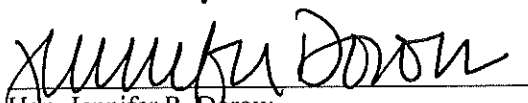


Ordered this 10th day of June, 2020


Hon. Jennifer R. Dorow
Chief Judge

STATE OF WISCONSIN

CIRCUIT COURT
THIRD JUDICIAL DISTRICT

Special Order
20-SO-25 (3)

**IN THE MATTER OF:
APPROVAL OF THE OPERATIONAL
PLAN FOR THE VILLAGE OF
MUKWONAGO MUNICIPAL COURT
PROCEEDINGS**

WHEREAS, The Village of Mukwonago Municipal Court is currently subject to Wisconsin Supreme Court's April 15, 2020 amended order "IN RE THE MATTER OF REMOTE HEARINGS DURING THE COVID-19 PANDEMIC"; and,

WHEREAS, the Municipal Court Judge has submitted to the Chief Judge of the Third Judicial Administrative District, the Operational Plan for the Municipal Court In-person Proceedings; and,

WHEREAS, the Chief Judge of the Third Judicial Administrative District has full administrative authority over the municipal courts in the Third Judicial Administrative District, under SCR 70.20(2), subject to the administrative control of the Wisconsin Supreme Court; and

WHEREAS, the Chief Judge of the Third Judicial Administrative District has the duty, under the Wisconsin Supreme Court's May 22, 2020 order "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", to review and approve the Operational Plan submitted by the Municipal Court or to require that the Municipal Court follow a circuit court's or municipal court's operational plan that the Chief Judge has approved; and,

WHEREAS, the Chief Judge has reviewed the Operational Plan submitted by the Municipal Court In-person Proceedings and finds that it includes requirements for requiring the use of face coverings for all individuals present in the courtroom, appropriate social distancing, plans for sanitation, cleaning, hygiene, and appropriate signage.

THEREFORE, IT IS ORDERED that the Operational Plan for the Village of Mukwonago Municipal Court In-person Proceedings is approved and that the Wisconsin Supreme Court's April 15, 2020 amended order "IN RE THE MATTER OF REMOTE HEARINGS DURING THE COVID-19 PANDEMIC" ceases to apply in that Municipal Court.

**Covid-19 Village of Mukwonago Municipal Court Operating Plan for In-Person
Appearances**

The Village of Mukwonago Municipal Court is anticipating reopening to the public with in-person court sessions commencing on June 17, 2020. Due to the volume of potential appearances for each scheduled court date, the Court has determined that it would be difficult and inefficient to attempt to hold court via videoconferencing. It is, however, the goal of the Court to attempt to conduct as much as possible via telephone conference or email, with the goal to minimize in-person appearances.

In order to provide a safe environment for defendants, attorneys, visitors, court staff, the judge, bailiff, and other individuals entering the municipal court, the Village of Mukwonago Municipal Court has implemented the following procedures:

1 Social Distancing.

- (a) The courtroom and lobby shall have all seating spaced a minimum of 6 feet apart to ensure social distancing guidelines are being adhered to. To the extent there are more people that appear than seats available, the bailiff will obtain the individual's telephone number and have them wait in their vehicle until there is sufficient space to enter the courtroom.
- (b) There will be signage posted reminding all present to maintain social distancing guidelines.
- (c) All check-in procedures will be conducted either at a window with a glass or in a space that ensures proper social distancing.
- (d) It will be the intent of the court to attempt to have all pre-trial conferences conducted via telephone or electronic mail. However, there will result in the necessity to hold in-person pre-trials. On those dates where in-person pre-trials are conducted, defendants will have specific scheduled times in order to ensure there are not large amounts of people waiting for their conference. Additionally, once they are in their conference, there will be sufficient space between the defendant and the prosecutor to ensure social distancing is maintained.

2 Hygiene

- (a) All persons entering the municipal courtroom or any other area (including for pre-trial conference) shall wear a face covering (face mask), unless the Municipal Judge specifically determines on the record that it is necessary for a witness not to wear a face covering during the witness's testimony in order for the judge to weigh the witness's

credibility. All defendants will be provided with notice to bring their own face covering. In the event they do not possess a face covering, one will be provided to them.

- (b) There will be hand sanitizer at the entry of the courtroom, as well as throughout other locations in the building.
- (c) Frequently used surfaces will be cleaned and sanitized
- (d) Defendants will be encouraged to bring their own pens. To the extent they need to use a court provided pen, they will either (i) be allowed to keep the pen; or (ii) the pen will be wiped down with disinfectant before the next use.

3 **Those with Symptoms**

The Court will have a sign posted listing various symptoms of COVID-19. Further, the sign shall instruct anyone who possesses any of these symptoms to leave the court, and contact the court clerk via telephone to schedule a new date.

4 **Collaboration with Village Leaders**

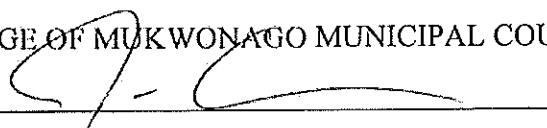
This Re-open Plan has been discussed and reviewed by Municipal Court staff, as well as Village leaders and stakeholders. All have been provided a copy of this Plan and have had the ability to provide input relative to the provisions contained herein.

5 **Website**

The Municipal Court will update its website to ensure that all court proceeding regulations and directives are readily available to be viewed by the public.

Dated this 10th day of June, 2020

VILLAGE OF MUKWONAGO MUNICIPAL COURT



Hon. Joseph A. Abruzzo, Village of Mukwonago Municipal Judge

Approved this 10th day of June 2020



Hon. Jennifer R. Dorow, Chief Judge, Waukesha County, District III