

SIGN IN

Due to social distancing and limited number of (10) people allowed in the building and courtrooms, please follow the below instructions:

- 1) Sign in with your Name, Case Number (if applicable) and Phone Number (please use the number of the phone that you currently have in your possession).
- 2) Return to your vehicle or wait outside the building and practice social distancing.
- 3) Court staff will call you when you may enter the building and proceed to the courtroom.

If you do not currently have a phone in your possession, please check in at the clerk's window.

SIGN IN SHEET

Date: _____

Name (Printed)

Case Number

Phone Number

[illegible]