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**IN THE MATTER OF  
OPERATIONAL PLAN FOR  
VILLAGE OF MARSHALL  
MUNICIPAL COURT****ORDER**

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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 proceedings, subject to exceptions for certain matters, if remote technology is not practicable or adequate to protect the constitutional rights of the citizens of Wisconsin.

WHEREAS, the Wisconsin Supreme Court ordered each municipal court shall submit an operational plan to the chief judge of the applicable judicial administrative district. The operational plan shall include the requirements set forth in the order, reduce to the greatest extent possible the risk of transmission of the virus that causes COVID-19, and promote the health and safety of all those present in the courtrooms and other court-related confined spaces. Supreme Court Order, *In Re the Matter of the Extension of Orders and Interim rule concerning Continuation of Jury Trials, Suspension of Statutory Deadlines for Non-Criminal Jury Trials, and Remote Hearings during the COVID-19 Pandemic* (05/22/20).

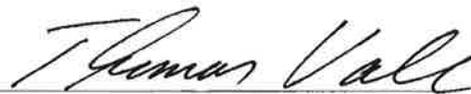
WHEREAS, on June 2, 2020, the Village of Marshall Municipal Court submitted an operational plan to resume in-person court proceedings pursuant to the Wisconsin Supreme Court's May 22, 2020 order. The plan explains the municipal court has communicated with the municipality regarding the protective measures, and requires face coverings for all individuals present in the courtroom, appropriate social distancing, sanitation/hygiene practices, and appropriate signage.

IT IS ORDERED the operational plan for the Village of Marshall Municipal Court is approved.

IT IS FURTHER ORDERED the Wisconsin Supreme Court's April 15, 2020 amended order "In Re The Matter of Remote Hearings During the COVID-19 Pandemic," ceases to apply to the Village of Marshall Municipal Court:

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

Dated this 2<sup>nd</sup> day of June, 2020



Honorable Thomas Vale  
Chief Judge  
Fifth Judicial Administrative District of Wisconsin

## **COVID-19 Municipal Court Operating Plan for Village of Marshall, WI**

The Municipal Court for Village of Marshall, WI submits the following operating plan in compliance with the Wisconsin Supreme Court's Order issued on May 22, 2020 (In re the Matter of the Extension of Orders and Interim Rule Concerning Continuation of Jury Trials, Suspension of Statutory Deadlines for Non-Criminal Jury Trials, and Remote Hearings during the COVID-19 Pandemic).

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

The court has communicated with representatives of the municipality(ies), law enforcement, and clerk about this operating plan and the protective measures that will be implemented for the safe resumption of in-person municipal court proceedings.

The municipal court will use all reasonable efforts to conduct proceedings remotely, and schedule in-person proceedings in a manner that provides an environment for social distancing. A dropbox may also be used.

All persons who are present in the municipal court courtroom shall wear a face covering at all times. Exceptions may be made only for a witness, if the court makes a finding on the record that it is necessary to remove the face covering for purposes of determining the credibility of the witness, or for health/ADA concerns.

Face coverings will be provided to all persons attending a court hearing who do not have one.

Hand sanitizer will be available upon entry and exit of the courtroom, for staff and counsel, (and near any public restrooms?)

Signage will be posted on the entrance to the municipal building and courtroom highlighting the precautions required as well as educational information concerning the spread of the COVID-19 virus. Signs will state face coverings are required to be worn at all times, social distancing must be maintained, and the use of hand sanitizer is encouraged.

Social distancing (maintaining a distance of at least 6 feet) will be strictly adhered to in the courtroom, court areas, and adjacent hallways. Attendance in the courtroom will be controlled and restricted. The maximum number of persons permitted in the courtroom has been determined and posted, and in compliance with any county regulations. The maximum capacity will be monitored and enforced by court staff.

Social distancing marks will be designated by tape on the floor.

Any seating will be arranged 6 feet apart. In the courtroom, the counsel tables, witness stand, judge's bench, and clerk and bailiff seating will be arranged in such a way so there is social distancing of at least 6 feet between each space.

Chairs, tables, door handles, and surfaces used in the court room will be wiped down with disinfectant cleaner between each appearance. Entrances to the courtroom and municipal building will also be disinfected on a regular basis.

No podium will be used by defendants or attorneys.

Enhanced barriers will be in place where social distancing cannot be maintained.

Over-flow defendants will maintain a distance of at least 6 feet in any large areas outside of the courtroom, or will be directed to remain in their vehicle until summoned by court personnel or court officer.

Check-ins will be completed on a verbal basis.

No payments will be accepted. Enhanced barriers will be in place if any documents are to be exchanged or signatures needed.

Anyone entering the court room will be asked COVID-19 specific questions in order to enter.

All defendants will be given the opportunity to enter pleas in writing using the court's plea sheet. Defendants may also elect to enter pleas telephonically or by other electronic means.

Those defendants entering not guilty pleas may attend pre-trial conferences telephonically.

The protective measures for in-person appearances as well as the process for entering a written plea will be posted on the municipal court website.

The municipal court will continue to follow this operational plan until further order by the chief judge.

Dated this 1<sup>st</sup> of June, 2020.

  
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Judge Scott Baumann  
Municipal Judge  
Village of Marshall