

## COVID-19 - Case Initiation Plan

April 3, 2020

In response to the health concerns raised by the coronavirus (COVID19) pandemic, Orange County Superior Court has issued an emergency order closing the Court's facilities to the public. During closure, the Court has continued to receive filings through the District Attorney Interface (DAI), however, only essential cases have been initiated for hearings. **As of April 2, 2020, there were 2508 cases awaiting initiation.**

### In Custody Filings

There are 117 cases marked as "**In Custody**" in DAI. Those cases will be initiated as "essential filings" in preparation for them to be heard.

Court	Felony	Misd	Total
Central	25	10	35
Harbor	13	12	25
North	22	5	27
West	17	13	30
<b>Grand Total</b>	<b>77</b>	<b>40</b>	<b>117</b>

### Warrant Filings

There are 197 cases marked as "**Warrant**" in DAI. Those cases will also be initiated as "essential filings" and submitted to the court for review / issuance of the warrant.

Court	Felony	Misd	Total
Central	38	18	56
Harbor	12	17	29
North	21	41	62
West	12	38	50
<b>Grand Total</b>	<b>83</b>	<b>114</b>	<b>197</b>

### Out of Custody Filings (March thru May)

There are 1079 cases in DAI with an appearance date for March thru May 2020.

- These cases have not been deemed "essential filings" so they have remained in DAI

Court	March		April		May		Total
	F	M	F	M	F	M	
Central	0	1	4	178	0	41	224
Harbor	0	3	0	2	17	338	360
North	5	0	2	187	12	113	319
West	0	7	4	116	0	49	176
<b>Total</b>	<b>5</b>	<b>11</b>	<b>10</b>	<b>483</b>	<b>29</b>	<b>541</b>	<b>1079</b>

### Case Initiation Proposal

- Court staff will initiate filings through DAI, removing the hearing date prior to saving
- The case will be created in Vision, however, it will not be calendared for a hearing
  - The District Attorney will be provided a list of cases that will need a new appearance letter*
- The District Attorney will file new appearance letters through DAI – Document Delivery (*July and beyond*)
- Court staff will process arraignment letters through DAI – Document Delivery and calendar the case accordingly

### Case Initiation – On Hold

Future dates for June through August (1103 filings), as well as filings with no appearance date (12 filings) will remain in DAI and will not be initiated at this time.

### Additional Information:

Other Justice Partners are encouraged to not file out of custody cases with future dates at this time. Continue to utilize the following contacts for essential filings.

Justice Center	Email Address
Central Justice Center	<a href="mailto:FaxCJC@occourts.org">FaxCJC@occourts.org</a>
Harbor Justice Center	<a href="mailto:FaxHJC@occourts.org">FaxHJC@occourts.org</a>
North Justice Center	<a href="mailto:FaxNJC@occourts.org">FaxNJC@occourts.org</a>
West Justice Center	<a href="mailto:FaxWJC@occourts.org">FaxWJC@occourts.org</a>