
**AMENDMENT TO COVID-19 CIRCUIT COURT
OPERATIONAL PLAN AND JURY TRIAL PLAN
- ROCK COUNTY CIRCUIT COURT**

ORDER

WHEREAS, on May 21, 2021, the Wisconsin Supreme Court terminated the following orders relating to circuit courts' operational plans: In re the Matter of Jury Trials During the COVID-19 Pandemic—Amended (S. Ct. Order issued March 22, 2020; Amended April 15, 2020); and Interim Rule 20-02; and In re the Matter of the Extension of Orders and the Interim Rule Concerning Continuation of Jury Trials, Suspension of Statutory Deadlines for Non-Criminal Jury Trials, and Remote Hearings During the COVID-19 Pandemic (Amended Order) (S. Ct. Order issued October 1, 2020).

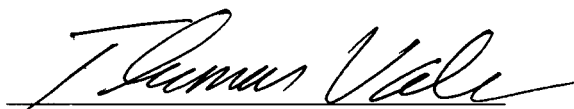
WHEREAS, the Wisconsin Supreme Court “no longer requires that personal masking, social distancing, and sanitizing court facilities be part of any plan for circuit court and municipal court proceedings approved by the chief judge of the applicable judicial district. Instead, circuit courts and municipal courts, with the approval of the applicable chief judge, shall make county-wide decisions about what is in the best interest of circuit court and municipal court operations, respectively. This includes deciding whether or not to continue to require masking, social distancing, and sanitizing court facilities on a county by county basis.”

WHEREAS on June 14, 2021, pursuant to the order of the Wisconsin Supreme Court dated May 21, 2021, the Judges of Rock County Circuit Court have determined it is in the best interest of the circuit court operations to amend their plans and have submitted amended operational and jury trial plans;

IT IS THEREFORE ORDERED the amended Rock County Circuit Court's operational and jury trial plans are approved effective the date of this order. The court shall continue to follow its amended plan until further order of the court.

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

Dated this 15 day of June, 2021.



Honorable Thomas Vale
Chief Judge, Fifth Judicial Administrative District

ROCK COUNTY
COVID-19 Amended Circuit Court Operating Plan
June 9, 2021

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the Rock County Circuit Courts will implement the following protective measures for the safe resumption of in person proceedings.

The Rock County Circuit Court established a stakeholder's committee. Effective upon Chief Judge approval, the Rock County Circuit Court advances to Phase 3 of this Amended Operating Plan.

Committee Members:

- Rock County Presiding Judge Daniel Dillon;
- Rock County Circuit Court Judges Karl Hanson, Derrick Grubb, Jeffrey Kuglitsch, Michael Haakenson, John Wood and Barbara McCrory; Rock County Court Commissioners Jack Hoag, Thomas Kolpien, Steven Meyer and Jodi Timmerman; Circuit Court Office Manager Kris Hoium; District Court Administrator Theresa Owens;
- Rock County Clerk of Courts Jacki Gackstatter, Rock County Deputy Clerk of Courts Lori Bienema, Sue Dahl and Brenda Alton;
- Rock County Sheriff Troy Knudson, Captain Jay Wood;
- Rock County District Attorney David O'Leary and Deputy District Attorney Perry Foltz;
- State Public Defenders Faun Moses and Kelly Mattingly;
- Rock County Administration: Josh Smith (County Administrator), Richard Greenlee (Corporation Counsel), Annette Mikula (Human Resources Director), Brent Sutherland (General Services Director), Marie-Noel Sandoval (Health Department), Melissa Wittwer (Rock County Child Support Agency);
- Rock County Bar Attorneys Bryan Whitehead, Walt Klimczyk, Jeff Livingston, Teresa Arrowood, Phil Brehm, Tim Wellnitz, Matt Roethe, and Gwanny Tjoa

1. GENERAL POLICIES:

A. Continued use of remote technology.

- (1) Rock County Courts continue conducting proceedings remotely.
- (2) Public Access: During Phases 1 and 2, via livestream of proceedings. Court calendars will reflect any in person hearing without livestream access. During Phases 3 and 4, in person.
- (3) Judicial Assistants will notify Victim Witness Office regarding whether hearings will be in-person or held remotely. Notice will include instructions for access to any Zoom and/or livestream proceedings.

