



ADMINISTRATIVE OFFICE OF THE COURTS

MCKINLEY WOOTEN, JR.
DIRECTOR

PO BOX 2448, RALEIGH, NC 27602
O 919-890-1000
F 919-890-1915
MCKINLEY.WOOTEN@NCCOURTS.ORG

MEMORANDUM

TO: All Judicial Branch Personnel
FROM: NCAOC Director McKinley Wooten, Jr.
DATE: March 27, 2020
SUBJECT: Governor Cooper's Stay at Home Order

This afternoon, Governor Cooper issued [Executive Order 121](#), a statewide Stay at Home Order beginning Monday, March 30, at 5 p.m. until April 29, 2020. The Executive Order directs people to stay at home except to visit essential businesses, to exercise outdoors, or to help a family member. Specifically, the order bans gatherings of more than 10 people and directs everyone to physically stay at least six feet apart from others.

The Judicial Branch provides essential government services, and for this reason, is exempt from the Governor's order. While there is no reason to think law enforcement will stop a court employee traveling to work, it is recommended that court employees maintain possession of their state-issued ID badge to verify their purpose for travel.

Your diligent and professional efforts during this crisis have been remarkable and a source of pride for the Chief Justice and me. The steadfast resolve you have displayed in the midst of exigent circumstances has given hope to our citizens and bolstered North Carolinians' faith in their court system. Please continue your efforts, both professionally and personally, that uphold our high standards of achieving our mission of justice for all.

Following is some helpful for the COVID-19 situation.

Helpful Resources Regarding Policies and Reporting Changes

As we continue to work together during this public health emergency, please be sure to use the policies and guidance on our Juno and NCcourts.gov websites. These include the following.

[Coronavirus \(COVID-19\) announcements, updates, and resources for employees on Juno](#)

- Orders and memos from the Chief Justice and Director
- Information from General Counsel organized by subject matter
- Public Health Emergency Policy and FAQs from Human Resources
- Information for purchase orders, warehouse orders, and printing requests from General Services
- Working remotely resources and Temporary Audio Video Policy
- Courthouse posters and sign templates

[Coronavirus \(COVID-19\) announcements and updates on NCcourts.gov](#)

All local orders, memos, changes, and other information are posted to the COVID-19 Updates public page on NCcourts.gov, along with announcements and orders from the Chief Justice and more information and resources for the public and attorneys.

As you implement changes to court sessions and hours of operations, please remember to take care of the following two actions:

- Report closings to the Help Desk as you would any other court session closing, such as during an adverse weather event. The Help Desk is available around the clock for you at 919-890-2407. As a reminder, by order of the Supreme Court, all Senior Resident Superior Court Judges and Chief District Court Judges, or their designees, are to report any cancellation or delay of, or early and unscheduled end to, their respective court sessions to the NCAOC. We highly recommend that one person be designated to report all superior court and district court closings. You may want to consider your COOP leader for this role.
- As you enter local administrative orders or other plans for court operations, or if you disseminate news releases to your local media or on social media, please email them to the Communications Office at webrequests@nccourts.org so that they may be shared on your county pages and COVID-19 page on the Judicial Branch's public website, NCcourts.gov.

Stay safe and well!



North Carolina Administrative Office of the Courts
901 Corporate Center Drive, Raleigh, NC 27607
919-890-1000 | www.NCcourts.gov

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