

IN THE SEVENTH JUDICIAL DISTRICT OF THE STATE OF IOWA

TO: SHERIFF TIM LANE
DIRECTIVE: RE: ACCESS TO COURTHOUSE
DATE: MARCH 18, 2020

Pursuant to the authority given to me as Chief Judge, and because of the COVID-19 situation, I find it necessary to provide you with the following directive for those people needing to enter the courthouse during normal business hours even though the courthouse is closed to the public.

Emergency Orders – the public may come to the courthouse to get a domestic abuse protective order; or to get an involuntary commitment on someone for mental health reasons or substance abuse. A person coming for a domestic abuse protective order may bring one person with them. Persons seeking an involuntary commitment may also bring another person as two affiants are required for these orders. All of these individuals should be directed to the Clerk’s office.

The public may come in for other emergency orders including hospitalization proceedings, child removal proceedings, elder abuse proceedings, dependent adult proceedings, motions to quash garnishments and landlord/tenant proceedings in which the tenant poses a clear and present danger. Some of these require two affiants as well. All of these individuals should be directed to the Clerk’s office.

The public may need to come to the Clerk’s office to file something on the public terminal and/or leave in the Clerk’s drop box.

The public may need to come to Magistrate Court for initial appearances for indictable cases. Any member of the public turning himself or herself in on a warrant may need to go to Associate Court to be seen by a judge for an initial appearance.

Law enforcement may come in to Associate Court or Magistrate Court to obtain a search warrant.


There also may be some hearings conducted that a person needs to appear for such as a plea proceeding or sentencing.

At the present time, if someone comes to the courthouse to make a payment, direct them to the Clerk's office.

In conclusion, anyone coming to the courthouse should be able to tell security at the door why they are there. If they want to watch something and do not have any hearing themselves, then security should contact me or another judge to determine whether the matter they want to observe is public and whether they should be allowed in.

IT IS SO ORDERED.

Dated: March 18, 2020.



MARLITA A. GREVE
Chief Judge of the
Seventh Judicial District of Iowa