

35th Judicial District Court



Grant Parish Disaster Recovery Plan

The Continuity of Operations Plan describes the personnel and procedures to follow in the event the District Court is rendered partially or fully inoperable due to a disaster. This plan has been developed to minimize the time the Court is unavailable to the public, whether short or long term. We believe the appropriate planning has been put in place to affect this plan.

I. The following individuals have all contributed to this Continuity of Operations Plan:

Name	Agency	Phone
Warren D. Willett	Judge	318-627-3244
Michelle Calk	Judicial Administrator	318-627-3244
James P. Lemoine	District Attorney	318-627-2971
Randall Briggs	Clerk of Court	318-627-3246
Steven McCain	Sheriff	318-627-3261
Sissy Pace	Parish Manager	318-627-3157

II. The Court has alternative physical locations available for use to serve the public in case of a Level I or Level II disaster.

Location	Address	Phone
Grant Parish Police Jury Meeting Room	200 Main Street Colfax, LA 71417	318-627-5471

The Thirty-Fifth Judicial District Court is located within a 45 mile radius of several other District Courts. The Eighth, Ninth, and Twenty-Eighth Judicial District Court have agreed to allow court to operate there, if necessary, in the event of an emergency restricting access to our courthouse.

Court	Name	Title	Phone	Address
28 th JDC	Amy Stapleton	Court Administrator	318-992-8391	Courthouse St. Jena, LA 71342
8 th JDC	Jacque Derr	Chief Judge	318-628-4596	119 W. Main St. Winnfield, LA 71483
9 th JDC	Hope Lefleur	Court Administrator	318-767-2810	701 Murry Street Alexandria, LA 71309

The Court Reporter's records, as well as the Clerk of Court's files, are the most critical. Upon completion, transcripts are filed in the Clerk of Court's Office. The Court Reporter's recordings are located on the second floor of the courthouse, and are movable in case of an

emergency. The Clerk has implemented a system of document imaging to assist in the recovery effort. The Clerk also has an offsite storage facility, as well as an offsite location for their backup records.

The offsite Command Center for the Thirty-Fifth Judicial District Court is Judge Willett's home office.

The central hotline number for emergency messages is (318) 664-0821. This number is published to all employees of the Court.

III. The following individuals are responsible for declaring a disaster and/or Court Closure:

Name	Title
Warren D. Willett	Judge
Randall Briggs	Clerk
Sissy Pace	Parish Manager

Upon signing any Court closure order, it will be filed and certified copies will be sent to:

1. Chief Justice Bernette J. Johnson
Louisiana Supreme Court
400 Royal Street
New Orleans, Louisiana 70130
Phone: 504-310-2340
Fax: 504-310-2339
2. Sandra A. Vujnovich
Judicial Administrator
Louisiana Supreme Court
400 Royal Street
New Orleans, LA 70130
Phone: 504-310-2550
Fax: 504-310-2606
3. Third Circuit Court of Appeals
P.O. Box 16577
Lake Charles, LA 70616-6577
Phone: 337-433-9403
Fax: 337-491-2590
4. President, Louisiana District Judges Association
5. Louisiana State Bar Association
601 St. Charles Avenue

New Orleans, LA 70130-3404
Phone: 504-566-1600

6. Mr. Robert Kennedy
District Defender
P.O. Box 222
Colfax, LA 71417
Phone: 318-627-3255
Fax: 318-627-2432

7. The Chronicle
Phone: 318-627-3737
Fax: 318-627-3019

The announcement will also be posted on the Court's website.

Any closure longer than 48 hours, will be designated a Level II disaster. If the disaster is limited to the second floor of the courthouse, the Court will operate in the Grant Parish Police Jury meeting room. In the event building access is anticipated to be restricted for a more than 48 hours, but less than 6 weeks, the Court will move to Grant Junior High Assembly Building.

In the event building access is restricted for 6 weeks or more, a Level III disaster will be declared. The Court will then move its daily operations to LaSalle, Winn, or Rapides Parish Courthouses.

IV. District Court Teams

A. The Clerk of Court and Sheriff's Team is responsible for assessing what needs to be done in order for the district court to start accepting filings and issuing service.

Team Leader	Title	Alternate Leader	Title
Randall Briggs	Clerk of Court	Tiffany Crain	Chief Civil Deputy

B. The Communications Team is responsible for communicating to the public, media, District Court personnel, and the legal community.

Team Leader	Title	Alternate Leader	Title
James Lemoine	District Attorney	Steven McCain	Sheriff

Team Member	Title	Team Member	Title
Randall Briggs	Clerk	Michelle Calk	Judicial Administrator

C. The Disaster Assessment and Recovery Leadership Team is responsible for the actual declaration of a disaster, determining the actual extent of damage to the facilities, and all disaster recovery coordination efforts. They will oversee all recovery efforts as defined in the Judicial Operations Continuity Plan to ensure a successful recovery effort. They will be the Lead Team and all final decisions about the disaster and following recovery will be made by them. Any deviations or changes to this plan will have to be approved by this team.

Team Leader	Title	Alternate Leader	Title
Warren D. Willett	Judge	James P. Lemoine	District Attorney

Team Member	Title	Team Member	Title
Steven McCain	Sheriff	Sissy Pace	Parish Manager
Robert Kennedy	District Defender		

D. The Technology Recovery Team is responsible for ensuring all computer operations are restored, on or offsite.

Team Leader	Title	Alternate Leader	Title
James P. Lemoine	District Attorney	Keith Maxwell	Dep. Assessor

Team Member	Title	Team Member	Title
Michelle Calk	Judicial Admin.	Randall Briggs	Clerk
Cade Fletcher	Deputy Sheriff		

V. This plan is to be reviewed approximately once per year, and is modified as needed. The key personnel listed in this plan have been trained as to their roles, and understand that this in an ongoing process which is subject to change.

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