

**IN THE MILLARD COUNTY JUSTICE COURT,
MILLARD COUNTY, STATE OF UTAH**

IN RE: COURT OPERATIONS UNDER THE EXIGENT CIRCUMSTANCES CREATED BY COVID-19	STANDING ORDER FOR PROCEDURES DURING COVID-19 PANDEMIC DOCUMENT FILING & PAYMENTS Order #20 0326a Judge Debra L Haveron
--	---

This order implements the Administrative Order, styled “In Re: Order for Court Operations During Pandemic,” issued by the Utah Supreme Court on March 21, 2020 p[Utah Pandemic Order]. The court has reviewed the Utah Pandemic Order, the Utah State Court’s Pandemic Influenza Response Plan, the Utah State Court’s Continuity of Operations Plan, and hereby ORDERS as follows:

FILINGS AND PAYMENTS ARE BEING HANDLED REMOTELY

The Millard County Justice Court WILL REMAIN OPEN ALTHOUGH WITH MODIFIED PROCEDURES during regular business hours, and will continue to accept filings and payments and be available to answer phone calls, emails and other communications. To protect the public and staff, in-person filings and payments shall take place as follows:

COURT FILINGS

1. Filings are to be filed by US Postal Service or filed electronically, which includes email at millardjustice@gmail.com.
2. If you are unable to electronically file, filings may be slid under the door at the court office at 765 South Hwy 99, Suite 2 in Fillmore, Utah.
3. **Filing is not complete until all steps are completed. Any document filed in this manner must have your phone number and/or email address.**
4. Call the clerk at **435-743-6952** to let them know you have dropped off a document. You **MUST** call the clerk if you drop off any documents.
5. Upon reviewing the document, the clerk will email or call you to verify that document has been received.

6. There must be a written or recorded confirmation that the document you left at the office has been received before filing is considered complete.
7. Keep a copy of any documents you file in this manner for your records.

COURT PAYMENTS

1. If you need to make a payment and cannot do it electronically, please deposit it in payment box by the clerks' door.
2. Complete all information on the payment envelope prior to putting payment in envelope and placing envelope in the box.
3. Call the clerk at **435-743-6952** to let them know you have dropped off a payment. You **MUST** call the clerk if you drop anything off.
4. Electronic payments may be made at www.millardcounty.org or by phone at 435-465-2078.

DO NOT ATTEMPT TO ENTER THE CLERKS' OFFICE. If you have a question about court related matters, call 435-743-6952 or email millardjustice@gmail.com.

This order applies to the Fillmore Office of the Millard County Justice Court only.

Dated: 3/26/2020



Debra L. Haveron