B. Before calendaring in-person hearings, the Rock County Board of Judges will have addressed staffing needs and have procured any equipment and supplies deemed necessary.

C. The Rock County Board of Judges will continue to consult regularly, maintain communication with local health authorities and the county office of risk management, and adjust the operating plan as necessary.

D. Judges will begin setting non-essential in-person proceedings no sooner than:

- (1) All Safety Criteria are in place.
- (2) Judges confirm criteria met to move between phases.

2. JUDGE AND COURT STAFF HEALTH POLICIES:

A. Judges and court staff who can perform the essential functions of their job remotely will continue to do so, whenever possible.

B. The following procedures have been implemented to monitor the health of Judges and Court Staff:

- (1) All employees who are feeling sick, regardless of symptoms, should stay home

- (2) Employees who feel feverish or develop a fever (>100.4° F) will not come to work.
- (3) Employees who observe sick co-workers shall inform their Manager or Supervisor.
- (4) Managers and/or Supervisors will send sick employees home, regardless of the symptoms.
- (5) Employees with the symptoms of COVID-19 should follow up with their medical provider and remain in communication with their supervisor about their diagnosis.
- (6) *All employees* should monitor themselves for fever and remain alert for symptoms such as cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. The list of symptoms is not all-inclusive. Other less common symptoms include nausea, vomiting, or diarrhea.

C. Judges and court staff:

- (1) All individuals employed in the Rock County Circuit Court who are fully vaccinated (defined as two weeks after having received all doses of an approved COVID-19 vaccination) are not required to wear face masks;
- (2) All individuals employed in the Rock County Circuit Court who are not fully vaccinated are encouraged to wear a mask;
- (3) Any person employed in the Rock County Circuit Court may wear a mask if desired.
- (4) Practice appropriate hand hygiene recommendation at all times.

D. Protective Measures: Prohibit shareable food and potlucks. Courts and the Clerk shall limit access to breakrooms and kitchenettes if necessary to ensure appropriate sanitation. Appropriate cleaning and sterilizing kits will be available in all common areas for use in cleaning after each us. Judges and Staff will wipe down their respective courtroom work areas after use. No sharing of equipment/work spaces except as necessary to conduct court business. Staff will clean shared workspaces before and after use.

E. Confirmed test in the courthouse:

- (1) Judges and court staff will follow all directives from the County Public Health Administrator (or her staff) if there is confirmation that an individual who tests positive has entered the courthouse.
- (2) At a minimum, any employee or staff member who had close contact with the individual who tests positive will immediately leave the courthouse. Employees who depart the courthouse under these circumstances will work remotely until notified by the county health department that they may return to work.
- (3) The County will conduct a CDC compliant deep cleaning of all affected areas of the courthouse before the public or court staff may return to those areas of the building.

The judges will consult the county administrator and Fifth Judicial District Chief Judge to determine if it is possible or practical to keep the building open and functional during this time.

3. SCHEDULING POLICIES:

See Section 9.

4. PHYSICAL DISTANCING POLICIES:

A. Physical distancing will be maintained in the courthouse as follows:

- (1) Courtrooms.
 - (a) Utilize hybrid hearings (Zoom and in-person) as much as possible allowing court reporters and clerks to work remotely, consistent with county and state employment policies.
 - (b) Establish capacity for each courtroom. Mark chairs and other locations in the courtrooms to maintain physical distancing in the gallery and well. Victims and Defendant's families in criminal proceedings shall have designated areas in the courtroom if they want to attend.

