

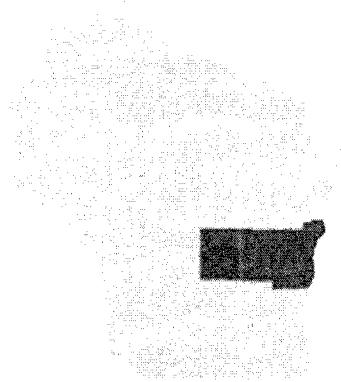
BARBARA H. KEY
Chief Judge
Winnebago County Courthouse
415 Jackson Street
Oshkosh, WI 54901
Telephone: (920) 236-4835
FAX: (920) 424-7795

JOHN A. JORGENSEN
Deputy Chief Judge
Winnebago County Courthouse
415 Jackson Street
Oshkosh, WI 54901
Telephone: (920) 236-4866
FAX: (920) 303-4784

JON J. BELLOWS
District Court Administrator
415 Jackson St., Room 510
Oshkosh, WI 54901
Email: jon.bellows@wicourts.gov
Telephone: (920) 424-0028
FAX: (920) 424-0096

STATE OF WISCONSIN
FOURTH JUDICIAL DISTRICT

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



July 14, 2020

Chief Justice Roggensack

Director of State Courts Randy Koschnick

BY EMAIL

Dear Chief Justice Roggensack and Director Koschnick:

Please find attached an Order Approving Operational Plan, COVID-19 Circuit Court Operating Plan, and Jury Trial Plan Addendum for Sheboygan 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. Edward Stengel, Sheboygan Co. Circuit Court Judge
Hon. Kent Hoffmann, Sheboygan Co. Circuit Court Judge

Hon. Angela Sutkiewicz, Sheboygan Co. Circuit Court Judge
Hon. Rebecca Persick, Sheboygan Co. Circuit Court Judge
Hon. Daniel Borowski, Sheboygan Co. Circuit Court Judge

ORDER APPROVING OPERATIONAL PLAN FOR THE RESUMPTION OF IN-PERSON
PROCEEDINGS AND JURY TRIALS IN SHEBOYGAN COUNTY

WHEREAS: The Wisconsin Supreme Court in light of the COVID 19 pandemic has entered certain orders related to the operations of the Circuit Court regarding in person appearances and jury trials.

WHEREAS: On March 22, 2020, the Wisconsin Supreme Court ordered that although the courts of the State of Wisconsin remain open, all civil and criminal jury trials scheduled to begin before May 22, 2020 are continued and rescheduled by the assigned judge to a date after May 22, 2020;

WHEREAS: on March 22, 2020, and as amended on April 15, 2020, the Wisconsin Supreme Court suspended, until further order of the court, most in-person hearings in the circuit courts, subject to exceptions for certain matters, including those approved by the chief judges of each district, if remote technology is not practicable or adequate to protect constitutional rights of the citizens of Wisconsin;

WHEREAS: On March 31, 2020, the Wisconsin Supreme Court issued Interim Rule 20-02 which suspended statutory deadlines for conducting non-criminal jury trials until further order of the court:

WHEREAS: On May 22, 2020, the Wisconsin Supreme Court ordered that the March 22, 2020 order regarding the suspension of jury trials, that Interim Rule 20-02 regarding suspension of deadlines for non-criminal jury trials, and the April 15, 2020 amended order regarding remote hearings, are extended for each circuit court until that circuit shall have prepared an operational plan for the safe resumption of in-person proceedings and jury trials and the plan shall have been approved by the chief judge of the applicable administrative district;

WHEREAS: On May 22, 2020, the Wisconsin Supreme Court outlined the specific criteria required in each circuit court operational plan as to how that circuit court will conduct in-person proceedings and jury trials so as to reduce to the greatest extent possible the risk of transmission of the virus that causes COVID-19 and that promotes the health and safety of all those present in the courtrooms, jury rooms, and other court related confined spaces of that circuit court;

WHEREAS: On June 26, 2020 the Circuit Judges of Sheboygan County, submitted an operational plan which contains a statement regarding communication with local justice

