

**24th Judicial District Court**

**Parish of Jefferson**

**State of Louisiana**

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**ORDER 2020 - 004**

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Acting in accordance with Louisiana Constitution Article V, Section 1; pursuant to LSA R.S. 1:55; due to the COVID-19 emergency as detailed in Governor John Bel Edwards's Declarations of Public Health Emergency (Executive Department Proclamation No. JBE 2020-25, JBE 2020-27, and JBE 2020-33) and Jefferson Parish President Cynthia Lee Sheng's Declaration of State of Emergency (Proclamation No. 01 CLS 2020; Jefferson Parish CB 3434 Page 979), and in accordance with the inherent powers of this court, the Chief Judge, acting on behalf of the Judges of the 24th Judicial District Court,

HEREBY ORDERS THAT:

The Thomas F. Donelon Courthouse is closed to the public. Filings shall be submitted by e-filing or fax filing. For emergency filings which cannot be accomplished through JeffNet or by fax filing, the Clerk of Court's office is open by appointment only from 9 a.m. – 2 p.m. Monday through Friday. See [www.jpclerkofcourt.us](http://www.jpclerkofcourt.us) for further information.

Emergency pleadings and hearings are defined as those related to civil protective orders, child in need of care proceedings, emergency child custody matters, proceedings for children removed from their home by emergency court order, proceedings related to emergency interdictions and mental health orders, matters of public health related to this crisis and other emergency matters necessary to protect the health, safety, and liberty of individuals as determined by the court.

Emergency proceedings shall be conducted by video conference only. When witness testimony is required, a witness may be allowed in court; attorneys must attend by video conference only.


Preliminary examinations and bond reduction hearings shall be conducted by video conference only. If a judge or commissioner determines that witness testimony is necessary, a witness may appear in court; attorneys must attend by video conference only. Preliminary examinations may be reset on or after April 13, 2020.

This Order expressly does not prohibit any court proceedings by telephone, video conference, teleconferencing, or any other means that do not involve in-person contact. This Order does not affect the court's consideration of matters that can be resolved without in-person proceedings.

This order supplements previous orders; portions of previous orders not in conflict with this order remain in effect. Adjustments to this order, if necessary, will be posted on the Court's website ([www.24jdc.us](http://www.24jdc.us)), the Louisiana Supreme Court website ([www.lasc.org](http://www.lasc.org)), and in the news media.

Gretna, Louisiana this 23rd day of March, 2020.

For the 24th Judicial District Court



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Ellen Shirer Kovach  
Chief Judge