- (c) Arrange the well of the courtroom in such a way to maximize physical distancing for all participants in the proceeding. Purchase and use specialized interpreting equipment (headsets) for litigants who require interpreting services.
 - (d) Bailiffs or other assigned court staff shall monitor and summon litigants and necessary witnesses to the courtroom from a designated location in the courthouse or an outside location when needed.
 - (e) Plexiglas and masks in the courtroom to protect the judge, attorneys, bailiffs, jurors, court staff, and others as deemed necessary for each hearing type.
 - (f) Utilize the larger courtrooms for in-person hearings.
 - (g) Use video and teleconferencing when possible (i.e.: criminal and juvenile intake, probate, mental commitments, family law temporary hearings, uncontested guardianships, pretrial and scheduling conferences, child support agency cases). Eliminate and/or stagger all proceedings in which large groups congregate (i.e.: calendar calls, evictions and small claims).
 - (h) Maintain public access via Wisconsin court system's livestreaming platform.
- (2) Common areas (security, hallways, elevators, stairways).
- (a) Post signs encouraging physical distancing, mask wearing and hand washing in hallways, bathrooms and elevators. These signs shall be in the English and Spanish languages.
 - (b) Bailiffs shall monitor calendars to summon litigants and necessary witnesses to the courtroom when needed.
 - (c) Judges and commissioners will coordinate calendars to minimize the number of in-person hearings in the courthouse at any given time, giving specific attention to Floor 3R as an area of concern. Stagger times for in-person hearings, if necessary.
 - (d) Cooperate with other governmental and court operations offices (child support, clerk of courts, probate) to minimize the number of

non-employee persons coming to these offices in any restricted phase.

5. HYGIENE POLICIES:

- A. Place hand sanitizer dispensers at entrances to the building (including front and back/employee entrance), elevators on each floor, courtrooms, and hearing rooms, and in bathrooms and courtrooms (near counsel tables).

- B. Place disinfectant wipes or spray in the following locations:
 - (1) Near the door of the courtroom,
 - (2) At counsel tables,
 - (3) At the witness stand,
 - (4) On benches,
 - (5) At both entrances (general public and employee),
 - (6) In the hallways.

- C. Post flyers outlining appropriate hygiene, physical distancing, or public safety in multiple locations on each floor of the court building. Postings are in English and Spanish.

- D. If available, install Bipolar Ionization Units to the HVAC system and/or purchase and place individual HEPA air purifiers in courtrooms and jury room.

6. SCREENING POLICIES:

- A. Post signs with recommended health related questions at security screening station. If an individual answers “yes”, and is attending a court appearance, security will contact the appropriate court to determine whether the person is excused from attendance. Court personnel will provide screeners with phone numbers. If Rock County institutes temperature screening, an individual whose temperature equals or exceeds 100.4°F will be refused admittance to court proceedings, and the Clerk of Courts’ office.

- B. Sheriff's staff will screen inmates prior to transporting them from the jail to the courthouse. Inmates with symptoms or a temperature equal to or above 99.6° F will not be transported to the courthouse.

7. FACE MASK POLICIES:

- A. All individuals appearing or employed in the Rock County Circuit Court who are fully vaccinated (defined as two weeks after having received all doses of an approved COVID-19 vaccination) are not required to wear face masks.
- B. All individuals appearing or employed in the Rock County Circuit Court who are not fully vaccinated are encouraged to wear a mask
- C. Provide a face mask to individuals who are required to be in the court building for a judicial proceeding.
- D. Any person appearing or employed in the Rock County Circuit Court may wear a mask if desired. Witnesses testifying in court may be required to remove masks by the judge or court commissioner presiding at the hearing.

8. CLEANING POLICIES:

- A. Bailiffs will supervise the cleaning of counsel table and chairs surfaces after every hearing. Attorneys will be required to clean their own area when completed with their court proceeding.
- B. Courthouse cleaning staff will clean the courtrooms and common areas periodically, including at the end of each day the courtroom is used.
- C. Courthouse cleaning staff use cleaning supplies shown to be effective with this coronavirus.

- D. Train courthouse-cleaning staff on proper cleaning techniques and provided appropriate personal protective equipment.

9. ROCK COUNTY CIRCUIT COURT OPERATIONAL PLAN BY PHASES

The Rock County Board of Judges has adopted a phased approach to returning to full in-person court operations in a safe, responsible manner.

