

**IN THE MATTER OF
APPROVAL OF THE OPERATIONAL PLAN
FOR TOWN OF WATERFORD MUNICIPAL COURT IN-PERSON
PROCEEDINGS**

ORDER

WHEREAS, Town of Waterford 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, Judge Jill A. Mitchell has submitted to the Chief Judge of the Second Judicial Administrative District, the Operational Plan for Town of Waterford Municipal Court In-person Proceedings; and,

WHEREAS, the Chief Judge of the Second Judicial Administrative District has full administrative authority over the municipal courts in the Second 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 Second 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 Town of Waterford Municipal Court or to require that the Town of Waterford 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 for Town of Waterford 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; and

IT IS ORDERED that the Operational Plan for Town of Waterford 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 to the Town of Waterford Municipal Court.

Dated the 6 day of July, 2020



MASON A. ROSSELL
Chief Judge

Second Judicial Administrative District of Wisconsin

Operational Plan for resuming in person court proceedings

Town of Waterford Municipal Court

In response to COVID 19 concerns we are implementing the following procedures in an effort to protect the overall health and wellness of our citizens and court staff.

Signage to be posted at entrance requiring all persons to:

1. wear a face mask
2. observe social distancing of a minimum of six feet.

Staff member at door to screen persons regarding:

1. Any known contact with someone with Covid 19 within last 14 days
2. Any symptoms of illness
3. Limiting number of persons in courtroom at any given time.
Number of persons will be limited consistent with the capacity of the room, while observing social distancing, and consistent with the number of persons currently allowed by Town Municipal Government.

Hand sanitizer will be available at entrance and exit to courtroom

Air Conditioning will be in use and outside doors to the courtroom will remain open weather permitting.

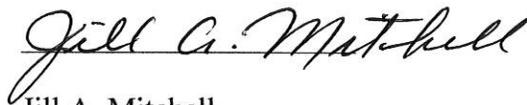
Frequently touched surfaces shall be wiped down with anti-viral wipes

Court Clerk and Bailiff will be protected with a clear Plexiglas shield between them and defendants and/or other persons approaching them.

In an effort to keep the number of in person hearings to a minimum, the court will continue to offer the option of mail/e-mail pleas and telephone pre trials.

The court office will remain staffed during normal business hours for payments and telephone communication.

Dated the 6th day of July, 2020



Jill A. Mitchell
Municipal Court Judge
Town of Waterford