



IN THE DISTRICT COURT IN AND FOR TULSA COUNTY
STATE OF OKLAHOMA

RECEIVED

JAN 08 2021

AO-2020-5

DON NEWBERRY
COURT CLERK

AMENDED ADMINISTRATIVE ORDER AO-2020-5 (PHASE 3)
RE: OUT OF CUSTODY GENERAL MISDEMEANOR/JTSD
VIRTUAL DOCKETS FOR PRIVATE ATTORNEY CASES,
ARRAIGNMENTS AND BOND DOCKET

THIS DOES NOT APPLY TO MIDV CASES

GENERAL MISDEMEANOR/JTSD
VIRTUAL DOCKETS FOR PRIVATE ATTORNEY CASES

Due to the COVID-19 pandemic and in an effort to maintain compliance with CDC Guidelines and the Administrative Orders of the District Court of Tulsa County, General Misdemeanor JTSD cases for Defendants who are represented by private attorneys will be conducted by video conferencing through Microsoft Teams. Neither the attorneys nor the Defendants shall appear in person for regular docket calls. The only exception shall be for matters that have been set for hearing, trial, or specifically required by the Court.

In accordance with AO-2020-5 (Phase 3) January 2021 update, the Judges are responsible for controlling the number of persons permitted in the courtrooms at any given time and the Court shall use its discretion in setting of any such in-person matter. In any event, any in-person matter must comply with all applicable CDC guidelines and the protocols of AO-2020-5 (Phase 3) issued July 31, 2020.

Attorneys who have entered an appearance to represent a Defendant shall provide to the Court, in advance of the initial appearance with the Misdemeanor Court, an Entry of Appearance which shall include the attorney's current contact information- specifically telephone number and e-mail address. This information must be provided no later than noon the day prior to the initial appearance with the Misdemeanor Court.

The dockets will continue to be "called" as scheduled, however the "docket call" will occur on Microsoft Teams. Any matter that is set on a particular day will be heard, and it shall be the responsibility of the parties to advise the Court by noon on the day prior to the scheduled setting, as to any announcements which may otherwise eliminate the need to be virtually present. (*i.e.* requests for passes, matters stricken, etc.)

With each daily docket, the Court shall send an electronic "invite" to any attorney who has entered their appearance, and who is scheduled to "appear". Electronic invites will be sent to the attorney of record via email prior to the close of business on the day before the daily docket. Attorneys and Defendants shall be available for the video docket call on the day they are scheduled to appear. Pursuant to CDC guidelines and in an effort to maintain safe social distancing, this does not require the Defendant to be in the same room as the attorney for their court appearance, however, the Defendant must be present online to be recognized by the Court. More specific information below.

It shall be the responsibility of the parties (the State of Oklahoma and attorneys for the Defendants) to communicate regarding all matters pertinent to the case prior to the docket call (reccs, discovery, negotiations etc.). The courthouse and the courtroom shall not, under any circumstance, be used for these purposes.

Matters which cannot be resolved between the parties are appropriate to be heard by the Court and may require the filing of a Motion. The Court, in its discretion, shall determine if any such Motion shall be set for hearing, and if so, whether the hearing must be in person or is one that can be conducted virtually.

If a case is ready for plea, the paperwork shall be submitted to the Court by noon the day prior to the daily docket call. All parties (to include the Defendant) shall have signed each form and all plea paperwork must be complete.

Failure to follow this Order may result in matters being unnecessarily delayed or continued, or warrants being issued.

For private attorneys representing a Defendant on the In-Custody Docket will continue to be called in person with the Defendants on the jail video until further notice.

SPECIFIC INFORMATION FOR USING MICROSOFT TEAMS

Attorneys do not have to purchase Microsoft Teams, attendance in the video conferences through the online electronic invite is free of charge. Download and install the MS Teams App for free on any mobile phone or tablet (available for free from the App Store for Apple/iPhone or the Google Play Store for Android) and install it on your device. You do not need to create an account, you can join the virtual hearing as a "Guest". The same is true for the clients. More on this below.

For desktop users, you can choose to install the MS Teams app from Microsoft, or you can simply click the link provided in the electronic invite and open MS Teams in your web browser. More on this below.

MS Teams is compatible with all Android and Apple devices, as well as most web browsers. There have been some reported issues with Apple Safari, and Firefox. It is recommended to use Google Chrome or Microsoft web browsers until the issues are resolved. Additionally, there are numerous resources available online with how to

download and install MS Teams, create an account, use MS Teams, etc. Attorneys shall be responsible for ensuring they are able to connect to the docket virtually prior to the docket.

✓ Accept ▾ ? Tentative ▾ ✕ Decline ▾ ⌚ Propose New Time ▾ 📅 Calendar...



Moody, Dawn

Guten, David

judicial review

📌 Please respond.