The Judges will periodically review staffing, public health, and facility conditions to determine whether a change in phase is warranted. Depending on local circumstances, such as a sudden increase in COVID-19 cases, it may be necessary to revert to a previous phase until such time as expanded operations are once again warranted. The Rock County Board of Judges will review staffing, public health, and facility conditions as needed.

Before conducting any in person hearings the following safety criteria and physical requirements shall be in place:

- (1) Signage and floor markings for physical distancing measures. (See Sections 4-7 above).
- (2) Enhanced Barriers. Erect Plexiglas (or similar material) dividers between the public and court staff, and between individuals participating in in-person courtroom proceedings where acceptable physical distancing cannot be maintained. This includes customer service counters in the clerk's office, as well as throughout the courtrooms/hearing rooms to protect judges/commissioners, court clerks, testifying witnesses, court reporters, parties at counsel tables, and jurors as necessary.
- (3) Air Purifying Equipment. In consultation with the Rock County facilities director and Courthouse facilities staff, install bipolar ionization filters in Courthouse HVAC system. Adjust air circulation to maximum effect. If recommended by Courthouse facilities management, install HEPA grade portable air purifiers.
- (4) Health screening equipment. (See Section 6).

- (5) Personal Protective Equipment (See Section 7).
- (6) Cleaning/sanitizing agents. (See Section 8).
- (7) CCAP-Provided Touchscreen Kiosk and Public Access Computers. Place Sanitizing wipes and a trash receptacle at the CCAP kiosk and public access computers. Post signs requiring users to wipe the screen before and after use. If supplies are not sufficient or members of the public do not comply with use requirements, the CCAP kiosk and/or public access computers will be deactivated.
- (8) Physical/Social Distancing Measures. (See Section 4 above).

A. PHASE ONE: NO IN-PERSON PROCEEDINGS

- (1) Summary: Conduct all hearings remotely. Under exceptional circumstances, the chief judge of the Fifth Judicial District may approve in-person appearances with sufficient safety and hygiene measures in place.

- (2) Criteria. This phase will start or resume when the
 - (a) State of County government issues a stay at home or safer at home order, or a Wisconsin Supreme Court order requires it.

- (3) Actions.
 - (a) Conduct all court appearances, except jury trials (addressed by separate plan), via Zoom and livestreaming.
 - (b) Allow limited in-person court appearances upon the Fifth Judicial District chief judge's approval. Specific health and safety measures must be approved and implemented prior to the in-person hearing. To the extent possible, court staff will appear for the hearing by zoom. The hearing must still be livestreamed for public access.
 - (c) Judicial Assistants (JAs) and the Clerk will notify all attorneys and litigants to appear via Zoom, and provide instructions. Attorneys and litigants will provide Zoom instructions to witnesses. JAs will provide courthouse security staff with court calendars, Zoom information for attorneys/parties, and livestream information for public access.
 - (d) Security staff will inform everyone entering the Courthouse that no in-person hearings are being held. They will provide Zoom and/or livestream information. Security staff will contact the appropriate JA with any issues.
 - (e) Board of Judges will consult regularly to examine further measures that may be needed.

B. PHASE TWO: LIMITED IN-PERSON PROCEEDINGS

- (1) Summary: Conduct most hearings remotely. Judges and commissioners *may* hold certain critical hearings in-person, but will whenever possible grant requests of individuals to appear remotely and make such arrangements.

- (2) Criteria. This phase will start or resume when the Rock County Circuit Court judges determine:
 - (a) Limited in-person hearings may be conducted safely in compliance with any State or County stay at home or safer at home order and/or any Wisconsin Supreme Court order.
 - (b) At least two weeks' worth of Cleaning, hygiene, and face mask supplies are on hand and can be replenished on a reliable and timely basis.
 - (c) Courtrooms have been marked for physical distancing (see Section 6, above) and/or Plexiglas (or similar) barriers have been installed.