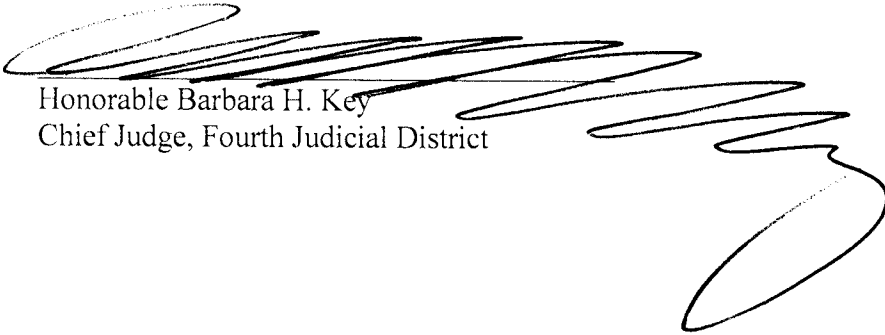
partners regarding the safe resumption of in-person proceedings and jury trials in that circuit court; a requirement that all persons who are present in the courtrooms, jury rooms, and other court-related confined spaces shall wear face coverings, except as authorized on the record by said judge; outlines practices for appropriate sanitation/ hygiene of frequently touched surfaces and the hands of participants; specifies that notices regarding face coverings and availability of hand sanitizer and disinfecting wipes/ sprays in court-related areas will be appropriately posted and noticed; and incorporates many recommendations made in the Final Report of the Chief Justice's Task Force;

THEREFORE IT IS ORDERED:

The operational plan of the Circuit Court of Sheboygan County regarding procedures and practices for conducting jury trials and other in-person proceedings during the 2020 public health emergency and pandemic-COVID 19 is hereby approved and is effective July 15, 2020. All previous orders identified in the May 22, 2020 order of the Wisconsin Supreme Court cease to apply to the Circuit Court of Sheboygan County and that circuit court must continue to follow its operational plan as approved by the chief judge until further notice of the Wisconsin Supreme Court.

IT IS FURTHER ORDERED that the provisions of this order shall be subject to further modification or termination by future orders.

Dated this 14 day of July, 2020.


Honorable Barbara H. Key
Chief Judge, Fourth Judicial District

COVID-19 Circuit Court Operating Plan for Sheboygan County

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts of Sheboygan County will implement the following protective measures:

General

1. The circuit court judges have established a stakeholder committee to discuss and consider the recommendations outlined in the Wisconsin COVID- 19 Task Force report. The members are: Melody Lorge, Sheboygan County Clerk of Courts; Cory Roeseler, Sheboygan County Sheriff, Eugene Wielgosh, Courthouse Security Officer of the Sheboygan County Sheriff's Department; Adam Payne, Sheboygan County Administrator; Vern Koch, Sheboygan County Board Chair; Starrlene Grossman, Sheboygan County Health Officer; Jim TeBeest, Sheboygan County Buildings and Grounds Manager; Paul Callan, Sheboygan County Register in Probate; Joel Urmanski, Sheboygan County District Attorney; Chris Petros, Managing Attorney of the Sheboygan Office of the State Public Defender; Ryan O'Rourke and Susan Schaubel, Sheboygan County Court Commissioners; Steve Steinhardt, Sheboygan County Emergency Management Director; Holly Gerritson, DOC Probation and Parole Supervisor for the Sheboygan Office; Jon Bellows, District Court Administrator; Chris Lewinski, Sheboygan County IT Director; Christopher Domagalski, City of Sheboygan Police Department Chief; Herb Humke and Crystal Fieber, Sheboygan County Corporation Counsel; and Corrado Cirillo, Dwight Darrow and Casey Hoff, Members of the Sheboygan County Bar.
2. Per COVID Task Force Final Report, pg. 12, all judges agree that "All courts should continue to favor remote appearances wherever possible and encourage the broad use of waivers of appearance." Telephonic and Zoom hearings will continue to be utilized when possible. Sheboygan County has been upgrading and improving existing phone and internet technology to facilitate phone conferencing and Zoom hearings.
3. Before calendaring in-person hearings, the stakeholder committee has addressed staffing needs and has procured any equipment and supplies deemed necessary. The Clerk of Courts has procured 10,000 masks and hand sanitizer will be available to all participants. Any needed additional masks will be provided by the Clerk of Courts.
4. The circuit court judges hosted a meeting with the invited stakeholders and have communicated by email regarding "the safe resumption of in-person proceedings and jury trials," per Supreme Court Order dated 5/22/20, pg. 5. The stakeholder committee will continue to meet as needed, maintain communication with the local health authority and the county administrator or his designee on risk

