

**EASTERN DANE COUNTY JOINT MUNICIPAL COURT  
DANE COUNTY, STATE OF WISCONSIN**

**June 1, 2020**

**Operational Plan for In-Person Proceedings During the  
COVID-19 Pandemic**

1. Face Coverings and Sanitation

The court will provide disposable face coverings to all persons entering the courtroom who do not bring their own personal face covering. Hand sanitizer will be available for all persons entering the courtroom. Chairs and tables used during the court session shall be wiped down with sanitizer after the session has ended.

2. Mandatory Wearing of Face Coverings

The wearing of a face covering 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 face covering shall not be admitted. If a person seeking courtroom entry for an initial appearance or follow-up appearance refuses to wear a face covering, that person shall be given one adjourned date for that appearance. There will be no adjournment of a trial due to a party, attorney or witness refusing to wear a face covering; the trial will proceed without that person participating.

3. Social Distancing

The bailiff shall determine and enforce a maximum number of persons to be in the courtroom during court sessions. Persons seeking courtroom entrance in excess of the maximum number shall be required to wait outdoors (or in parked vehicles) until others have left to maintain the appropriate maximum number of persons. In the courtroom, chairs shall be marked for use with spacing according to accepted social distancing intervals. Family members and other persons who cohabit with a defendant may sit in adjacent chairs. Defendants, attorneys, and witnesses shall remain in their designated chairs. Attorneys and their clients may conduct consultations outside the courtroom at their discretion.

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. Pretrial hearings

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

6. Distribution

Following approval of this operational plan by the Fifth Judicial Administrative 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 Eastern Dane County Joint Municipal Court.

***Randi Wind Milsap***  
**Municipal Judge**