CJO 11-033 and
JUDGE PROTOCOLS FOR OJD MANDATORY COURT CLOSURE DAYS
During the 2011-13 Biennium

Under CJO 11-033, a mandatory court closure day is defined as a closure of all court operations (as distinguished from facilities) and the absence of scheduled court proceedings to which the public would have a right to attend or require the presence of court staff.

Subject to the decision of the Presiding Judge, during a mandatory court closure day, judicial officers may be present within a judicial facility provided court or OJD staff assistance or support is not required. The following are examples of judicial activities that would be permitted under this order on site on a closure day:

- Judicial Chambers Work
  - i.e., preparing for hearings, legal research, writing opinions, advance work on jury instructions, professional reading, reviewing mail pleas, judgments, orders, warrants

- Judges Only Meetings
  - when called by Presiding Judge
  - not require staff support nor involve external people or security

- Emergency Judicial Orders (on-call "duty" judge assignments)
  - i.e., search warrants, etc. should continue to follow "after-hour" protocols (these can also take place off site as often do now)

The following are examples of judicial activities that are permitted in areas outside judicial facilities under the Order of the Chief Justice and subject to the decision of the Presiding Judge:

- Weddings
  - provided the statutory fee is paid when the court is open

- Judicial Education/Meetings
  - attendance at meetings or events hosted by non-OJD entities
  - Court Management/Improvement projects

- Judicial Outreach/Speaking Engagements
  - for schools, law firms, professional organizations, community groups

- Judicial Settlement Conferences (where appropriate to hold offsite)
  - exception: parties who are in-custody
  - exception: must **not** be required by law to be court-recorded proceeding or open to public

The Chief Justice may create further judge protocols or address exceptions to the protocols as the circumstances require.

Dated this 31st day of August, 2011.

Paul J. De Muniz
Chief Justice