



BEFORE ENTERING:
PLEASE READ THESE INSTRUCTIONS CLOSELY



1. Members of the public, attorneys, parties, and witnesses must **wear a mask or face-covering** prior to entering judicial work areas. Masks must remain on unless directed by a judicial officer. Counsel has an affirmative duty to ensure clients are prepared for Court and abide by all instructions.



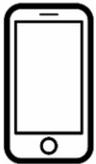
2. If you have a **fever or other common COVID-19 symptoms**, or if you have been in contact with a suspected case of the disease, **do not enter**. Contact the office of the presiding judicial officer or the clerk for further instructions.



3. **Proper hand hygiene is required**, including coughing or sneezing into elbows, frequent hand washing, use of hand sanitizer, and avoiding touching the eyes, nose, and mouth.



4. A minimum of **six feet of separation** must be maintained at all times for anyone in different households.



5. If you are here for a judicial proceeding, **follow instructions from judicial staff, if any, before reporting to the courtroom**. Common areas, waiting rooms, and courtrooms may be restricted to ensure sufficient social distance.



6. If you are here for business with the circuit clerk or magistrate clerk, **follow instructions regarding access to these offices**, including waiting until sufficient capacity is available and maintaining appropriate space from others, including staff.



7. Abide by **instructions from court security personnel** and from judicial staff regarding symptom screening, hand washing, and/or the use of hand sanitizer.