management, and will move through the phases as necessary with any changes in the public health conditions in the county.

5. Judges will begin setting non-essential in-person proceedings consistent with this operational plan no sooner than July 15, 2020 or the date this plan is approved by the Chief Judge of District 4, whichever is later.
6. Per Supreme Court Order dated 5/22/20, pg. 7, "[t]he circuit court shall continue to follow its operational plan as approved by the Chief Judge until further order of this court."
7. Per COVID Task Force Final Report, pgs. 7 & 16, the judges have considered the need for, use, and location of enhanced barriers and have requested the County install plexi-glass barriers between the witness box and the court reporter and the witness box and the jury box in courtrooms where it is necessary to maintain adequate social distancing of 6 feet. Plexi-glass barriers were also requested for counsel tables.
8. Per COVID Task Force Final Report, pg. 14, "[E]fforts should be undertaken to educate the general public about the importance of jury service to the administration of justice and how the safety and well-being of all jurors and participants in the jury trial process are being addressed." The Clerk of Courts with the assistance of the judges will educate and inform the public through local print and television and through the county's website, and to the Sheboygan County Bar Association and its members. This will be done promptly upon the Chief Judge's approval of this plan via press releases, emails, and posting to the county website.
9. Per COVID Task Force Final Report, Appendix B, a letter to potential jurors explaining what measures have been taken to ensure their safety will be sent by the jury clerk when summons are mailed.
10. Per COVID Task Force Final Report, pgs. 4-6, the judges and the local task force have reviewed and considered the availability of staff for the following tasks: cleaning; security; health screening; courtroom coverage. It was the consensus of the local task force that existing staff in the respective offices of the Clerk of Courts, Building Maintenance, and Sheriff's Department is sufficient to meet the requirements set forth in this plan. Additional staff may be requested in the future to monitor ingress and egress. No holding virtual voir dire is expected, but should that arise the judges will require adequate training of existing staff.

Judges and Court Staff Health

1. The judges and court staff who can perform the essential functions of their job remotely will continue to do so, whenever possible.
2. The following procedures have been implemented to monitor the health of the judges and court staff: The court staff and the judges shall self monitor any symptoms they might be experiencing and to the extent they have any mild symptoms of Covid19, which are per the Sheboygan County Health Officer: fever; shortness of breath; cough; sore throat; body/muscle aches; or loss of sense of taste or smell. If so, the Health Officer further recommends judges and staff to call their primary care provider. Staff will be required to self-isolate at home until their test result comes back; if positive they will continue to self-isolate for a period of time as determined by Public Health.
3. Judges and court staff will be required to wear face coverings while in court, and practice social distancing, and practice appropriate hand hygiene recommendations at all times. Please note that masks are mandatory with exception for testimony by judicial order or health/ADA concerns per Supreme Court Order dated 5/22/20, pg. 5, and see the COVID Task Force Final Report, pgs. 8 & 10.

Scheduling

Per the COVID Task Force Final Report, pgs. 12-13, the judges agree to a four-phased approach to return to in-person appearances. After an initial phase has been determined, the judges will review staffing, public health, and facility conditions weekly to determine whether a change in phase is warranted. Depending on local circumstances, such as a sudden increase in COVID-19 cases, it may be necessary to revert to a previous phase until such time as expanded operations are once again warranted. The Clerk of Courts or the judges will inform the local task force and the public when changes are made between phases. Individual branch court schedules will vary by the intake court cycle each judge must preside over and what has already been scheduled on their post-intake calendars. What proceedings will be set first during each of the four below phases will vary by each branch but will be entirely consistent with this operating plan and the phases as recommended and agreed to below.