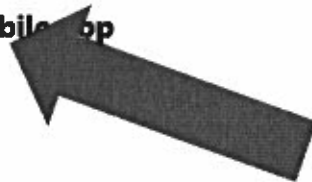
When	Wednesday, January 6, 2021 4:00 PM-4:30 PM	Location
4 ^{PM}	judicial review; Moody, Dawn	
5		
6		

Microsoft Teams meeting

Join on your computer or mobile [app](#)

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)



The Court will send the docket “invite” to the attorney or record via e-mail, it will appear as a calendar event/invite as shown above. You do not have to accept the invite in order

to connect to the meeting, but it is the attorney's responsibility to make sure matters are properly calendared on their individual schedules and that their clients are aware and available to appear on the video meeting.

At the scheduled time, click the "Click here to join the meeting" link as indicated by the arrow above.



FOR MOBILE APP USERS (cell phone or tablet)

After you have downloaded and installed the MS Teams app, and after you have received the e-mail "meeting invite" and have clicked on the link to join the meeting, MS Teams will automatically appear with this login screen.

Click on "Join as a guest". If you already have a MS Teams account, you can sign in and join the meeting.

You may be asked to allow Teams to access your microphone and camera. Select "allow" in order for the Court to be able to see and hear you.

07:54
◀ Gmail

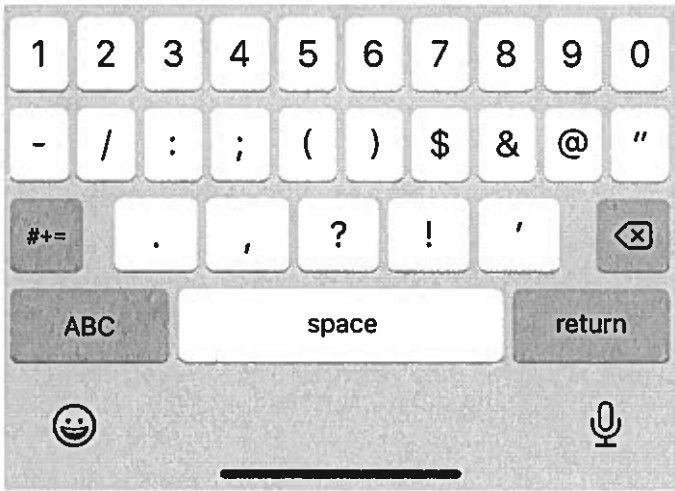


Type your name, then select
Join meeting.

Bob Smith (attorney)

Join meeting

FOR MOBILE APP USERS (cell phone or tablet)
Enter your name and click "Join meeting".





FOR MOBILE APP USERS (cell phone or tablet)

Once you have clicked on “Join meeting” you will be placed in the “lobby” and the Court will be notified that you are waiting to be recognized.

Please mute all microphones **before** entering the video conference to avoid interruption with the Court process.

Once you have entered the meeting, please turn on your camera.

THIS LINK CAN BE SHARED WITH YOUR CLIENT. In an effort to practice safe social distancing and in accordance with CDC guidelines and the Administrative Orders of the District Court, attorneys may forward the e-mail meeting invite to their client in order for them to be virtually present at the scheduled setting. **It shall be the attorney's**

responsibility to ensure that the client has appropriate internet access to be recognized by the Court. This preparation must be done well in advance of the docket call.

When a Defendant's matter is called by the Court, unmute the microphone(s) to provide the necessary announcements.

Matters set for plea will be taken by video conference on the day they are set. All paperwork must be submitted to the Court's inbox by noon the day prior to the docket call.

Again, failure to follow this Order may result in matters being unnecessarily delayed or continued, or warrants being issued.

For any questions or if you need assistance, please contact Judge Anthony Miller's clerk.

ARRAIGNMENTS AND BOND DOCKET

OUT OF CUSTODY ARRAIGNMENTS will resume, in person, in courtroom 173. Defendants with last names beginning with letters A-L will be called at 9:00 a.m. and Defendants with last names beginning with letters M-Z will be called at 1:30 p.m., until further notice.

Attorneys who have been fully retained to represent a Defendant for either a misdemeanor or felony case may continue to call or email the Arraignments clerks by close of business on the day prior to the docket to enter an appearance and request the next court setting, in which case the attorney and their client will not need to appear for Arraignment. **THERE WILL BE NO PASSES AT ARRAIGNMENT** without specific approval from the Arraignment Judge.

IN CUSTODY ARRAIGNMENTS AND THE BOND DOCKET will continue to be called at 9:00 a.m. but will be located in courtroom 344.

***NOTHING IN THIS ADMINISTRATIVE ORDER PREVENTS A JUDGE FROM REQUIRING A MATTER BE HEARD ON MICROSOFT TEAMS AND JUDGES WILL USE THEIR DISCRETION TO MINIMIZE "IN COURT" PROCEEDINGS TO THE GREATEST EXTENT POSSIBLE.**

IT IS SO ORDERED.



William LaFortune
Presiding Judge