

## MEMORANDUM

From: Hon. Gilbert A. Romero  
Re: Information re Reopening on June 15, 2020  
Date: June 12, 2020

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I want to provide you with some information about the court opening on June 15<sup>th</sup>, 2020.

The court will have staff outside to check people in and confirm they have a matter on calendar. Everyone with business in the courthouse will have to check in before coming into the building. This includes defense attorneys.

Upon checking-in an entry slip will be provided by court staff. The idea is to stagger people entering the courthouse and the courtrooms. It will be a first come first serve process. Since each courtroom has a limited number of seats available, a group of people equal in number to courtroom capacity, will be allowed to enter the courthouse and directed to go to their courtroom. Once their matters are heard, and they leave the courtroom, the next group of people will be allowed to enter the building. There will be caps on the numbers of cases each calendar courtroom will have on its docket.

Check-in and entry for defense attorneys should begin about 8:15 AM. Attorneys will be allowed to enter individually without waiting to be let in with a group.

Jurors will be directed to enter the building from the south entrance near the cafeteria. The general public will enter from the north main entrance.

Once the courthouse opens to the general public the court will have limited video conferencing capabilities. The court will continue to use video-conferencing in courtroom 11 and 12 for arraignments only. We are discussing internally how to expand this. This is due to space constraints on the part of the sheriff's department. It is not physically possible to continue to use video-conferencing for preliminary hearings, arraignments, and for all other in-custody appearances in other courtrooms. There just is not enough space for the sheriff's department to accommodate all of that activity. This directly affects the court's ability to utilize video conferencing.

We are still trying to determine how we may continue to utilize zoom capabilities in courtroom 27 and 26. One option is to allow settlement conferencing in felony and misdemeanor cases in those courtrooms via video-conferencing. Our goal is to continue to limit the number of people coming into the courthouse and we are still working on that goal.

The court will try to continue using courtroom 22 for telephonic appearances next week but we are not certain that we will.

Our hope is that counsel will appear with 977 authority whenever possible to help limit people entering the courthouse.

Once we open, we will require everyone coming into the courthouse to wear a mask or facial covering. We will also require people to abide by the 6-foot social distancing requirement.

I know this probably does not address all issues, concerns or questions. It is a work in progress and we will continue to find ways to make the courthouse run as efficiently and safely as possible.

Hon. Gilbert A. Romero, Judge

Ventura County Superior Court

800 So. Victoria Avenue

Ventura, CA 93006-6489