

From: Office of Chief Court Administrator
Sent: Thursday, June 4, 2020 11:46 AM
To: All JB Employees Excluding Judges
Subject: Update on operations

Dear Judicial Branch employee,

Since the COVID-19 crisis began, our primary goal has been to protect employee health and safety as we resume court operations in a phased-in manner, primarily by slowly increasing the number of open courthouses and expanding the hours of operation. We highlighted this concern for employee health and safety through the distribution of the [COVID-19 Employee Handbook](#) on June 1. The tentative plan we are sharing today continues this phased approach, but is subject to modifications as may be required by changing circumstances. We are sharing this plan with you now to provide you with as much notice as possible in order to allow you the opportunity to make any arrangements you may need to make for your ultimate return to the workplace.

Here are the details of the next four phases of the plan. In each of the four phases outlined below, supervisors will communicate with you and will determine the precise work hours that necessary staff will work.

1. Commencing the week of June 15, 2020: Change in the hours and days of operation: All currently open courthouse locations will operate each day, Monday through Friday. Necessary employees will report to open courthouse locations. The hours for the public will be: Mondays from 9:00 a.m. to 5:00 p.m.; and Tuesdays through Fridays from 9:00 a.m. to 1:00 p.m.
2. Commencing the week of June 22, 2020: Expansion of courthouse locations – resuming employee-only operations at the following locations:
 - Ansonia-Milford Judicial District courthouse, 14 West River Street, Milford
 - Stamford Judicial District courthouse, 123 Hoyt Street, Stamford
 - Danbury Judicial District courthouse 146 White Street, Danbury
 - Geographical Area No. 11 courthouse at Danielson, 120 School Street, Danielson
3. Commencing the week of June 29, 2020: The following courthouses will be open to the public on Mondays from 9 a.m. to 5:00 p.m.; and Tuesdays through Fridays from 9:00 a.m. to 1:00 p.m.
 - Ansonia-Milford Judicial District courthouse, 14 West River Street, Milford
 - Stamford Judicial District courthouse, 123 Hoyt Street, Stamford
 - Danbury Judicial District courthouse 146 White Street, Danbury
 - Geographical Area No. 11 courthouse at Danielson, 120 School Street, Danielson

4. Commencing the week of July 6th, 2020: Expansion of hours to the public: Hours for the public at all open courthouse locations will be from 9:00 a.m. to 5:00 p.m. every day, across all open courthouse locations.

The current plan is that all courthouses in which court operations are or will soon be taking place will continue to handle a limited range of court business. The current plan is that the open courthouse locations will continue to hear Priority 1 matters only, with the understanding that across all divisions, business expansion continues by way of remote means. We will keep you posted of all developments in that regard.

I thank you for your continued patience and cooperation as we gradually expand Judicial Branch operations.

Judge Patrick L. Carroll III