

FILED IN DISTRICT COURT
STATE OF MINNESOTA

MAY 19 2020

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

62-CV-20-5

**ADMINISTRATIVE ORDER ESTABLISHING
A PROCESS FOR MAKING WRITTEN
SUBMISSIONS IN CHIPS CASES**

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz declared a peacetime state of emergency due to the worldwide spread of COVID-19, also referred to as the Coronavirus; and

WHEREAS, on March 13, 2020, the President of the United States also declared a nationwide state of emergency due to the spread of COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention has recommended several steps to help slow or prevent the spread of COVID-19. These steps include avoiding close contact with others, staggering work schedules, and limiting gatherings; and

WHEREAS, on May 13, 2020, in Executive Order No. 20-53, the Governor Walz extended the statewide peacetime emergency to June 12, 2020; and

WHEREAS, on May 13, 2020, in Executive Order No. 20-56, Governor Walz declared the Judicial Branch exempt from the limits on gatherings imposed by Executive Order No. 20-56 and further declared that proceedings held by the Judicial Branch are subject to policies established by the Chief Justice as directed by court order; and

WHEREAS, on May 15, 2020, the Chief Justice of the Minnesota Supreme Court filed Administrative Order ADM20-8001, which superseded all prior emergency administrative orders, reissued the substance of the May 1, 2020 emergency administrative order, placed the Judicial Branch in the "transitional phase", and adopted the emergency measures without an expiration date; and

WHEREAS, the Second Judicial District is taking necessary and reasonable steps to reduce potential exposure of persons to group settings and to ensure that only persons necessary for court proceedings or who have essential business with the court enter the courthouse, while ensuring the preservation of constitutional rights; and

WHEREAS, pursuant to Minn. Stat. § 484.69, subd. 3, the Chief Judge of the Second Judicial District has general administrative authority over the courts in the Second Judicial District; and

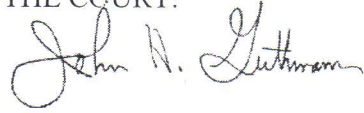
WHEREAS, it is necessary and appropriate, whenever possible, to continue to review the status of children whether that be in person, remotely, or through paper submissions:

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. The Intermediate Disposition Review (IDH), Permanency Progress Review (PPR), Post-Permanency Review (PPR), as well as other Review (RVH) Hearings shall occur via written submission unless otherwise instructed by the presiding judge.
2. The Social Worker and Guardian ad Litem reports shall be filed **five (5) days** prior to the scheduled hearings.
3. Any report submitted to the Court shall include a detailed list of efforts that the Ramsey County Social Services Department (RCSSD) has made since the last review hearing along with specific recommendations as to the services to be provided or continued to be provided by RCSSD. Anything specific that the parties want the Court to order shall be sufficiently detailed in the written report.
 - a. Parties shall review submitted reports as soon as possible.
 - b. If there are any objections to the recommendations, services, or narrative, the parties shall efile/eserve responses (including a request for a hearing, if applicable) into the case at least 24 hours before the hearing.
 - c. The parties shall efile/eserve any replies to by the time of the hearing.
 - d. The Court will accept modifications by written agreement of all parties.
 - e. If the Court deems it necessary, the Court will hold a hearing remotely to address significant issues that cannot be resolved. The remote hearing will be scheduled as soon as practicable.
4. Any report submitted to the Court shall include specific information as to what efforts have been undertaken by the social worker and guardian ad litem to have contact with child/children. This information should include any visual observations, phone calls, and virtual meetings with the family.
5. If a party believes there is a public safety or liberty concern and they are requesting an appearance before the Court, then the party shall file an Emergency Motion.
6. Motions not identified as Emergency Motions will be considered via written submission and the assigned Judge will determine whether the motion is continued, schedule a hearing to be held remotely, or issue an order pursuant to its review of the submissions received.
7. If no objection is received by the Court by the date of the scheduled hearing, the parties are deemed to have waived their appearances and any objection to the submissions.
8. The Court will conduct an administrative review as soon as practicable, and issue an order pursuant to its review of the submissions received.
9. The procedure set forth in this Order shall remain in effect until further order of this Court.

Dated: May 19, 2020

BY THE COURT:

A handwritten signature in black ink, appearing to read "John H. Guthmann". The signature is written in a cursive style with a large initial "J" and "G".

Guthmann, John (Judge)

May 19 2020 2:24 PM

John H. Guthmann

Chief Judge, Second Judicial District