

**ADDENDUM #1 TO ST. CROIX CIRCUIT COURTS ORDER REGARDING  
EMERGENCY TEMPORARY MEASURES:  
IN THE MATTER OF COVID-19 EMERGENCY PROCEDURES  
APPLICABLE TO ALL CASES**

---

**WHEREAS**, the World Health Organization declared a global pandemic of COVID-19 and Governor Evers has declared a public health emergency;

**WHEREAS**, the Wisconsin Supreme Court has entered the following Orders: In re the Matter of Remote Hearings During the COVID-19 Pandemic and In Re the Matter of Jury Trials During the COVID-19 Pandemic on March 22, 2020;

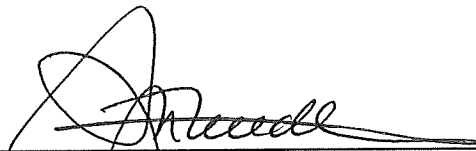
**WHEREAS**, the St. Croix County Circuit Courts are monitoring the situation and committed to open access to our courts and service to the public, and to protect the health and safety of the litigants, judges, court staff and security, attorneys, jurors, and other participants in court proceedings, and all other persons in court facilities;

**NOW THEREFORE, IT IS ORDERED** effective with the date of this Order, that the Order Regarding Emergency Temporary Measures and applicable Guidelines entered by the St. Croix County Circuit Courts on March 16, 2020, are extended through April 30, 2020, or until further Order of the Court.

**IT IS FURTHER ORDERED**, that any provisions of the St. Croix County Circuit Courts' Order that are determined to be inconsistent or contrary to the above referenced Wisconsin Supreme Court Orders of March 22, 2020, are hereby amended and modified to be in conformity as of the date of this Order.

**IT IS FURTHER ORDERED** that this Order is effective during the declared Public Health Emergency, currently extended to April 30, 2020, unless further extended or terminated by Order of the Court.

Dated this 23<sup>rd</sup> day of March, 2020.



---

Hon. Scott R. Needham  
St. Croix County Presiding Judge

**ADDENDUM #2 TO ST. CROIX CIRCUIT COURTS ORDER REGARDING  
EMERGENCY TEMPORARY MEASURES:  
IN THE MATTER OF COVID-19 EMERGENCY PROCEDURES  
APPLICABLE TO SMALL CLAIMS AND EVICTION MATTERS**

---

**WHEREAS**, the World Health Organization declared a global pandemic of COVID-19 and Governor Evers has declared a public health emergency;

**WHEREAS**, the Wisconsin Supreme Court has entered an Order: In re the Matter of Remote Hearings During the COVID-19 Pandemic on March 22, 2020;

**WHEREAS**, the St. Croix County Circuit Courts are monitoring the situation and 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 and security, attorneys, jurors, and other participants in court proceedings, and all other persons in court facilities;

**NOW THEREFORE, IT IS ORDERED** effective with the date of this Order, that all Small Claims appearances, except with reference to actions for eviction, are suspended through April 30, 2020, or until further Order of the Court. Any such matters currently set for a date on or prior to April 30, 2020, will be rescheduled by the Clerk of Courts via written notice. **NO ONE** may appear in person for hearings between now and April 30, 2020, or until further Order, unless it is an emergency matter, with the express advance approval of the Presiding Judge for St. Croix County; it is expected that this will be limited to such things as Requests for Stay of Writs of Restitution.

**IT IS FURTHER ORDERED**, that any individual or entity filing an eviction action as a plaintiff or appearing as a defendant in St. Croix County shall be required to appear at the summons return date **BY TELEPHONE ONLY**;

**IT IS FURTHER ORDERED** that the plaintiff must include a telephone contact number that the Clerk of Courts will use to contact the plaintiff or plaintiff's representative and such individual **MUST BE AVAILABLE** to receive such call during a 30-minute window commencing with the summons return date and time;

**IT IS FURTHER ORDERED** that **ALL DOCUMENTATION** alleging service of process and an appropriate notice of tenancy termination must be either uploaded to CCAP or filed with the Clerk of Courts at least 24 hours before the return date hearing;

**IT IS FURTHER ORDERED** that in addition to service of the eviction summons and complaint as required by law, the plaintiff **SHALL SERVE UPON THE DEFENDANT** a copy of this Order of Emergency Procedures and the Tenant-Defendant's right to **APPEAR BY TELEPHONE** for the eviction return date.

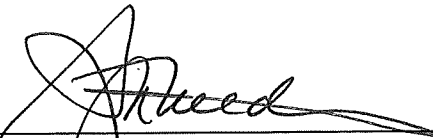
**IT IS FURTHER ORDERED** that any Defendant who wishes to appear on the return shall provide a telephone contact number that the Clerk of Courts will use to contact the defendant or defendant's representative and such individual **MUST BE**

**AVAILABLE** to receive such call during a 30-minute window commencing with the summons return date and time;

**IT IS FURTHER ORDERED** that a failure to follow the Emergency Procedures set forth in this Order shall constitute grounds to **DISMISS AN EVICTION ACTION** without prejudice and without further notice to any entity or individual;

**IT IS FURTHER ORDERED** that this Order is effective during the declared Public Health Emergency, currently extended to April 30, 2020, unless further extended or terminated by Order of the Court.

Dated this 23<sup>rd</sup> day of March, 2020.

  
\_\_\_\_\_  
Hon. Scott R. Needham  
St. Croix County Presiding Judge