- (3) Actions.
 - (a) The following types of hearings *may* be held in-person:
 - i. Plea and sentencing hearings;
 - ii. Juvenile case disposition hearings;
 - iii. Injunction hearings;
 - iv. Family law matters involving contested issues related to placement and/or custody;
 - v. Mental commitment and guardianship hearings with time limits;
 - vi. Juvenile proceedings in juvenile delinquency (JV), juvenile CHIPS (JC), juvenile guardianship (JG) cases and termination of parental rights cases with time limits;
 - vii. Cases involving interpreters;

- viii. Contested hearings involving extensive exhibits;
 - ix. Time-sensitive small claims proceedings, with presiding judge's approval;
 - x. If the judicial officer presiding directs an in-person hearing, any attorney/party/witness may request to appear by video conference or telephonic means. The judicial officer presiding will grant such requests whenever possible. Alternatively, the presiding judicial official may order that appearance at the hearing be in-person or by Zoom at the option of each participant (this is sometimes referred to in this plan as a "hybrid" type of appearance).
- (b) Conduct all other court appearances via Zoom. Maintain public access through livestreaming. A(n) attorney/party/witness may appear in-person in the courtroom only with the prior approval of the judicial officer presiding.
 - (c) To the extent possible, court staff will appear for hearings by Zoom.
 - (d) Judges, JAs, and the Clerk will closely coordinate and monitor the court calendars to minimize the total number of in-person or hybrid hearings scheduled to begin at the same time and to minimize the number of people entering the Courthouse each morning and afternoon. Judges, JAs, and the Clerk will schedule in-person and hybrid hearings to maximize use of video equipment in those Courtrooms A, B, C, and D, in order to allow the greatest flexibility for participants to appear by Zoom or in-person.
 - (e) JAs and the Clerk continue to make Zoom and livestream instructions available for every case, and notify participants how they are to or may appear for each hearing.
 - (f) Security staff will continue to make Zoom and livestream information available to people entering the courthouse. JAs will

provide security staff with daily calendars reflecting which hearings are in-person/hybrid and which are Zoom/remote only.

(g) Board of Judges will consult regularly to examine further measures that may be needed.

C. PHASE THREE: IN-PERSON APPEARANCE AVAILABLE FOR MOST CASES

- (1) Summary: Judges and commissioners *may* hold all hearings in-person. The use of remote or hybrid hearings is still encouraged. If hearings are not held with a remote option available for individuals, the judge or commissioner will whenever possible grant individual requests to appear remotely and make such arrangements.
- (2) Criteria. This phase will start or resume when the Rock County Circuit Court judges determine:
 - (a) Most hearings may be safely conducted in person, in compliance with any State or County stay at home or safer at home order and/or any Wisconsin Supreme Court order. At least four weeks' worth of cleaning, hygiene, and face mask supplies are on hand and can be replenished on demand.
- (3) Actions.
 - (a) All court hearings *may* be held in-person. Each judicial officer presiding will determine which hearings will be held in-person, with a remote option, or by remote means only.
 - i. If the court orders an in person hearing, any attorney/party/witness may request to appear by video conference or telephonic means. The judicial officer presiding will grant such requests whenever possible. If a hearing is ordered to be held in-person, public access is presumptively by physical attendance in the courtroom.
 - ii. The presiding judicial official may order that appearance at a hearing be in-person or by Zoom at the option of each participant (this is sometimes referred to in this plan as a

“hybrid” type of appearance). Public access is presumptively by physical attendance in the courtroom, but the court may offer public access by livestreaming.

iii. If the presiding judicial officer orders that appearance at a hearing be remote only, via Zoom, public access will be maintained by livestreaming.

iv. Jury trials shall be conducted as defined in a separate plan.

(b) The following appearances in all criminal cases, shall unless ordered otherwise by the judge or court commissioner presiding over the hearing, be held remotely through Zoom videoconferencing:

i. Initial appearance;

ii. Waivers of preliminary hearings;

iii. Competency hearings;

iv. Extending time for preliminary hearings or speedy trial demands;

v. Non-evidentiary hearings (status conference, calendar call, bail/bond hearing, review hearing, probation review hearing, extradition hearing, etc.).

(c) The following appearances in all criminal cases shall be held in person, unless the defendant waives physical presence:

i. Arraignment;

ii. Evidentiary hearing;

iii. All aspects of jury trials;

iv. Pronouncement of judgment;

v. Imposition of sentence.

