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- Domestic Relations dockets/hearings
- Juvenile dockets/hearings
- Child Support dockets/hearings

Exceptions to the in-person appearance ban include:

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- Bond related matters for adult offenders to include motions for bond reduction, bond revocation, setting of bond.
- Protection from Abuse hearings. Attendees at these hearing are limited to Complainant, Complainant's attorney, Defendant, Defendant's Attorney, Witnesses, and others deemed necessary and preapproved by the judge.
- Emergency child custody and protection matter to include cases filed by Department of Human Resources. Attendees at these hearings are limited to Complainant, Complainant's attorney, Defendant, Defendant's Attorney, Witnesses, Guardian Ad Litem, and others deemed necessary and preapproved by the judge.
- Petitions for temporary injunctive relief in which the Court cannot handle via telephone or technologically
- Emergency protection matters involving elderly or vulnerable person. Attendees at these hearings are limited to Complainant, Complainant's attorney, Defendant, Defendant's Attorney, Witnesses, Guardian Ad Litem, and others deemed necessary and preapproved by the judge
- Proceedings related to the COVID-19 public health emergencies.
- Emergency proceedings as needed by law enforcement and approved by the Presiding Circuit Judge.
- Other exceptions as requested by the Presiding Circuit Judge and approved by the State of Alabama Chief Justice.

The Centers for Disease Control has advised people to take precaution considering the COVID-19 virus outbreak and has noted that the best way to prevent illness is to avoid being exposed to this virus. Therefore, effective immediately, the following person shall not enter the offices of the Henry County Circuit Clerk, the offices of the District and Circuit Judges, or the District/Circuit Courtroom located within the Henry County Courthouse:

- Persons who have traveled outside the United States within the past 14 days.
- Persons who reside or have had close contact with someone who has traveled outside the United States in the last 14 days.
- Persons who have been asked to self-quarantine by any doctor, hospital, or health agency.
- Persons who have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19.
- Persons with unexplained fever, cough or shortness of breath.

If you meet these criteria and have business with the Henry County Circuit or District Courts, you should proceed as follows to properly inform the court of your circumstance:

- If you are an attorney and you are scheduled to appear, e-file a motion and email the judge's judicial assistant.
- If you are represented by an attorney, contact your attorney.
- If you are not represented by an attorney, contact the office of the judge before whom you are scheduled to appear:
  - District Judge Derek Peterson: 334-585-~~3257~~ 5712
  - Presiding Judge R. Todd Derrick: 334-677-4881
  - Circuit Judge Larry K. Anderson: 334-671-8761
  - Circuit Judge Henry D. "Butch" Binford: 334-677-4845
  - Circuit Judge J. Kevin Moulton: 334-677-4854
  - Circuit Judge M. John Steensland, III: 334-677-4889

Personal contact with the Circuit Clerk's Office of Henry County will be limited. Citizens will be able to drop off case-related filings and payments in the form of cashier's check and money order in the provided drop box located outside of the Clerk's Office. The public should take care to read and follow all instructions provided regarding usage of the drop box. Citizens with questions are directed to contact the Henry County Circuit Clerk's Office at 334-585-2753.

Done this the 16th day of March, 2020.



R. Todd Derrick, Presiding Judge  
Twentieth Judicial Circuit

RECEIVED  
MAR 16 2020