

FILED

October 7, 2003 10:00 A.M. 10:00 P.M.

IN THE DISTRICT COURT OF THE SECOND JUDICIAL
DISTRICT OF THE STATE OF IDAHO

Patty O. Weeks
Clerk of the District Court

ADMINISTRATIVE ORDER NO. 2003-07

By Marji Luys Deputy

EMERGENCY CLOSURES OF THE

DISTRICT COURTS IN THE SECOND JUDICIAL DISTRICT

(1) Persons Authorized to Order Closure in the Administrative District Judge's Absence. Pursuant to Idaho Court Administrative Rule 48, the persons listed below are designated, in the Administrative District Judge's absence, to order the closure of the district court and related offices, including the office of the Clerk of the District Court, whenever an emergency or threatened emergency causes or threatens the destruction or partial destruction of court facilities, the safety of court personnel, or the interruption of court operations:

- (a) a district judge resident in that county, or if the county has no resident district judge, then a district judge with administrative authority in that county pursuant to local rule;
- (b) a magistrate judge resident in that county.

(2) Closure Protocol. When there is an immediate risk of harm to court personnel or other persons, court operations shall be suspended and all persons at risk or potentially at risk shall be immediately evacuated pending further directive from the Administrative District Judge or the ADJ's designee.

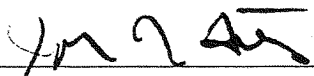
(3) Closure by Designee. A designee who orders an emergency closure shall promptly notify the Administrative District Judge and the Idaho Supreme Court of the closing. The closure order shall be reduced to writing as soon as practicable, specifying the date and time of the closing. Copies of the order shall be provided to the

Administrative District Judge and to the Clerk of Court, who shall maintain a record of the date and time of the closing.

(4) Reopening of Court. The Administrative District Judge or the ADJ's designee shall issue a written order specifying the date and time of the reopening of the court and shall provide a copy to the Clerk of Court, who shall maintain a record of the date and time of the reopening and who shall promptly forward a copy of that record, the order of closure and the order reopening the court to the Idaho Supreme Court. An order of reopening issued by a designee shall also be forwarded to the Administrative District Judge.

(5) Disaster Planning. The Clerk of the District Court for each county is hereby designated to prepare and maintain, with the assistance of the Trial Court Administrator and subject to the final approval of the Administrative District Judge, a current written disaster emergency plan relating to district court operations, which shall include a coordinated response with the Board of County Commissioners and other local officials for the prompt restoration of judicial services following an emergency closure. Such a plan shall include the identification of appropriate alternative court locations, and should also incorporate mechanisms and procedures that would permit a court to continue temporary operations.

Dated this 7th day of October 2003.



John R. Stegner
Administrative District Judge