

MUNICIPAL COURT FOR THE VILLAGE OF FONTANA
WALWORTH COUNTY, STATE OF WISCONSIN

June 9, 2020

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

1. Sanitation Facilities: The court will have alcohol-based hand sanitizer and/or wipes available for all persons entering and present in 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. The judge may when necessary allow a mask to be temporarily removed for purposes of facilitating communication or identification.
3. Social Distancing: The Village of Fontana 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 maintain appropriate social distancing not less than six feet apart outside the courtroom or outdoors (or in parked vehicles) until others have left to maintain compliance with the maximum number level. In the courtroom, chairs shall be marked for use or located with spacing according to an accepted social distancing interval. Defendants, attorneys and witnesses shall remain in each person's designated chair. Family members and other persons who cohabitate 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. Any sign-in system will utilize each pen once, and then placed in a "used pen" bin for disinfecting before any other use. A plexiglass shield shall be placed in front of the court clerk's desk.
4. Document Exchange: The court will encourage parties to exchange any documents electronically or by mail prior to trial. At the time of trial, a table will be designated where documents shall be placed for Inspection/retrieval by one person at a time. The judge will be provided with copies of trial exhibits by the bailiff for inspection. The court clerk will not directly exchange documents, but will utilize the document table for that purpose.
5. Ventilation: When practicable, courtroom windows and doors will be open.
6. Pretrial Hearings: The court will encourage that pretrial hearings 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 Village of Fontana.

Thomas E. Sullivan
Municipal Judge