

BY ORDER OF THE COURT



Honorable Mark T. Slate
Circuit Court Judge

FILED

MAR 20 2020

AMY S. THOMA
Clerk of Circuit Court
GREEN LAKE COUNTY, WI

Dated; 3-20-20

STATE OF WISCONSIN

CIRCUIT COURT

GREEN LAKE COUNTY

EMERGENCY RULES REGARDING COVID-19

(Effective immediately until further order of the Court)

Courthouse

The Courthouse will remain open to the public and no limitations shall be placed on the parties, or the public, from attending the Courtroom for open hearings without approval of this Court. The Clerk of Court's office shall remain open to the public, but person to person contact may be limited.

Phone Appearances

All parties and attorneys should appear by phone for all hearings, unless ordered to appear in person by the Court. Those appearing by phone shall;

- Call the Clerk of Court's office at (920) 294-4142 prior to the scheduled hearing.
- Verify the Clerk has a correct phone number.
- The Court will call the parties at the scheduled time.
- Parties should be available up to one-half hour after the time of the hearing.
- If an attorney and their client are appearing together, the client should be with the attorney, or the attorney shall have the ability to conference in their client.

Family law / Divorce Cases

All hearings, except Contempt hearings will be by phone. Please follow the phone appearance outlined above. Stipulated divorce hearings can be held by phone provided each party files a Financial Disclosure Statement and a Marital Settlement Agreement prior to the hearing. Contempt hearings shall be in person, unless approval is given by the Court to appear by phone.

Probate Hearings

Parties and or their attorneys should appear at all hearings by phone unless ordered to appear in person by the Court. Parties should call the Register in Probate at (920) 294-4044 prior to the hearing and follow the above procedures.

Probation Hearings

The defendant and agent shall appear by phone. If the agent cannot appear by phone, they shall file a letter regarding the status of the defendant's probation prior to the hearing.

Child Support / Paternity

Corporation counsel shall appear in person at all hearings. Parties in child support cases shall appear by phone unless ordered to appear in person by the Court. Parties in paternity cases shall appear in person, unless given permission to appear by phone.

Small Claims

All parties should appear by phone, except for debtors in Contempt hearings,

Service of Summons; the Court authorizes service by mail, as allowed under Wis. Stat. 799.12(2), in Eviction proceedings by certified mail as allowed under Wis. Stat. 799.12(3) and Contempt proceedings service must be personally made.

All pleadings shall be in writing. A defendant, or their attorney, must file an Answer, Counterclaim or Affirmative Defense with the Clerk of Court and opposing party at or before the return date, or, if appearing at the return date in person, within 10 calendar days of the return date. Failure to do so may result in a default judgment.

An attorney appearing without the client must have settlement authority.

Civil Cases

All hearings should be held by phone. Please follow the phone appearance outlined above.

Juvenile hearings (Delinquencies and CHIPS)

Parties and their attorneys should appear by phone at all hearings except Dispositional and Sanctions hearings or as ordered to appear in person by the Court. Parties should call the Register in Probate at (920) 294-4044 prior to the hearing and follow the above procedures.

Traffic / Forfeitures Cases

Initial appearances shall be done in writing or by calling the Clerk of Court's Office prior to the court date. Please do not appear in person for your court date. Status hearings shall be by phone.

Criminal Cases

A. Misdemeanor and Criminal Traffic cases

1. If an Authorization to Appear is on file:
 - a. Attorneys should appear by phone for all hearings unless ordered otherwise.
 - b. Defendants do not need to appear at the initial appearance but will be required to complete processing and return the signed bond to the Clerk's office within 14 days.
 - c. Status hearings will be held by phone.
 - d. The defendant is not required to appear at any hearing unless ordered to do so.
 - e. Plea and sentencings, may be done by phone if the defendant agrees and a plea questionnaire is filed prior to the hearing.
2. If an Authorization to Appear is NOT on file:
 - a. Defendants may call in for status hearings.
 - b. Defendant in custody will appear by video.
 - c. All other hearings, or when ordered, defendants must appear in person.

B. Felony cases

1. If an Authorization to Appear is on file:
 - a. Defendants do not need to appear at the initial appearance but will be required to complete processing and return the signed bond within 14 days.
 - b. Status hearings will be held by phone.
 - c. The defendant may appear in person, video or by phone at:
 - i. Pre-liminary hearings.
 - ii. Waiver of pre-liminary hearings.
 - iii. Arraignment.
 - iv. All evidentiary hearings.
 - d. The defendant must appear in person at:
 - i. Plea and/or sentencings.
 - ii. When ordered by the Court to do so.
2. If an Authorization to Appear is NOT on file:
 - a. Defendants may call in for status hearings.
 - b. Defendants in custody will appear by video.
 - c. All other hearings, or when ordered, defendants must appear in person.

C. Defendants in custody

1. Hearings which the defendant is not required to attend, a video will not be set up.
2. Hearings which the defendant needs to appear, a video will be set up.
3. Felony plea and/or sentencings or when ordered by the Court a Writ will be done.
4. If the defendant wishes to appear by video, or in person, at a hearing they, or their attorney, must request it at least one week in advance of the hearing.