



COVID-19 (CORONAVIRUS 2019) NOTICE

In response to Centers for Disease Control advisements to take precautions in light of the COVID-19 virus (corona virus) outbreak by limiting exposure to the virus, **the Second Circuit Court of Appeal will enforce visitor restrictions effective immediately.**

Effective immediately, the following persons shall not enter the Second Circuit Courthouse located at 430 Fannin Street, Shreveport, Louisiana:

- Persons who have traveled to any of the following countries within the last 14 days: China, South Korea, Japan, Italy, Spain, Iran and all other affected areas.
- Persons who reside or have had close contact with someone who has traveled to one of the countries listed above within the last 14 days.
- Persons who have been diagnosed with, or had had contact with, anyone who has been diagnosed with COVID-19.
- Persons exhibiting severe symptoms of COVID-19, including fever, excessive coughing, or extreme shortness of breath.

Court security officers may deny entry to anyone attempting to enter in violation of these protocols.

If you need to hand-deliver paper documents to the Clerk's office or otherwise enter the building:

If you are represented by an attorney, please contact your attorney.

If you are self-represented, please contact the Clerk's Office at 318-227-3700.

All documents and/or filings will be given to security officers, who will deliver said documents/files to the Clerk's Office. The visitor will be asked to remain in the lobby to await communication regarding the status of the documents/filings.

Use of the Emergency E-Filing Rule and Procedure is strongly encouraged. Details are on the website at la2nd.org, or call the Clerk's Office at 318-227-3700 for assistance. Alternatively, use of Facsimile Filing as permitted under Local Rule 5-1 and Appendix C will be allowed in non-emergency cases; however, prior permission via telephone from the clerk's office is required.

IT IS ORDERED that these restrictions shall remain in place until it is determined to be safe to remove them. Persons who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

Approved by Administrative Court Conference Meeting on March 15, 2020