Phase One: Resumption of limited in-person proceedings (beyond essential and mandatory proceedings, or as required by the Wisconsin or U.S. Constitutions). All courts will continue to favor remote appearances wherever possible and encourage the broad use of waivers of appearance. Phase One will begin no sooner than July 15, 2020 or the date this plan is approved by the Chief Judge, whichever is later. As soon as the safety criteria required in this plan including signs, notices, barriers, sprays, hand sanitizers, wipes, social distancing, masks, infrared thermometers, etc., are in place in the county, the circuit court will resume in person appearances in the following cases:

1. All criminal matters, except jury trials, unless required by the Wisconsin or U.S. Constitutions.
2. Mental commitment and guardianship hearings with time limits.
3. Juvenile proceedings in juvenile delinquency (JV), juvenile CHIPS (JC), juvenile guardianship (JG) and termination of parental rights (TP) cases with time limits.
4. Civil matters as follows:
 - Restraining order proceedings under Ch. 813
 - Family — temporary order hearings if placement is at issue under Wis. Stat. 767.225
 - Family — enforcement of physical placement orders under Wis. Stat. 767.471(5)
 - Family — relocation motions under Wis. Stat. 767.481(2)
 - Time-sensitive small claims proceedings, with special consideration given to the social distancing and limited attendance guidelines as outlined below.

Phase Two: In-person processing of all cases, except jury trials, unless required by the Wisconsin or U.S. Constitutions. Phase Two includes all case categories from Phase One, but would now allow all civil proceedings other than jury trials. All of the safety criteria in this plan will continue to be utilized. As recommended, remote appearances will be utilized to the greatest extent possible.

Phase Three: In-person processing of all cases, including jury trials. All of the safety criteria in this plan will continue to be utilized, in addition to any jury specific safety precautions that are instituted or as set forth in this plan. As recommended remote appearances will be utilized to the greatest extent possible.

Phase Four: Resumption of all cases on an in-person basis with no restrictions. If a public health announcement is made determining that COVID-19 has been suppressed in the state, the processing of all cases may be resumed on an in-person basis without reliance upon the safety criteria for in-person appearances.

JURY TRIALS During All Phases: Per COVID Task Force Final Report, pg. 18, jury trials will proceed on a prioritization basis based on age of the pending case per CCAP case management, statutory or constitutional time limits, type of case with priority of crimes against persons, rights of victims, public safety, status of in-custody defendants considering all reasons for being in custody and at what facility. An alternate jury location, the County Board Chambers, has been approved by the County Administrator for use of jury selection, jury deliberation or other necessary jury trial proceedings. This would allow for greater social distancing. Security, sound, and furnishings are adequate.

JUROR DEFERRAL/EXCUSE POLICIES During All Phases: Per the COVID Task Force Final Report pg. 15, the judges will continue the past practice that all requests from jurors will be forwarded to the judge presiding in the case the juror was summoned to, unless the jury clerk already excused the juror under current practice, i.e. vacations, surgeries ... The Clerk of Courts will implement a standard deferral and excusal policy in light of the COVID-19 pandemic, which will be liberally applied in recognition of juror safety issues and concerns raised by COVID-19. Prospective jurors will be given a letter, from the Clerk of Courts with the notice of the jury summons and on the county's website as to what they should do if someone is experiencing COVID-19 symptoms. The judges will give special consideration to any of the following groups: healthcare workers, elderly/at-risk populations, and people caring for the elderly/at-risk populations, individuals caring for/educating school-aged children at home, or certain essential working groups. Any such consideration will be carefully balanced with the litigants' right to a representative jury panel. Deferral and excusal policies will be carefully considered and clearly outlined so court staff and jurors are aware of these policies for consistent application.