The judge or court commissioner shall follow the requirements of law in exercising discretion to permit attorneys and witnesses to appear remotely when the defendant does not waive his/her physical presence in the courtroom.

- (d) Small claims and traffic matters shall be heard remotely by Zoom videoconferencing, unless ordered otherwise by the judge or court commissioner presiding over the hearing.
- (e) Public access shall be presumptively in-person at the Courthouse, but the courts may continue to use livestreaming to enhance public access.
- (f) With approval of the judicial officer presiding, court staff may appear for hearings by Zoom.
- (g) Judges, commissioners, JAs, and the Clerk will closely coordinate and monitor the court calendars to minimize the total number of in-person or hybrid hearings scheduled to begin at the same time and to minimize the number of people entering the Courthouse each morning and afternoon. Judges, JAs, and the Clerk will schedule in-person and hybrid hearings to maximize use of Courtrooms A, B, C, and D, in order to allow the greatest flexibility for participants to appear by Zoom or in-person.
- (h) Security staff will continue to make Zoom and livestreaming information available to people entering the courthouse. JAs will provide security staff with daily calendars reflecting which hearings are proceeding with a Zoom/livestream option.
- (i) Board of Judges will consult regularly to examine further measures that may be needed.

D. PHASE FOUR: IN-PERSON APPEARANCE REQUIRED FOR ALL CASES

- (1) Summary: Conduct all hearings in person. Requests for the use of remote hearings or remote individual participation will only be granted as allowed by sec. 807.13, Wis. Stat. or other applicable statute or rule.
- (2) Criteria. This phase will start or resume when the Rock County Circuit Court judges determine no extraordinary measures are further required in response to the COVID-19 pandemic.
- (3) Actions.
 - (a) Conduct all court hearings in person. Limit remote appearances and hearings to those allowed under statute or local court rule.
 - (b) In custody defendants shall appear remotely by Zoom for initial appearances, preliminary hearings, status conferences, extradition hearings, and calendar calls.
 - (c) Public access shall be in-person at the Courthouse, but the courts may continue to use livestreaming to enhance public access.
 - (d) Board of Judges will consult regularly to examine further measures that may be needed.

This amended plan is approved by the Rock County Circuit Court judges as of June 9, 2021.

electronically signed by
Hon. Daniel T. Dillon
Presiding Judge and Branch 4

electronically signed by
Hon. Michael A. Haakenson
Circuit Court Judge, Branch 5

electronically signed by
Hon. Karl R. Hanson
Circuit Court Judge, Branch 1

electronically signed by
Hon. John M. Wood
Circuit Court Judge, Branch 6

electronically signed by
Hon. Derrick A. Grubb
Circuit Court Judge, Branch 2

electronically signed by
Hon. Barbara W. McCrory
Circuit Court Judge, Branch 7

electronically signed by
Hon. Jeffrey S. Kuglitsch
Circuit Court Judge, Branch 3

APPENDIX A

ELEVATOR SOCIAL DISTANCING MAXIMUM OCCUPANCY

ELEVADOR DISTANCIAMIENTO SOCIAL OCUPACION MAXIMA

The sign features a large black number '2' on a blue background. To its right are two white human icons and the word 'PEOPLE' written vertically in black. Below the icons is the text 'DOS PERSONAS' in yellow. The central white panel contains the text 'PLEASE FACE THE WALLS WHILE INSIDE THE CAR' in black. This text is flanked by two circular icons: the left one has a yellow arrow pointing left and the text 'FACE HERE' and 'VER HACIA AQUI' around it; the right one has a yellow arrow pointing right and the text 'FACE HERE' and 'VER HACIA AQUI' around it. At the bottom of the white panel, the Spanish instruction 'POR FAVOR POSICIONARSE DE CARA A LA PARED MIENTRAS ESTE DENTRO DE LA CABINA' is written in black.

