

STATE OF ALABAMA

COVID-19 Response Plan

10TH JUDICIAL CIRCUIT

Effective March 26, 2020



EMERGENCY RESPONSE

Jefferson County Courts Emergency Response Plan

Last updated April 6, 2020

www.jccal.org

PLAN OF ACTION

CORONAVIRUS



01

State of Emergency

Page 4

This section contains information links related to standing emergency orders issued by the Alabama Supreme Court and local orders for day-to-day operations for Jefferson County Criminal and Family Courts during the COVID-19 crisis. This section also contains links to health and safety agencies.

02

Exigent Court Operations & Important Information for Victims, Defendants & Defense Counsel

Page 6

This section contains quick reference guides and critical information for all stakeholders in the Jefferson County Criminal and Family Courts.

03

Court Contact & Schedules

Page 12

This section contains contact, Duty/On-Call and scheduling information for key actors in the Jefferson County Criminal and Family Courts.



The Honorable Elisabeth French

Presiding Judge for the 10th Judicial Circuit

Our national, state and local governments have declared a State of Emergency due to the COVID-19 pandemic. By order of the Alabama Supreme Court, all non-emergency in-person proceedings are currently postponed until April 16, 2020. This date may be extended. This coronavirus pandemic has created an unprecedented situation around the world. The Jefferson County Court system's focus is on protecting families and constitutional rights of individuals, and the administration of justice. Jefferson County Judges are committed to being fair, impartial and efficient. That commitment is broader than and unchanged by the coronavirus pandemic. On behalf of all of the Judges of the Tenth Judicial Circuit of Jefferson County, our thoughts are with those directly affected by the virus and with all who are dealing with the consequences of this global health crisis.

COURT

Judge Elisabeth French, Presiding Judge - Tenth Judicial Circuit for the State of Alabama

Judge Tracie A. Todd, JCCERC Chair

Judge Reginald Jeter, Circuit Court

Judge William A. Bell, Jr., District Court

Judge Janine Hunt-Hilliard, Presiding Judge Family Court

BOARD OF PARDONS AND PAROLES

Mr. Jeffrey Carmichael

CLERK AND COURT ADMINISTRATION

Ms. Jackie Anderson - Smith, Tenth Judicial Circuit - Circuit Clerk for the State of Alabama

Ms. Karen Dunn - Burks, Tenth Judicial Circuit - Deputy Circuit Clerk for the State of Alabama

Ms. Bonita Conley, Court Administrator

DEFENSE COUNSEL

Mr. Emory Anthony, Jr., Private Defense

Ms. Tiara Hudson, Chief Deputy Jefferson County Public Defender's Office

DISTRICT ATTORNEY

Ms. Lynneice O. Washington, District Attorney Bessemer Division

Ms. Deborah Danneman, Supervising Deputy District Attorney Birmingham Division

SHERRIFF'S OFFICE

Corporal C. Overton, County Jail

Corporal E. Holmes, County Jail

UAB TREATMENT ALTERNATIVES FOR SAFER COMMUNITIES

Mr. Stephen Davis, Community Corrections Program

Ms. Lindsay Sizemore - Baldwin, Electronic Monitoring

COURT ORDERS AND HEALTH INFORMATION

01

Alabama Supreme Court

<http://www.alacourt.gov/COVID19.aspx>

<http://www.jccal.org>

02

Centers for Disease Control

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Jefferson County Department of Health

<https://jcdh.org/>

03

Alabama Bar Association
www.alabar.org

Birmingham Bar Association
www.birminghambar.org

PLEASE CHECK THIS INFORMATION AND THE WEBSITES LISTED ABOVE FOR IMPORTANT UPDATES

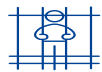


EXIGENT COURT OPERATIONS 02



TRIAL

All civil and criminal trials previously scheduled for March 30, 2020 through May 31, 2020 are **SUSPENDED**. Bench trials may be conducted at the Judges' discretion.



JAIL INMATES

Bond hearings may be heard in person or via video/telephonic conferencing. Attorneys must continue filing all motions, including bond motions, via AlaCourt. After filing, attorneys should contact the assigned Judge or judicial assistant for scheduling information.



FAMILY COURT

Detention, Shelter Care, Protection from Abuse and Termination of Parental Rights hearings are being heard in-person.



COURT HEARINGS

In-person Court proceedings are temporarily **SUSPENDED** through April 30, 2020. Court Proceedings will be held via video and telephonic conferencing. Emergency in-person proceedings will be allowed for matters concerning constitutional rights. Attendance limited to attorneys, parties, witnesses, and any other necessary persons as determined by the Judge.



