

MUNICIPAL COURT FOR TOWN OF LINN
WALWORTH COUNTY, STATE OF WISCONSIN

24 May 2020

Operational Plan for In-Person Court Appearances During COVID 19
Shut Down as Determined by the Wisconsin Supreme Court.

1. Sanitation facilities

The court will have disposable face masks and hand sanitizer available for all persons entering the courtroom.

2. Mask Wearing Mandatory

The wearing of a face mask shall be mandatory for all persons entering the courtroom, including the judge, court staff, attorneys, parties, witnesses and interested members of the public. Any person who refuses to wear a mask shall not be admitted. If a person seeking entry in response to a summons refuses to wear a mask for an intake hearing, that person shall be given one adjourned date for appearance. There will be no adjournment of a trial due to a party, attorney or witness refusing to wear a mask; the trial will proceed without that person participating.

3. Social Distancing

The Town of Linn Chief of Police shall determine and enforce a maximum number of persons to be in the courtroom during court sessions. Additional persons seeking entrance shall be required to wait outdoors (or in parked vehicles) until others have left to maintain the maximum number level. In the courtroom, chairs shall be designated for use with spacing according to an accepted social distancing interval. Defendants, attorneys and witnesses shall remain in each person's designated chair where the bailiff will provide each person who will speak with a hand-held microphone. These devices will be wiped down with one-use sanitizing sheet before being used by another person. Attorneys and their clients may conduct consultations outside the courtroom at their discretion. Chairs designated for use shall be wiped down after the court session has ended.

4. Trial Exhibits

The court will encourage parties to exchange trial exhibits electronically or by mail prior to trial. At time of trial, a table will be designated where marked trial exhibits shall be placed for inspection by one person at a time. The judge will be provided with copies of trial exhibits by the bailiff for inspection on the bench.

5. Ventilation

When practicable, courtroom windows will be open and the overhead fans shall be operating.

6. Pretrial hearings

Pretrial hearings shall be conducted by conference telephone call or other electronic means.

7. Distribution

Following approval of this operational plan by the Second Judicial District Chief Judge, a copy of this plan shall be posted at the public entrance of the courtroom and shall also be posted on the website for the Town of Linn.

Peter B. King
Municipal Judge