Vulnerable Populations

1. Individuals who are over age 65 and 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 who are scheduled for court will be accommodated by being advised to timely write to the presiding judge if they would like some accommodation, to be excused or have their obligation to appear be postponed.

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. Public common areas, including breakrooms, are closed to the public. Conference rooms will be available only upon request.
3. Each restroom has been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted on each restroom door.

Gallery Courtroom

1. The maximum number of persons permitted in the gallery of each courtroom has been determined and posted. The maximum capacity of the courtroom will be monitored and enforced by court staff.
2. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is social distancing of at least 6 feet between each space. Plexi-glass barriers have been placed between the witness box and the court reporter and between witness box and the jury box in courtrooms where 6 foot separation was not possible.
3. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating area.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building, outside of elevators on each floor, outside of each courtroom, and outside of bathrooms.
2. Disinfectant wipes or spray have been placed near the door of the courtroom, at counsel tables, at the witness stand, on the judges' benches, and in the hallways.
3. Posters outlining appropriate use of masks, hygiene, social distancing, or public safety have been posted in multiple locations on each floor of the court building.

Screening

1. When individuals attempt to enter the courthouse, security 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. Individuals who indicate yes to any of these questions and are required to appear in court shall remain at the security station while the deputy contacts the appropriate court officer for further direction. The Sheriff's Department will also conduct screening regarding the temperature of each individual entering the courthouse and report a temperature equal to or above 100.4 degrees F. If the affected individual is required to appear in court, the appropriate court office will be immediately contacted for further direction.
2. Inmates being transported from the jail to the courthouse will be screened for symptoms of COVID-19 and have their temperature taken prior to transport. Inmates with symptoms or a temperature equal to or above 100.4° F will not be transported to the courthouse.
3. Staff who are screening individuals entering the courthouse will be provided personal protective equipment, including a mask and hand sanitizer and will practice social distancing.
4. Staff who are doing the screening will have a listing of court official phone numbers in order to contact the courts regarding individuals who may have been retained at the security station.

Face Coverings

(Please note that masks are mandatory with exception for testimony or health/ADA concerns per Supreme Court Order dated 5/22/20, pg. 5; COVID Task Force Final Report, pgs. 8 & 10).

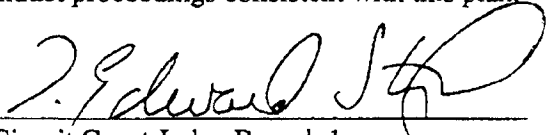
1. All persons who are present in courtrooms, jury rooms, and other court-related confined spaces shall wear a face covering or a face mask, unless a judge specifically determines on the record that it is necessary for a witness not to wear a face covering or face mask during testimony in order for the judge or jury to weigh credibility. Notices regarding this requirement will be posted at the entrance of each courtroom, jury room, and court-related confined space and this requirement will be enforced by the circuit court judges.
2. Individuals will be encouraged to bring a face covering or a face mask with them, but if an individual does not have a cloth face covering, a disposable face mask will be provided.
3. Per Supreme Court Order dated 5/22/20, pg. 5, "...notices regarding this requirement will be posted at the entrance of each courtroom, jury room, and court-related confined space and that this requirement will be enforced by the judge of the circuit court."
4. The Clerk of Courts has procured 10,000 masks and will reorder as necessary
5. If an inmate being prepared for transport to court refuses to wear a mask, the jailor shall immediately notify the court for further direction prior to leaving the jail.

Cleaning

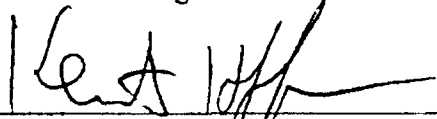
1. Courthouse cleaning staff will clean the common areas of the courthouse so that common spaces are cleaned at least every 24 hours.
2. Courthouse cleaning staff, or with optional assistance from Clerk of Courts staff, or court staff, bailiffs or attorneys will clean the courtrooms between every hearing if possible but also between the morning and afternoon sessions. Cleaning sprays and paper toweling and wipes will be available for any attorney desiring to wipe down counsel table before and after their use. Deputy Clerks of Courts may assist with wiping down the public areas of the courtroom between hearings.
3. Courthouse cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.

