



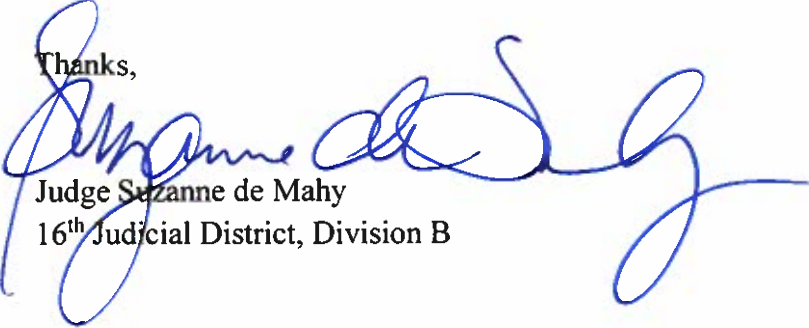
**16<sup>th</sup> JUDICIAL DISTRICT COURT – DIVISION B**  
**COVID-19 POLICIES**  
**(Beginning May 4, 2020)**

**Public Access to Office – Division B (St. Martin Parish Courthouse)**

The office is open to the public; however, access is limited to essential matters. When dealing with anyone from the public (including other court personnel and/or personnel from DA's office or Clerk's Office), they must not be allowed into the judges' chambers (beyond the door located outside of reception area) without prior approval from supervisor. Staff will meet with the person outside of the reception door to gather any documents necessary. Communication can be done through the telecom system at the door. Anytime physical contact or document exchange is done, staff must wear a mask and use the hand sanitizer provided before and after.

Before coming to the office, we request you call 337-394-2216 extension 3 to see if your matter can be handled without in-person visit to the office.

Thanks,

  
Judge Suzanne de Mahy  
16<sup>th</sup> Judicial District, Division B