CCP, EM & PROBATION

Drug testing by CCP or Probation is temporarily **SUSPENDED**. Drug testing by drug treatment facilities or any entities other than EM or Probation, is not modified. Contact the drug treatment facility for testing instructions.

All group meetings, parenting classes and community service conditions are temporarily **SUSPENDED**.

IMPORTANT INFORMATION VICTIM

CONTACTING THE DISTRICT ATTORNEY

The District Attorney's Office in the Bessemer and Birmingham Divisions can be reached as follows:

Bessemer Division:
(205) 497-8610
8:00 a.m. - 3:00 p.m.

Birmingham Division:
(205) 325-5252
9:00 a.m. - 4:00 p.m.

PARTICIPATING IN COURT REMOTELY

Video/Telephonic conferencing is available for non-emergency and emergency hearings if the parties agree at the Judges' discretion. Contact the assigned deputy district attorney for scheduling and conference access information.

RESTITUTION PAYMENTS

Consideration will be given for requests to postpone payments. All paid restitution will be mailed to the appropriate party as soon as resources permit.

INITIATING A COMPLAINT

In case of emergency, please dial 911. Law enforcement will be available to receive complaints. The Magistrate office will not be available to process complaints not initiated through a police report.



IMPORTANT INFORMATION PROTECTION FROM ABUSE

Protection From Abuse (PFA) petitions can be filed at Birmingham Family Court on
Tuesdays & Thursdays
9a.m. – 12p.m.

Mondays, Wednesdays, and Fridays
8:30a.m. – 4:30p.m.,

PFA petitions can be filed at ONE PLACE located at
1135 14th
Avenue South Birmingham, AL 35205
Phone #205.453.7261

IMPORTANT INFORMATION DEFENSE COUNSEL

01

Supplement Contact Info

Consider ARPC Rule 1.4, updating or supplementing all of your contact information on the following platforms:

1. Alabama State Bar website
2. Outgoing voice mail
3. Office websites
4. Email signatures
5. Social Media

02

Sustaining Your Law Practice

If you haven't already planned how to sustain your law practice, you can still prepare for this emergency moving forward. For tips, visit the Alabama State Bar Practice Management Assistance Program website or contact them directly. They provide helpful tips such as the ones found in their Disaster Recovery Kit:

1. <https://www.alabar.org/assets/2019/02/BP-PMAP-DRK-PU.pdf>
2. <https://www.alabar.org/assets/2019/02/BP-PMAP-DRK-DRIL.pdf>
3. <https://www.alabar.org/assets/2019/02/BP-PMAP-DRK-SSSP.pdf>

03

Succession Planning

Unlike other states, Alabama does not have a mandatory succession planning rule. However, it is never a bad idea to have a business succession plan in place in the event of illness or death. Visit the American Bar Association for Succession Planning tips at:

https://www.americanbar.org/groups/professional_responsibility/resources/lawyersintransition/successionplanning/

IMPORTANT INFORMATION DEFENDANT

CONTACTING YOUR ATTORNEY

www.alabar.org

Attorney contact information is available on the state bar website. If you were recently charged with a crime and cannot afford an attorney, please contact:

Bessemer Division
Judge Thomas Thrash
(205) 497-8562

Birmingham Division
Jefferson County Public
Defender's Office:
(205) 588-4220

OUTSTANDING WARRANTS

Contact Sherriff or Attorney

For information about an outstanding warrant, contact the Sherriff's Office or your attorney. If you cannot afford an attorney, contact:

Bessemer Division
Judge Thomas Thrash
(205) 497-8562

Birmingham Division
Jefferson County Public
Defender's Office:
(205) 588-4220

PARTICIPATING IN COURT REMOTELY

Call in or Log in

Video/Telephonic conferencing is available for non-emergency hearings and emergency hearings if the parties agree at the Judge's discretion. Contact your attorney or the assigned Judge for scheduling and conference access information.

FINES, FEES & RESTITUTION

www.alapay.com

Contact your attorney for assistance with filing a motion with the Court. If you cannot afford an attorney, payment extensions maybe requested by mailing a letter to the Clerk's office.

Bessemer Division:
Karen Dunn-Burks
Deputy Circuit Clerk
Attn: Criminal District or Circuit Court
1801 3rd Avenue North
Bessemer, Alabama 35020

Birmingham Division :
Jacqueline Anderson-Smith
Circuit Clerk
Criminal Justice Building
801 Richard Arrington, Jr. Blvd. North
Room 207
Birmingham, Alabama 35203

Family Court:
Jefferson County Family Court
Lakita Hall-Wright, Clerk
120 2nd Court North
Birmingham, Alabama 35204

IMPORTANT INFORMATION DEFENDANT

TASC

Reporting Information

If you are a participant with any of the UAB Community Justice Programs, staff is available to assist you. Continue to call the **UAB Color Code at (205) 934-9644**, as the color code will inform you about when to establish mandatory contact with your case manager. If you are in need of immediate assistance, contact your case manager and certified recovery support staff. If you need to schedule a program intake or you are unable to contact your case manager, please contact the supervisor of that particular program.

