

JOINT MUNICIPAL COURT FOR VILLAGES OF
MAZOMANIE AND BLACK EARTH
DANE COUNTY, STATE OF WISCONSIN

02 June 2020

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

Context:

The Joint Municipal Court for the villages of Mazomanie and Black Earth meets the 3rd Monday of every month at 5:30 pm.

1. Sanitation of facilities

The court will have hand sanitizer available for persons entering the courtroom and will clean and sanitize the courtroom prior to court and after court

2. Mask Wearing Mandatory

Signage will be placed outside the door stating the wearing of a face mask shall be mandatory. If defendants do not have a mask, they will be provided a disposable one. 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. Signing In and Handling Payments

A table will be available for people to sign in for court upon entry. One time use Pens/Pencils will be provided for people signing in. A separate table in the courtroom will be placed where late arrivals may sign in. No payments will be taken during court. Envelopes will be available for people to place exact change cash or checks in (as of now we do not take electronic payments). Defendants will place their name and address on these envelopes. These envelopes will be left in a bin untouched for 72 hours. Receipts will be mailed to defendants.

4. Social Distancing

The Village of Mazomanie and/or Black Earth Sheriff's Deputy shall determine the number of persons to be in the courtroom during court sessions. The recommendation for maximum capacity of our building is more than our building can have at a safe distance. To address this, there will be a line for people to socially distance as they progress around the courtroom. This will be done to maintain the 6ft social distancing measure outlined by Dane County's Public Health Department. 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, locations (ie-chairs) shall be marked for use with spacing according to an accepted social distancing interval. Persons leaving the courtroom will exit the building through a different doorway than they entered in order to maintain social distancing in our small building.

5. Trials

Trials will be offered by the court to take place via Zoom or by telephone. If the trial must be held in the courtroom; defendants, attorneys and witnesses shall remain in each person's designated chair. Family members and other persons who cohabituate may sit in adjacent chairs. Attorneys and their clients may conduct consultations outside the courtroom at their discretion. Chairs used during the court session shall be wiped down with sanitizer after the session has ended.

6. 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.

7. Pretrial hearings

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

8. Distribution

Following approval of this operational plan by the Fifth Judicial District Chief Judge (Judge Vale), 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 court website for the Villages of Black Earth and Mazomanie respectively.

9. Addressing Future Social Distancing:

To reduce building foot traffic, as of court on July 20th the sheriff's deputies for villages for Mazomanie and Black Earth will each write a different court appearance time on their citations. The different times will help prevent placing the building at capacity for social distancing. For example our 4 deputies will use the following schedule for their court appearances on their citations:

Officer Kartman - 5:30pm
Officer Vinney - 5:45pm
Officer Keller - 6:00pm
Officer Durah-Jacobs - 6:15pm



Isaiah W. Crowe
Municipal Judge