

# IOWA DISTRICT COURT

## Sixth Judicial District of Iowa

Benton, Iowa, Johnson, Jones, Linn and Tama Counties

Chief Judge Patrick R. Grady  
Kellee Cortez, District Court Administrator  
Linn County Courthouse  
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Linn County Bar Association  
Johnson County Bar Association  
Counsel who practice in Sixth Judicial District of Iowa  
VIA EMAIL

Re: Assistance with mitigating COVID-19 exposure at Courthouses

Dear Counsel:

As the Sixth Judicial District is modifying business practices to adjust to the COVID-19 pandemic, we wanted to reach out to the Bar family to ask for your help in minimizing transmission of the virus in our county courthouses. We ask for your assistance in order to help protect not only court employees but also counsel, litigants, and the general public that we serve.

The courts have worked with the county facilities managers and have taken measures including limiting the public who can enter the building. As we get closer to relaxing those restrictions, these are some of the measures that we are taking to help minimize transmission:

- Supplying PPE, including hand sanitizer, face masks, and disinfecting products to the extent that State Court Administration has them available and we can attain those supplies.
- Utilizing technology to conduct hearings whenever possible. We obtained ICN conference lines for use in D6; we also have the video conferencing application GoToMeeting.

We are asking for your assistance in helping to screen court users before entering the courthouse so that we can take proactive measures, if necessary. Please screen yourselves and your clients for the following symptoms:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever of 99.5 degree Fahrenheit or greater
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you or your client(s) are exhibiting these symptoms, please contact the Court or Court Administration **before** you enter the Courthouse. The Court will make a determination if the hearing will proceed as scheduled in person; if the hearing will proceed via ICN conference call; if the hearing will proceed via video conference; or if the hearing will be reset.

The Judicial Branch has set up the following webpage for questions and answers:  
<https://www.iowacourts.gov/iowa-courts/covid-19-information-and-updates/>

As we are all well aware, this is a very fluid situation. We ask for your help and patience as we work together to mitigate exposure to this virus and provide the maximum protection to court employees and users while serving our community.

Stay safe and healthy!

Sincerely,

*Patrick R. Grady*  
Chief Judge

*Kellee R. Cortez*  
District Court Administrator

cc: Todd Nuccio, State Court Administrator  
Todd Sadler, State HR Director  
D6 Judges and Personnel