



Wind Point/North  
Bay Municipal  
Court  
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## **Village of Wind Point/North Bay Covid-19**

### **Operational Plan for In-Person Proceedings**

The Municipal Court conducts two court hearings once a month. Initial Appearances are generally held on Tuesdays at 5:30 p.m. Pre-Trials with Village Attorney on held on Thursdays at 5:30 p.m. The Municipal Court typically schedules 75-100 appearances to be heard in a given month. Generally, 30-40 defendants appear for Initial Appearance and 20-30 defendants appear for Pre-Trial dates. To resume in-person court appearances, The Municipal Court intends to implement following guidelines and/or protocols to provide maximum safety of court personnel and the public as it relates to COVID-19 pandemic:

#### **General**

1. Pre-Trial court will be held on Tuesday, June 23, 2020 and Initial Appearances will be held on June 25, 2020. The court will be checking defendants in, requesting a cell phone number and allowing them to wait outside the building or in their vehicle until the Court is ready for their appearance. They will receive a call from the Court Clerk immediately before the time for their appearance.

The Court Clerk has attempted to reach out to each defendant by phone to discuss possible plea agreements prior to court dates to limit the amount of in person appearances.

2. Defendants will stand for their hearing, but chairs will be available by request.
3. There will be marks on the floor to indicate the location that defendants are to stand while waiting for their hearing. These marks will be a minimum of six feet apart. The defendants will be directed into the Court Room once another party has exited. Marked arrows will be on the floor for the direction of exiting the Court Room.
4. Addresses will be verbally confirmed with the defendant and all stipulations/notices will be sent via mail after their hearings to avoid direct contact between the defendant and Court Staff.
5. Payments will not be accepted during Court proceedings. Defendants will be directed and provided instructions on how to pay on-line, by mail or the drop box located at the Village Office. Payment envelopes will be provided, if needed, upon exiting the building.
6. Use of the bathrooms inside of the Court will be discouraged.
7. If the Court Clerk or Court Officer become uncomfortable with any lack of social distancing or adherence to the safety plan, they are required to speak to the Judge immediately. The Court will be in recess, the Court Room front door will be locked, and people in Court Room at that time shall be directed to leave the building by way of the

exit. Court will resume once social distancing can be reimplemented and adherence to the safety plan can occur. If this requires a new date for Court, the Judge shall determine that date and notification shall be made to all defendants, who had not yet made their appearance before the Court, of the new Court date.

### **Health Precautions**

1. The Court Clerk, Judge, Village Attorney and Court Officer will be required to wear a face covering, practice social distancing, and practice appropriate hand hygiene recommendations always.
2. If the Court Clerk, Judge, Village Attorney or Court Officer exhibit any signs of fever, flu or COVID-19 related symptoms, they will not enter the Court Room for any purpose.
3. Signage will be placed outside the Court Room and in the lobby stating that if the defendant has symptoms of COVID-19 that they are to not enter the building.
4. Additional signage will be placed in bulletin area outside of the Court Room and in the lobby informing the public of the new health and safety rules including the availability of hand sanitizer before and after their hearing.

### **Social Distancing**

1. No more than 10 persons to be allowed in courtroom at a time. This includes Court Staff and Court Officer. All others will wait outside or in their vehicles until directed into the building.
2. The Court Clerk and Judge will be seated at least 6 ft apart at the bench.
3. Defendants will appear alone unless they are minor accompanied by a parent or guardian or with an interpreter. All others may wait outside or in their vehicles.

### **Hygiene and Face Covering**

1. Hand sanitizer stations will be available for public to use as they enter and exit the courtroom.
2. All individuals entering the courtroom are always required to wear face coverings.
3. Individuals will be encouraged to bring face coverings with them, but if the individual does not have a face covering, a disposable face mask will be provided by court.

### **Cleaning**

1. Disinfectant wipes or spray will be placed near the door of the courtroom and the bench.
2. Court staff will wipe down the surfaces between every defendant, hearing and at the end of each day the courtroom is used. This includes the bench and court office area.
3. Deep cleaning of the courtroom will be performed after hours.

***This safety plan is subject to modification between now and the first in person court appearance date of June 23, 2020 (depending upon Wisconsin Supreme Court orders, new***

***information about the science of coronavirus, or other health considerations) and will be reviewed following the June 25<sup>th</sup> court session.***

Respectfully submitted,

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Robert W. Keller

Village of Wind Point/North Bay Municipal Court Judge Substitute

\_\_\_\_\_ day of \_\_\_\_\_, 2020

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Jason A. Rosell

Chief Judge

Kenosha County Circuit Court Branch 2