COMMUNITY CORRECTIONS:

Birmingham
Eryka Slaughter
(205) 917-3733 ext. 255

Bessemer
Paul Holmes
(205) 497-8545

SPECIALTY Courts

DRUG Court

Birmingham
Rotasha Madden
(205) 325-5842 ext. 0738
Bessemer
Zanetta Thomas (205) 497-8543

MENTAL HEALTH Court
Birmingham
Jonathan King
(205) 325-5842 ext. 0746
Bessemer
Paul Holmes (205) 497-8545

THEFT Court
Birmingham
Rotasha Madden
(205) 325-5842 ext. 0738

Bessemer
Zanetta Thomas
(205) 497-8543

VETERANS Court

Birmingham - Jonathan King
(205) 325-5842 ext. 0746
Bessemer - Paul Holmes
(205) 497-8545

MISDEMEANOR CourtS/CRO

Birmingham/Bessemer
Anne Wren
(205) 917-3780 ext. 242

ELECTRONIC MONITORING

24 Hour Pager
(205) 889-0441

Juvenile EM
(205) 521-7551

Adult EM
(205) 325-5842 ext. 0739

PROBATION

Reporting information

Report by Phone:

(205) 254-2592

SORNA

Reporting information

Report (In-Person):

Dial (205) 325-5800 for more information.

CONTACT INFORMATION BESSEMER DIVISION 03

CONTACT INFORMATION BIRMINGHAM DIVISION

**JUDGE
DAVID HOBODY**

Presiding Judge - Bessemer Division

(205) 497-8570

**JUDGE
DAVID CARPENTER**

Criminal Bessemer

(205) 497-8562

**JUDGE
REGINALD JETER**

Circuit Criminal

(205) 497-8593

**JUDGE
LORRAINE PRINGLE**

Family Court

(205) 744-3555

**JUDGE
THOMAS THRASH**

District Court

(205) 497-8562

**THE HONORABLE
LYNNEICE WASHINGTON**

District Attorney

(205) 497-8610

**THE HONORABLE
KAREN
DUNN-BURKS**

Deputy Circuit Clerk

(205) 497-8510

**SHERRIFF
MARK PETTWAY**

County Jail - Bessemer

(205) 481-4160

**JUDGE
CLYDE E. JONES**

Presiding Judge Criminal Division

(205) 325-5395

**JUDGE
WILLIAM A. BELL, JR.**

District Criminal

(205) 325-5018

**JUDGE
PAMELA COUSINS**

Family Court

(205) 264-8031

**JUDGE
MARIA C. FORTUNE**

District Criminal

(205) 325-5013

**JUDGE
JANINE HUNT-HILLIARD**

Presiding Judge - Family Court

(205) 325-5538

**JUDGE
ALARIC O. MAY**

Circuit Criminal

(205) 214-8683

**JUDGE
SHANTA C. OWENS**

Circuit Criminal

(205) 325-5646

CONTACT INFORMATION BIRMINGHAM DIVISION

**JUDGE
TERESA T. PULLIAM**

Circuit Criminal

(205) 325-5551

**JUDGE
KATRINA ROSS**

Presiding Judge District Criminal - Bham

(205) 325-5296

**JUDGE
MICHAEL STREETY**

Circuit Criminal

(205) 327-8205

**JUDGE
ALAN SUMMERS**

Family Court

(205) 214-8688

**JUDGE
TRACIE A. TODD**

Circuit Criminal

(205) 325-5290

**JUDGE
STEPHEN WALLACE**

Circuit Criminal

(205) 325-5323

CONTACT INFORMATION BIRMINGHAM DIVISION

**THE HONORABLE
DANNY CARR**

District Attorney

(205) 325-5252

**THE HONORABLE
ADAM DANNEMAN**

Public Defender

(205) 588-4220

**THE HONORABLE
JACQUELINE
ANDERSON-SMITH**

Office of the Clerk - Birmingham Division

(205) 325-5285

**THE HONORABLE
LAKITA
HALL-WRIGHT**

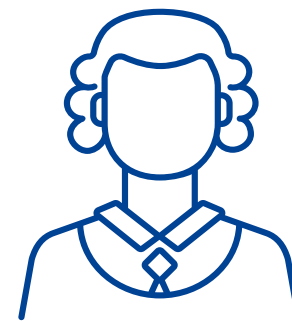
Office of the Clerk - Family Court

(205) 325-5491

**SHERRIFF
MARK PETTWAY**

County Jail - Birmingham

(205) 325-5670



DUTY AND ON-CALL



MAKING CONTACT

The Duty Judge or On-call Magistrate must be contacted by telephone, Zoom Conferencing, Facetime or any other method that limits in-person contact between parties.



