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STATE OF WISCONSIN
FOURTH JUDICIAL DISTRICT

415 JACKSON STREET
OSHKOSH, WISCONSIN 54901
(920) 424-0027



August 10, 2020

Chief Justice Roggensack

Director of State Courts Randy Koschnick

BY EMAIL

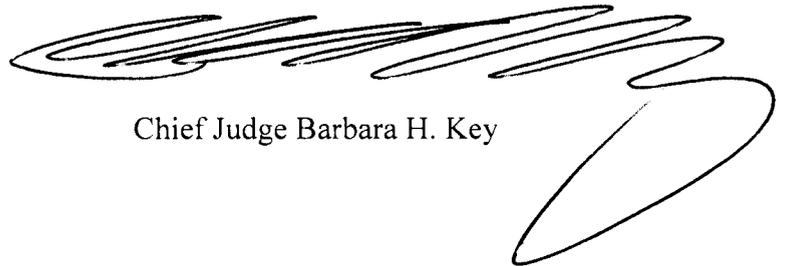
Dear Chief Justice Roggensack and Director Koschnick:

Please find attached the COVID-19 Circuit Court Operating Plan for Green Lake County.

If there is anything else you need or questions you may have, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,



Chief Judge Barbara H. Key

BHK/vmb

cc: Jon Bellows
Hon. Mark Slate Green Lake Co. Circuit Court Judge

COVID-19 Circuit Court Operating Plan for Green Lake County

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the courthouse, Green Lake County will implement the following protective measures:

General

1. The Court has established a stakeholder's committee to discuss and consider the recommendations outlined in the Wisconsin COVID-19 Task Force report.
2. The judge will use reasonable efforts to conduct proceedings remotely.
3. Green Lake County has procured the equipment and supplies deemed necessary to assist in limiting the spread of coronavirus.
4. The stakeholder's committee will meet as often as is needed to adjust this plan as necessary, any changes shall be approved by the Chief Judge.
5. The Court will begin setting in-person proceedings no sooner than August 10, 2020.
6. An addendum to this Operating Plan will be filed with the Chief Judge at a later date concerning jury trials.
7. This Operational Plan shall revoke any previous Covid-19 Court Orders and remain in effect until further Order of the Court.

Court Staff Health

1. The judge and court staff who can perform the essential functions of their job remotely will continue to do so, whenever possible.
2. The judge and court staff will be required to practice social distancing and appropriate hand hygiene recommendations at all times.

Scheduling

1. The Court will try and utilize Zoom and phone conferences when possible.
2. The following court schedule for in-person appearances is established to reduce occupancy in the court building:
 - a. Criminal Court
 - i. Misdemeanor and Criminal Traffic cases; If an Authorization to Appear is on file the defendant is not required to appear at hearings, unless ordered by the Court to do so.
 - ii. Felony cases, the defendant is not required to appear at status hearings, unless ordered by the Court to do so.
 - iii. For defendants who are in custody

1. If a defendant is not required to attend the hearing, a video will not be set up unless the defendant, or their attorney, requests it at least one week in advance of the hearing.
 2. If a defendant is required to attend a hearing, a video will be set up.
 3. Defendants will need to appear in person on all felony plea and sentences unless the defendant waive the right to appear in person.
- iv. Hearings, will be staggered over the course of the day to decrease the number of people in the courtroom at any one time.
- b. Family Law
 - i. Stipulated hearings, including stipulated divorces, may be held by Zoom.
 - ii. Contested hearings shall be in person, unless the Court orders otherwise.
 - iii. Witnesses may appear by Zoom if given permission by the Court.
 - c. Civil hearings and probate hearings will be determined on a case by case basis.
 - d. Juvenile hearings
 - i. All hearings will be in person.
 - ii. Attorneys and their clients may appear by Zoom, if given prior permission.
 - iii. A Guardian ad Litem may appear by Zoom, if given prior permission.
 - e. Small Claims
 - i. Contempt of Court and Eviction hearings shall be in person.
 - ii. Trials shall be in person, but witnesses should appear by Zoom.
 - iii. All other hearings, including Return Dates, should be by Zoom, if possible.
 - f. The following hearings shall be in person:
 - i. Emergency Detention hearings (the subject may appear by video/Zoom)
 - ii. Guardianship hearings (ward and nominated guardians may appear by Zoom)
 - iii. Restraining Orders (witnesses may appear by Zoom, if given prior permission)
 - g. Appearances in all other hearings will be decided on a case by case basis.

Vulnerable Populations

1. Individuals who are over age 65 or individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations.
2. Vulnerable populations, including attorneys and litigants, who are scheduled for court should contact the Clerk of Court to identify themselves as a vulnerable individual so appropriate accommodations based on their needs can be made.

Social Distancing

1. All persons not from the same household who are permitted in the courthouse will be required to maintain adequate social distancing of at least 6 feet.
2. Seating in public common areas has been arranged to allow 6 feet of distancing between chairs. (Some chairs are situated next to each other and are only to be used by persons of the same household.)

