

Superior Court of California County of Santa Clara

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REBECCA J. FLEMING
Chief Executive Officer

ADMINISTRATION



Santa Clara County Superior Court Metering Procedures

These procedures have been drafted to outline how the Santa Clara County Superior Court will monitor compliance with the capacity limitations as outlined by the Santa Clara County Department of Public Health Risk Reduction Order for COVID-19 dated October 5, 2020 and the Mandatory Directive on Capacity Limitations, issued November 15, 2020, revised December 4, 2020 (“County Directive”).

The County Directive, as revised on December 4, 2020, established limitations on the number of people who can be present at a facility open to the public at any given time. Pursuant to the County Directive, the County Health Officer has ordered governmental facilities to limit any indoor areas accessible to the public to 20% capacity. However, given the Court’s status as [essential critical infrastructure \(Sector Index 8 – Government Operations and Other Community-Based Essential Functions\)](#), if the capacity limitation cannot be achieved, capacity should be limited to as low a number as possible that still allows essential governmental functions to be performed.

In furtherance of the goal of reducing the amount of people coming into Court facilities, on December 1, 2020, Presiding Judge Deborah A. Ryan issued a General Order restricting courthouse entry and permitting access to only those persons required to appear in person. In addition, the Supervising Judges of each division are continuing to encourage all parties and attorneys to appear remotely to further reduce persons entering the facilities.

Facilities:

The Superior Court currently has five facilities that permit some limited public entry:

- Family Justice Center
- Downtown Superior Courthouse
- Hall of Justice
- Old Courthouse
- Juvenile Justice Courthouse

Indoor Capacity:

Pursuant to the County Directive, indoor capacity for each facility has been calculated to be a maximum of:

- Family Justice Center: 595 people
- Downtown Superior Courthouse: 312 people
- Hall of Justice: 523 people
- Old Courthouse: 78 people
- Juvenile Justice Courthouse: 19 people

Metering:

Sheriff's Office personnel stationed at the entrances and exits and/or automated real-time occupancy monitoring will be assigned to track the number of persons entering and exiting each facility.

Anyone responsible for metering the room capacity will also be required to ensure all persons entering the facility are permitted to enter in accordance with the December 1, 2020 General Order and are properly wearing face coverings as required by the Amended Order Regarding Face Coverings issued by Presiding Judge Deborah A. Ryan on November 3, 2020.

Signage:

All facilities will have the Santa Clara County Public Health Department's "Reduced Maximum Capacity" sign posted at the entrance to each facility.