
ORDER REGARDING EMERGENCY TEMPORARY MEASURES

The Lafayette County Circuit Court is issuing the attached guidelines to provide procedures and directions for proceedings and essential functions in the Court during the next several weeks. **These Guidelines are Emergency and Temporary Measures ONLY effective from March 16, 2020 to April 17, 2020, or upon further Order of the Court.** At this time, the Lafayette County Courthouse remains open and any change in status will be noticed on Lafayette County website www.lafayettecountywi.org and the Wisconsin Court System website www.wicourts.gov.

The World Health Organization declared a global pandemic of COVID-19 due to widespread infection worldwide. We are monitoring this situation and are committed to open access to our courts and service to the public, and to protect the health and safety of the litigants, judges, court staff, court security, attorneys, jurors, other participants in court proceedings, and all other person in the court facilities.

These guidelines are in place to ensure the continuous performance of the court's essential functions and operations and yet seek to mitigate the risk that our employees, lawyers, litigants, and jurors will be exposed. The guidelines incorporate use of video conferencing and teleconferencing to minimize contact, when appropriate; follow social distancing practices; and suspend non-essential court functions.

All currently scheduled hearings will proceed, unless informed to the contrary by the Clerk of Court or the Court, or suspended or cancelled by the attached Temporary and Emergency Guidelines.

**TEMPORARY AND EMERGENCY GUIDELINES FOR
PROCEEDINGS FOR CRIMINAL CASES**

This coronavirus health situation constitutes good cause for all non-essential proceedings involving any defendant to be rescheduled until after April 17, 2020, or held by telephone or videoconference. **ALL JURY TRIALS BETWEEN MARCH 16, 2020 AND APRIL 17, 2020 ARE POSTPONED AND SHALL BE RESCHEDULED.** The Clerk of Court will be attempting to contact case parties if proceedings will be rescheduled or handled by phone or in writing. Any party may request a hearing to determine the mode and schedule for any proceedings. **THE COURT STRONGLY URGES THE USE OF TELEPHONE AND VIDEO CONFERENCING, AND THE USE OF TELEPHONE CONFERENCE SERVICES. THE USE OF TELEPHONE CONFERENCE SERVICES ASSURES A CLEAR RECORD OF THE PROCEEDING. If a hearing is not rescheduled or advised of an alternative appearance mode, parties are required to appear for their proceedings as scheduled.**

Proceedings involving in-custody defendants, who are not being held on any basis other than the case-at-bar, will presumptively proceed as timely scheduled. Any judge assigned to a case may at the judge's discretion deviate from these guidelines, and each party may request a specific hearing for a ruling on the case schedule. **Preliminary hearing, Plea, and Sentencing Hearings shall be in person, unless the Defendant waives his right to be present in person.**

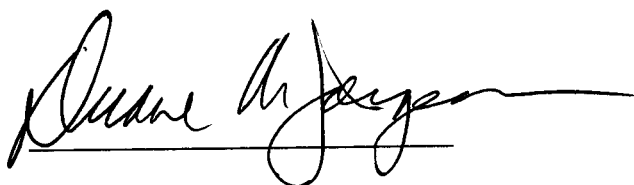
These guidelines apply to all criminal proceedings, including:

- Initial Appearances
- Preliminary Hearings
- Status Conferences
- Scheduling Conferences
- Arraignments
- Bail/Bond Hearings
- Final Pre-trial Conferences
- Plea Hearings
- Motion or other hearings
- Status Conferences before trial
- Trials
- Sentencing Hearings
- Restitution Hearings

For all Plea Hearings, the Plea Questionnaire and Waiver shall be completed prior to any Court hearing and submitted electronically prior to the Court hearing. If a Defendant is pleading to more than

two criminal counts, whether in separate cases or multiple counts in a single case, any plea agreement should be reduced to a written plea agreement, or a letter detailing the specific terms of any plea agreement. Every plea questionnaire shall be accompanied by either an elements of the crime sheet or a copy of the jury instruction for each crime being plead to by the Defendant. Any plea hearing where a plea agreement has been reached on the day of hearing shall be set for a pleaded hearing so that all documents may be electronically filed at least 24 hours in advance of the hearing.

BY THE COURT:

A handwritten signature in black ink, appearing to read "Duane M. Jorgenson", written over a horizontal line. The signature is cursive and extends to the right of the line.

Duane M. Jorgenson

Lafayette County Circuit Court Judge

**TEMPORARY AND EMERGENCY GUIDELINES FOR
CIVIL, SMALL CLAIMS, TRAFFIC AND CIVIL FORFEITURE ACTION
AND FAMILY CASES**

1. All contested matters requiring in-person appearances including jury trials, civil court trials, small claims, contested custody and placement hearings, and any hearing where evidence will be taken by other than telephonic means (including all de novo hearings) are suspended, and shall be rescheduled. The Clerk of the Circuit Court shall schedule these matters as the court calendar permits after the expiration of the Temporary and Emergency Order.
2. Any hearing that can be done by phone will proceed as scheduled, including but not limited to stipulated divorces, name changes, scheduling conferences, status conferences, and no evidentiary motion hearings. Stipulated divorce hearings may be done telephonically if a Marital Settlement Agreement has been filed with the court at least 24 hours in advance of any hearing, along with Financial Disclosures from each party, and for those divorces with children the Certificate of Attendance of the mandatory parenting class shall be filed as well.
3. The Clerk shall set traffic and forfeiture matters where a not guilty plea has been entered for a scheduling conference as the Court calendar permits after the expiration of the Temporary and Emergency Order.