SUBMITTING DOCUMENTS BY AUDIO OR VIDEO

Warrants - Telephone ARCrP Rule 3.8

1. A Duplicate original warrant is “submitted” when the requesting person reads the duplicate original warrant verbatim to the issuing Judge or Magistrate.
2. The Judge or Magistrate enters what is read on the original warrant.
3. Before issuing, the Judge or Magistrate may direct that the warrant be modified and re-submitted.
4. The person requesting the warrant may be directed to sign the Judge’s or Magistrate’s name on the duplicate original warrant.
5. The Judge or Magistrate is required to immediately sign the original warrant and enter on the face of the original warrant the exact time the warrant was ordered to be issued.

Recording Telephonic Warrants ARCrP Rule 3.8

1. The Judge or Magistrate shall immediately administer an oath for each person whose testimony forms a basis of the application and each person applying for the warrant.
2. The call should be recorded by a recording device. The record must be transcribed, accuracy of transcription certified by the Judge or Magistrate, and entered into the Court file. **Note:** Most mobile phones allow for recording of calls made from another phone placed on speaker. These recordings can be saved and emailed to a Court reporter for transcription.
3. If a recording device is not available, the Judge or Magistrate must provide a stenographic or longhand verbatim record of the call. If a longhand verbatim record is made, the Judge or Magistrate shall file a signed copy with the Court.
4. The Judge or Magistrate must enter the exact time of execution on the face of the duplicate original warrant.



SUBMITTING DOCUMENTS BY EMAIL OR FASCIMILE

1. A warrant may be submitted by email or facsimile. **Note:** If sent by email, a “.pdf” version can be easily filled and signed through the Adobe Acrobat program or Docusign.
2. Once received, the Judge or Magistrate must administer the oath as outlined above.
3. After reading the warrant affidavit/application and all documents attached thereto, the Judge or the Magistrate may sign by electronic signature. In the alternative the Judge or Magistrate may print, sign and save the document.
4. The signed document may be returned as an attachment by email to the person requesting the warrant. **Note:** If printed and signed, the document will need to be scanned, saved and attached to the email.
5. Once saved, the document can be uploaded to the Court file in AlaCourt.

JAIL VIRTUAL HEARING SCHEDULE: BESSEMER

Attorneys are responsible for setting up conferences with the jail by appointment.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CARPENTER		9:00 a.m.			
JETER				9:00 a.m.	
THRASH	9:00 a.m.		9:00 a.m.		9:00 a.m.
ATTORNEY/ CLIENT CONSULTATION		1:30 p.m.		1:30 p.m.	

JAIL VIRTUAL HEARING SCHEDULE: BIRMINGHAM

Attorneys are responsible for setting up conferences with the jail by appointment.

JAIL VIRTUAL HEARING SCHEDULE: BIRMINGHAM

Attorneys are responsible for setting up conferences with the jail by appointment. *Friday afternoon is available by appointment only with 24-hour notice to jail.

HEARING ROOM 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JONES	9:30 a.m.	ATTORNEY / CLIENT CONSULTATION		ATTORNEY / CLIENT CONSULTATION	
ROSS			1:30 p.m.		
BELL	1:30 p.m.				
FORTUNE					1:30 p.m.
OWENS			9:00 a.m.		
TODD					9:00 a.m.

HEARING ROOM 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	*FRIDAY	
MAY	9:00 a.m.	ATTORNEY / CLIENT CONSULTATION		ATTORNEY / CLIENT CONSULTATION	COURT BY APPOINTMENT	
PULLIAM			1:30 p.m.			
STREETY			9:00 a.m.			
WALLACE	1:30 p.m.					

JAIL VIRTUAL HEARING SCHEDULE: BIRMINGHAM

Hearing Room 3 is reserved for Distric Court for 48/72 hour hearings and Attorney/Client Consultation Only. Attorneys are responsible for setting up conferences with the jail by appointment.

HEARING ROOM 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ROSS	72 Hour	ATTORNEY / CLIENT CONSULTATION	72 Hour	ATTORNEY / CLIENT CONSULTATION	72 Hour
BELL	HEARINGS		HEARINGS		HEARINGS
FORTUNE	10:30 A.M.		10:30 A.M.		10:30 A.M.

EMERGENCY RESPONSE

Jefferson County Courts Emergency Response Plan

www.jccal.org