3. Conference rooms have had chairs removed to accommodate the required 6 foot distancing requirement. Parties using the room are expected to maintain the 6 foot distance when in a conference room.
4. The gallery of the courtroom has been marked and roped off to identify appropriate social distancing in the seating area. Seating is limited to every other row. Seating will be monitored and enforced by court staff.
5. The media room has been re-designated as the victim room, so the victim in any case will always be assured an area to personally observe and hear court proceedings. Victim may sit in the gallery, but if space is not available may use the victim room.
6. The media will have a permanent seat marked off in the gallery, so the media will always have a spot available for all public hearings. The Court will contact the local news and provide the information as to where they may sit in the courtroom.
7. A HEPA air purifier has been placed in each courtroom and has been placed between counsel tables and the bench.
8. In each courtroom the counsel tables have been arranged in such a way that there is social distancing of at least 6 feet between each table and from all other participants. Counsel tables will be cleaned after a party departs the table.
9. The court reporter area has been moved to the witness stand.
10. The witness stand has been moved to allow viewing from the gallery, the bench, and counsel tables. The witness stand can be accessed by the gallery while still maintaining a minimum of 6 foot perimeter from all participants. The witness stand will be cleaned after each witness leaves the stand.
11. A separate microphone has been placed six feet away from all other areas so a witness, or other participant who needs to address the court for a short period of time, can approach the stand while maintaining a 6 foot perimeter from all other participants. This will not need to be cleaned as long as the microphone is not touched.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrance to the building, in the hallway outside of the courtrooms, in the vestibule of each courtroom, on each counsel table, and on the witness stand.
2. Disinfectant spray and disposable towels have been placed at the clerk's station if needed.

Screening

1. There is only one entrance to the Courthouse for the public and it is staffed by security and health professionals for screening purposes.
2. When individuals attempt to enter the courthouse county staff will ask the individuals if they are feeling feverish, have a cough, shortness of breath, or difficulty breathing, or have been in close contact with a person who is confirmed to have COVID-19.
3. Individuals entering the courthouse will have their temperature taken by an infrared thermometer to determine if the temperature of the individual exceeds 99.9°F.
4. Inmates being transported from the jail to the courtroom will be screened for symptoms of COVID-19.

5. Individuals or inmates who have a fever, indicate yes to any of the above questions, or are observed with symptoms of COVID-19, will be refused admittance to the courthouse.
6. If the person is required to appear in court and has been denied access to the courthouse, the Clerk of Court's office will be notified, and they will confer with the presiding official to see what steps should be taken regarding the individual.
7. Staff who are screening individuals entering the court building will be provided personal protective equipment.
8. Staff will screen themselves when entering the Courthouse using the same protocol as the public. If staff have a fever, indicate yes to any of the above questions, or are observed with symptoms of COVID-19 they should contact their supervisor as to whether or not they should report to work.

Face Coverings

1. All individuals entering the courthouse will be required to wear a face covering.
2. Individuals will be encouraged to bring their own face coverings with them, but if the individual does not have a covering, a disposable face mask will be provided.
3. Those individuals who cannot wear a face covering, due to medical reasons or otherwise, may be permitted to enter the courthouse after consulting with either the county health nurse or their designee, or the presiding court official.
4. The Court has a limited number of face shields available for those who cannot wear a mask.
5. A participant in court may appear without a mask covering if the Court approves it.

Signage

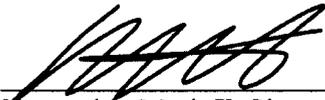
1. Signs regarding court requirements shall be posted outside each courtroom and at the entrance of the courthouse
2. The signs shall contain the following information:
 - a. Face coverings are required in the courtroom.
 - b. Social distancing of 6 feet is required (unless of the same household).
 - c. Litigants not complying with these rules may be deemed absent from court and a warrant may be issued for their arrest, default judgment entered against them, or their case being dismissed.
3. Hand sanitizer locations will have a prominent sign indicating their use for the public.

Cleaning

1. Courthouse cleaning staff will clean the common areas of the courthouse and bathrooms at least daily. If heavy use is noticed, they shall clean the common areas as soon as is possible.
2. Courthouse cleaning staff will clean the courtrooms at the end of each day the courtroom is used. If heavy use is noticed, they shall clean the courtrooms as soon as is possible.
3. Courthouse cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus and have been provided appropriate personal protective equipment.

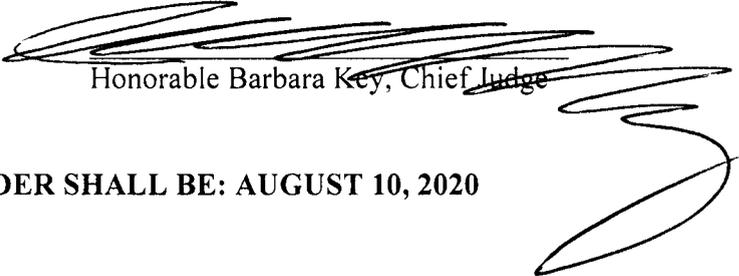
In developing this plan, I consulted with the stakeholder's committee. A list of members on the committee and the frequency at which they will continue to meet is attached to this plan. I will conduct court proceedings consistent with this plan.

Date: 08/06/20



Honorable Mark T. Slate

Date: 8-10-2020



Honorable Barbara Key, Chief Judge

EFFECTIVE DATE OF THIS ORDER SHALL BE: AUGUST 10, 2020

The Green Lake County local Covid-19 Task Force

Bar Association	President Justin Sondalle
Chair County Board	Harley Reabe
Circuit Court Comm.	Hon. John Blazel
Circuit Court Judge	Hon. Mark T. Slate
Clerk of Court	Amy Thoma
Corporation Counsel	Dawn Klockow
County Administrator	Cathy Schmidt
Director Health Services	Jason Jerome
District Attorney	Andrew Christenson
District Court Admin.	Jon Bellows
Emergency Gov't Dir.	Gary Podoll
Family Court Comm.	Hon. Henry Conti
Jail Administrator	Lori Leahy
Maintenance Supervisor	Scott Weir
Public Defender	Jaclyn Shelton
Public Health Depart.	Melanie Simpkins (designee)
Sheriff	Mark Podoll

The secretary for the committee will be the Register in Probate, Casandra Ewerdt.

The Committee will meet by Zoom as often as may be needed.