

## **COVID-19 Municipal Court Operating Plan for Winneconne Municipal Court**

The Municipal Court for The Village of Winneconne submits the following operating plan in compliance with the Wisconsin Supreme Court's Order issued on May 22, 2020 (In re the Matter of the Extension of Orders and Interim Rule Concerning Continuation of Jury Trials, Suspension of Statutory Deadlines for Non-Criminal Jury Trials, and Remote Hearings during the COVID-19 Pandemic).

The municipal court judge has communicated with local representatives/stakeholders regarding "the safe resumption of in-person proceedings". Stake holders consulted : Village Administrator, David Porter; Police Chief, Paul Olson, for security purposes.

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the municipal courts, this municipal court will implement the following protective measures:

A drop box for filings will also be used. We have two drop boxes: One within the court office and one outside of the Village building, which is accessible 24/7. Enhanced signage will be added.

All persons who are present in the municipal court courtroom shall wear a face covering at all times. Exceptions may be made only for a witness, if the court makes a finding on the record that it is necessary to remove the face covering for purposes of determining the credibility of the witness, or for health/ADA concerns.

Masks will be provided to all persons attending a court hearing who do not have one.

Hand sanitizer will be available upon entry and exit of the courtroom and will also be available for staff and counsel.

Signage will be posted on the entrance to the municipal building and courtroom highlighting the precautions required as well as educational information concerning the spread of the COVID-19 virus. Signs will state face coverings are required to be worn at all times, social distancing must be maintained, and the use of hand sanitizer is encouraged.

Social distancing (maintaining a distance of at least 6 feet) will be strictly adhered to. The maximum number of persons permitted in the courtroom has been determined and posted, and in compliance with any county regulations. The maximum capacity will be monitored and enforced by court staff.

Social distancing marks will be designated by tape on the floor.

Any seating will be arranged 6 feet apart. In the courtroom, the counsel tables, witness stand, judge's bench, and clerk and bailiff seating will be arranged in such a way so there is social distancing of at least 6 feet between each space.

Chairs, tables, and surfaces used in the court room will be wiped down with disinfectant cleaner between each appearance. Entrances to the courtroom and municipal building will also be disinfected on a regular basis.

No podium will be used by defendants or attorneys.

Enhanced barriers will be in place where social distancing cannot be maintained.

Over-flow defendants will maintain a distance of at least 6 feet in any large areas outside of the courtroom, or will be directed to remain in their vehicle until summoned by court personnel or court officer.

Enhanced barriers will be in place if any documents are to be exchanged or signatures needed.

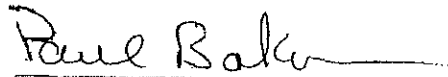
All defendants will be given the opportunity to enter pleas in writing using the court's plea sheet. Defendants may also elect to enter pleas telephonically or by other electronic means.

Those defendants entering not guilty pleas may attend pre-trial conferences telephonically.

The protective measures for in-person appearances, as well as the process for entering a written plea will be posted on the municipal court website.

The municipal court will continue to follow this operational plan until further order by the Chief Judge.

Dated this 28<sup>th</sup> day of May, 2020.

A handwritten signature in cursive script that reads "Paul Baker". The signature is written in black ink and is positioned above a horizontal line.

Paul Baker  
Municipal Judge  
Village of Winneconne Municipal Court