

STATE OF SOUTH CAROLINA
Administrative Law Court

Ralph K. Anderson, III
Chief Judge

Jana E. Cox Shealy
Clerk



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**MEMORANDUM
HEARING PROCEDURE**
Effective July 10, 2020

In light of COVID-19, in addition to the Administrative Order issued March 13th, the following hearing procedures are going to be in effect:

First, masks will be required in all common areas for all members of the public visiting the Court. During the hearing, people in the gallery will be required to wear a mask at all times. However, unless otherwise ordered by the presiding judge, legal counsel (or a *pro se* litigant) will not be required to wear a mask while addressing the Court during the hearing, nor will witnesses while they are testifying.

Second, the Petitioner(s) is/are limited to a total of ten (10) people in Court Room 1 and a total of five (5) people in Court Room 2/3 at any given time. Likewise, the Respondent(s) is/are limited to a total of ten (10) people in Court Room 1 and a total of five (5) people in Court Room 2/3 at any given time. Judges, in consultation with the clerk's office, may arrange for excess participants to wait in the lobby or other courtrooms. In instances where accommodating excess participants may be difficult, we can schedule a hearing for more than one day to limit the participants each day or have witnesses come into the courtroom at staggered times.