We have conferred with all judges of courts with courtrooms in the courthouse regarding this operating plan. In developing the plan, we have consulted with the stakeholder committee. A list of members on this committee and the frequency in which they will continue to meet is included within this plan. We will ensure that the judges of courts with courtrooms in the courthouse covered by this operating plan will conduct proceedings consistent with this plan.

Date: 6/25/2020


Circuit Court Judge Branch 1


Date: 6/25/2020


Circuit Court Judge Branch 2

Date: 6/25/2020


Circuit Court Judge Branch 3

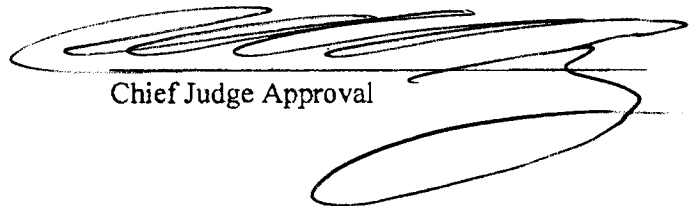
Date: 6/25/2020


Circuit Court Judge Branch 4

Date: 6/26/2020


Circuit Court Judge Branch 5

Date: 7/14/2020


Chief Judge Approval

COVID-19 Circuit Court Operating Plan for Sheboygan County

Addendum: Jury Trial Plan

As an addendum to the operating plan filed with the Chief Judge of the Judicial District this plan is developed to ensure the health and safety of jurors, litigants, attorneys, visitors, court staff, judges, and other individuals participating in jury trials. The courts of Sheboygan County will implement the following additional protective measures related to jury trials:

Recovery Planning and General Education

1. The following efforts will be undertaken to educate the general public on the importance of jury service and the specific precautions taken in the county with respect to public safety and ensuring the safety of jurors during the pandemic: letters of explanation from the Clerk of Courts outlining safety measures; press releases; emails to stakeholder committee; posting to the county website.

Summoning Jurors

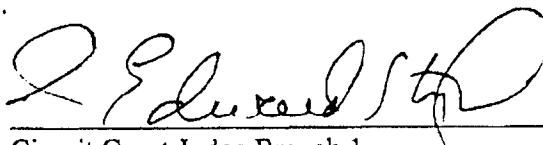
1. Considerations have been made for the safety and wellbeing of jurors. The attached letter was developed and will be sent with the juror summons to each juror.
2. Each judge will address deferral and excusal of jurors taking into consideration the pandemic consistent with the operating plan.
3. The following protective measures are in place for jurors who report to court: See Sheboygan County Covid-19 Operating Plan.

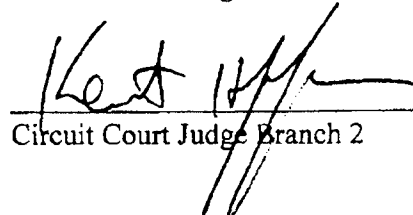
Juror Attendance and Safe Participation

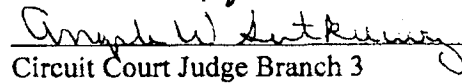
1. The following personal protective equipment will be available to the jurors: masks and individual hand sanitizer.
2. Social distancing of jurors will be enforced through the following strategies: limiting the capacity in the courtroom, marking off spaces 6 ft. apart within the courtroom, reconfiguring the placement of counsel tables, court reporter, witness stand, and/or bench, using an alternate courtroom for additional capacity, installing plexi-glass around the witness stand.
3. The following strategies will be used to reduce the number of people required to report for jury selection: utilize preselection questionnaires, conduct voir dire in sessions based on the capacity of the courtroom that will allow appropriate social distancing, limit or eliminate spectators in the courtroom, utilize 6-person juries upon stipulation, give priority to "strikes for cause" based on juror health and safety concerns.
4. After the jury has been empaneled, the following efforts have been made to accommodate social distancing, but ensure that each juror has adequate sight lines to the witness stand and can hear and see all proceedings: jurors seated outside the jury box will be allowed to stand in order to improve sight lines to the witness stand.

