
ADMINISTRATIVE MEMORANDUM

TO: All County Criminal Division Judges

FROM: Robin Faber, Administrative Judge, Criminal Division

DATE: March 30, 2022

SUBJECT: Court Operations

In an effort to keep the volume of people at a minimum in the Richard E. Gerstein Justice Building (“REG”), the County Criminal Division will be conducting most court operations principally on the Zoom platform. All notices will include the Judge’s name and their Zoom Virtual Courtroom Meeting ID Number for the parties, witnesses, and the public to attend, as well as include that judge’s chambers phone number to contact with any questions. All operating courtrooms will continue to be staffed with at least one Assistant State Attorney and one Assistant Public Defender, in addition to the Judge, Clerks, Bailiffs, Court Monitor and Corrections (Jail Division only). The County Criminal Division will however provide access to our courtrooms for anyone in a hybrid fashion for all daily calendars.

Anyone who wishes to be in the courtroom on a laptop or device to see Zoom MUST have their device’s microphone and the Zoom audio muted at all times regardless of whether or not they are speaking. The courtroom microphones which are connected to Zoom will pick up the audio. If the device and/or Zoom audio on an individual device is on, this will result in echo and feedback.

Judges must be diligent about requiring people to speak into the courtroom microphones. In addition, judges must frequently check in with their court reporters to make sure the record is being captured at all times.

In all REG Division and Branch courtrooms:

1. All hearings will continue by Zoom. In-custody defendants assigned to the Jail Division at REG will be transported to Court as necessary and in compliance with COVID protocols.
2. Motions with evidence will be set for in-person hearings through the assigned Judge.
3. All other motions will be heard on Zoom.
4. All County Criminal Division and Branch courtrooms have the setting format of sounding Trials in the mornings and conducting Trials in the afternoon. The Morning Soundings will be conducted by Zoom with in-person trials scheduled that afternoon. Bench trials will be in person, unless all parties agree to proceed otherwise.
5. All Jury Trials at REG will be in person.

Jail Diversion Program (JDP) Mental Health Court:

1. Wednesday supervision calendars will continue by Zoom remote hearings for out-of-custody defendants. As needed, clients in the program may be required to appear at an in-person calendar at the discretion of the presiding judge and team.
2. Live in-person calendars will be scheduled on Tuesdays and Fridays at 10:45 AM for in-custody defendants.

Non-Criminal Infraction cases:

1. All non-criminal traffic infraction cases will continue by Zoom remote hearings unless requested otherwise.

This Administrative Memorandum shall be effective immediately and replaces and other Administrative Order or Memorandum to the contrary.

Robin Faber, Administrative Judge
County Criminal Division