

IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT

THE STATE OF IDAHO

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RE: REDUCTION IN COURTHOUSE  
SERVICES; LIMITED ACCESS TO THE  
ADA COUNTY COURTHOUSE

ADMINISTRATIVE ORDER

NO. 20-03-13-01

This order supersedes and replaces Administrative Order 20-03-13.

For public health reasons, and to mitigate the spread of the COVID-19 virus, effective immediately, the Ada County Courthouse will be operating at reduced functioning until further notice. Idaho Court Administrative Rule 48.

During this time of reduced operations, all county personnel and judges are permitted in the courthouse.

For court, members of the public will not be permitted into the courthouse unless they are an attorney, juror, party, witness, or victim support person in one of the attached hearings.

The undersigned judge will issue a new order, superseding this order, when court operations can resume in their normal manner. Until such time, the courthouse remains closed to all members of the public except as stated herein.

For court matters, members of the public are directed to contact the Ada County Clerk's Office at [adacourt@adacounty.id.gov](mailto:adacourt@adacounty.id.gov) or at 208-287-6900.

IT IS SO ORDERED.

Dated this 13<sup>th</sup> day of March 2020.



HONORABLE MELISSA-MOODY  
Administrative District Judge  
Fourth Judicial District

cc: Board of Ada County Commissioners  
All Fourth Judicial Judges  
Sandra Barrios, Trial Court Administrator, Fourth Judicial District  
Robert Reisig, Administrative Staff Attorney  
Phil McGrane, Ada County Clerk of Court  
Jan M. Bennetts, Ada County Prosecuting Attorney  
Anthony R. Geddes, Ada County Public Defender  
Corrine Vitley, Chief Marshal, Ada County  
Idaho Supreme Court, [AdminOrders@idcourts.net](mailto:AdminOrders@idcourts.net)

### PRIORITIZATION OF CATEGORY 2 FUNCTIONS (ESSENTIAL)

Category 2 (Non-Critical but Essential) functions are those functions next in priority to the Category 1 (Critical) functions. Category 2 functions are services that must be fulfilled in addition to functions identified in Category 1.

Priority	Essential Function	Time Limitation (if applicable)
1	Reduced Dockets (Restrict Access to Courthouse to Prevent Spread of Disease)	
2	Petitions for Judicial Review - Quarantine/Isolation Orders (I.C. § 56-1003(7))	
3	Speedy Trial Adjudication (I.C. § 19-3501)	6 months
4	Sentencings/Rider Reviews (I.C.R. 33)	
5	Bail/Bond Hearings (I.C.R. 46)	
6	Problem Solving Courts Review Hearings	
7	Problem Solving Courts (Treatment, Classes, and Check-in)	
8	Temporary Guardian/Conservator Hearings – (I.C. §§ 66-404A; 15-5-310; 15-5-207; 15-5-407A)	5 - 10 days
9	Cases Reset or Vacated - Process Documentation	
10	Jury Pool	
11	Transcript Requests	
12		
13		

<b>15</b>	Habeas Corpus Petitions (I.C. § 19-4203)	30 days
<b>16</b>	Judicial Consent for Minor's Abortion (I.C. § 18-609A(5))	48 hrs
<b>17</b>	Provide Interpreters (I.C.A.R. 52, I.C. § 9-205)	On-going during court hours
<b>18</b>	Process Incoming Time Sensitive Documents Filed/Delivered to Court	On-going during court hours
<b>19</b>	Secure/Maintain Records	On-going during court hours
<b>20</b>	Maintain Complete Records of Continuances	Whenever a case is reset and during court hours
<b>21</b>	Secure Funds Received	On-going during court hours
<b>22</b>	Maintain Communication Systems to Alert Judges, Employees, Justice Partners and the Public	On-going 24/7/365
<b>23</b>	BAC Hearings	



**PRIORITIZATION OF CATEGORY 1 FUNCTIONS  
(MISSION CRITICAL)**

Category 1 (Critical) functions are those functions that must remain operational when the court is closed.

<b>Priority</b>	<b>Mission Critical Function</b>	<b>Time Limitation (if applicable)</b>
<b>1</b>	Initial Appearance, Probable Cause (I.C.R. 5); Arraignments (I.C.R. 10)	IA - 24 hrs (48 hrs –PC); Within 30 days
<b>2</b>	Preliminary Hearings (I.C.R. 5.1)	14 days (i.c.) or 21 days (n.i.c.) of initial appearance
<b>3</b>	Arrest and Search Warrants (I.C.R. 4; I.C.R. 41)	On-going and 24/7/365
<b>4</b>	Shelter Care Hearings (I.J.R. 39)	Within 48 hours of removal
<b>5</b>	Adjudicatory Hearings (CPA) (I.C. § 16-1619)	Within 30 days of filing of petition
<b>6</b>	Civil Protection Orders – Ex Parte (I.C. § 39-6306)	On-going during court hours
<b>7</b>	Involuntary Commitment Hearings (I.C. § 66-326)	Within 5 days of detention order
<b>8</b>	Juvenile Detention Hearings (I.J.R. 7) – Juvenile Evidentiary Hearings (I.J.R. 15)	Within 24 hours; 45 days (i.c.), 90 days (n.i.c.)
<b>9</b>	Expedited Enforcement of Child Custody Determinations (I.C. § 32-11-308) (e.g. parental abduction)	“next judicial days after service of the order, unless that date is impossible”
<b>10</b>	Requests for Medical Treatment of Minors (I.C. § 16- 1627)	On-going 24/7/365
<b>11</b>	Parental Override Requests for Medical Treatment of Minors (I.C. § 16-1627)	On-going 24/7/365
<b>12</b>	Temporary Restraining Orders (I.R.C.P. 65; I.R.F.L.P. 508)	14 days
<b>13</b>	Creditor’s Motion Re: Claim of Exemption Hearings (I.C. § 11-203(b))	5-12 days
<b>14</b>	Civil Drug Forfeiture Hearings (I.C. § 37-2744)	30 days