5. Social distancing consideration during trial breaks and deliberations include reconfiguration of the deliberation room, using an alternate room for deliberations, hand sanitizing and bathroom capacity, availability of refreshments: Jurors will have numbered, individual seats and tables in the jury room with individual pump containers of hand sanitizer. The jurors will be split between two jury rooms for lunch when they must remove their masks. Each juror will be given a one time use note pad and sanitized pen.
6. After consultation with the judges, all rescheduled jury trials have been prioritized and will continue to be based on time limits, incarceration status, victim issues, severity of the offense, public safety, and case age.
7. Due to capacity issues within the courtroom, the following accommodations will be given for public view of the proceedings: use of the larger courtrooms, use of the County Board Room, use of remote technology and other measures of the presiding judge on a case by case basis.


We have conferred with all judges with courtrooms in the courthouse regarding this jury trial addendum to the operating plan. Judges will begin conducting jury trials consistent with the operating plan and with approval by the Chief Judge. We will ensure that judges of courts with courtrooms in the courthouse covered by this jury trial addendum will conduct proceedings consistent with the plan and the addendum.

Date: 6/25/2020 
 Circuit Court Judge Branch 1

Date: 6/25/2020 
 Circuit Court Judge Branch 2

Date: 6/25/2020 
 Circuit Court Judge Branch 3

Date: 6/25/2020 
 Circuit Court Judge Branch 4

Date: 6/24/2020 
 Circuit Court Judge Branch 5

Date: 7/14/2020 
 Chief Judge Approval

TO: Prospective Jurors

RE: Your Upcoming Jury Service in the Era of Coronavirus

Dear Prospective Jurors:

This letter is attached to the summons directing you to appear for jury service in Sheboygan County Circuit Court.

Jury trials throughout the State of Wisconsin have now resumed after being suspended due to health concerns related to the Coronavirus pandemic. I want to assure you that every reasonable precaution will be taken to protect the health and safety of the jury, the parties, the lawyers and court staff during jury selection and the jury trial.

So that you won't be surprised when you arrive, please be aware of the following:

1. Each prospective juror will have their temperature taken as they enter the courthouse, to ensure that no one with a fever or elevated temperature is admitted;
2. Until the jury is actually selected, seated and sworn, everyone appearing as a prospective juror will be required to wear a mask. You may wear your own mask when you enter the courthouse. If you do not have a mask, one will be provided to you.
3. The number of people in the courtroom will be restricted to assure at least six feet social distancing between persons at all times.
4. Latex gloves may be worn but are not required.
5. Hand sanitizer will be available to you at multiple locations inside the courthouse, and you may ask court security officers to make it available at your seat, once you are seated in the courtroom.
6. Jurors will be spaced to assure at least six foot distancing between jurors and any attorneys, parties, witnesses, court staff, and members of the public during the trial.
7. Individual lunches will be provided to jurors during the trial, to minimize any travel in and out of the courthouse and to minimize jurors' interactions at local restaurants.
8. Jury deliberations in some of the smaller courtrooms will be conducted in private in the courtroom to minimize juror movement and contact with other people in the areas of the courthouse.

If you:

- a) have been diagnosed by a licensed physician as having Coronavirus anytime within the past 30 days;
- b) are actively caring for a family member or loved one who has tested positive for the Coronavirus, or
- c) are now in self-quarantine status;

you should immediately contact the jury clerk. The clerk may ask you to furnish documentation regarding such from your physician.

The right to trial by jury is one of the cornerstones of our democracy. Jury trials involve sacrifice from those citizens called upon to serve. This has always been true, but it is especially true during these unique and challenging times.

We appreciate your service and recognize the challenges and stresses the pandemic has presented us with. We pledge to take every reasonable precaution to protect your health and the health of the parties, lawyers and court staff during jury trials.

Very truly yours,

Melody Lorge
Clerk of Circuit Court