2 PEOPLE
DOS PERSONAS

PLEASE FACE THE WALLS WHILE INSIDE THE CAR

FACE HERE
VER HACIA AQUI

FACE HERE
VER HACIA AQUI

POR FAVOR POSICIONARSE DE CARA A LA PARED MIENTRAS ESTE DENTRO DE LA CABINA

ELEVATOR SOCIAL DISTANCING MAXIMUM OCCUPANCY

ELEVADOR DISTANCIAMIENTO SOCIAL OCUPACION MAXIMA

The sign features a large black number '3' on a blue background. To its right are three white human icons stacked vertically, with the text 'TRES PERSONAS' below them. Further right, the word 'PEOPLE' is written vertically in large black letters. The central white area contains instructions in English and Spanish, flanked by two circular icons with yellow arrows pointing towards the walls. At the bottom center is a circular icon with a yellow arrow pointing down towards the door.

3 PEOPLE
TRES PERSONAS

FACE HERE
VER HACIA AQUI

PLEASE FACE
THE WALLS
WHILE INSIDE
THE CAR

FACE HERE
VER HACIA AQUI

POR FAVOR POSICIONARSE DE CARA A LA PARED
MIENTRAS ESTE DENTRO DE LA CABINA

FACE DOOR
VER HACIA LA PUERTA

Rock County

IMPORTANT: IMPORTANTE: Before Entering... ANTES DE ENTRAR...



Please wear a face covering and exit the building immediately if you have any of the following:

POR FAVOR UTILICE UN CUBREBOCA Y SALGA DEL EDIFICIO INMEDIATAMENTE SI TIENE ALGUNO DE LOS SIGUIENTES

✓ **Cough**
TOS

✓ **Chills**
ESCALOFRIOS

✓ **Fever
(100.4° F or higher)**
FIEBRE (100.4° F O SUPERIOR)

✓ **New loss of taste
or smell**
PERDIDA DEL GUSTO U OLFATO

✓ **Shortness of breath**
DIFICULTAD PARA RESPIRAR

✓ **Muscle pain**
DOLOR MUSCULAR

✓ **Headache**
DOLOR DE CABEZA

✓ **Sore throat**
DOLOR DE GARGANTA

✓ **Repeated shaking
with chills**
TEMBLORES CON ESCALOFRIOS

✓ **Contact with ill
COVID-19 patient**
CONTACTO CON PACIENTE
CON COVID-19

If you are required to appear in court and must leave, please leave your name with the deputy who will advise the court accordingly.

SI SU PRESENCIA ES REQUERIDA EN CORTE Y DEBE SALIR, POR FAVOR DEJE SU NOMBRE CON EL OFICIAL QUIEN INFORMARA A LA CORTE.



ROCK COUNTY
COVID-19 Amended Jury Trial Operating Plan
June 9, 2021

Recognizing the need to ensure the health and safety of litigants, jurors, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the Rock County Circuit Courts will implement the following protective measures for the safe resumption of jury trials (this plan is referred to herein as the “Jury Trial Plan”).

1. GENERAL POLICIES

- A. Except as otherwise provided in this Jury Trial Plan, all jury trials conducted in Rock County Circuit Courts shall comply with the provisions of the Rock County Operating Plan.

- B. Jury trials may continue during any phase of the Rock County Operating Plan, unless suspended by order of the Supreme Court or adjourned on a case-by-case basis by the judge presiding over the trial. In the exercise of discretion, judges will balance the delivery of prompt justice, efficient and effective presentation of evidence, and the health and safety of all participants in a trial.

- C. While the Rock County Operating Plan is in Phases 1, 2, or 3, health and safety precautions will be discussed by the court and counsel/parties at a pretrial conference. The Rock County Circuit Court advances to Phase 3 of the Rock County COVID-19 Circuit Court Operating Plan, upon approval of the Rock County Operating Plan.

- D. Rock County Circuit Courts will use physical distancing and other measures recommended by the county Health Department (referred to as “safety configurations”).

2. JUROR SUMMONS AND VOIR DIRE

- A. During Phase 3 of the Rock County COVID-19 Circuit Court Operating Plan, and for trials on or after August 1, 2021, a revised juror summons letter will still provide an elective six-month deferment from jury service upon request. The letter will identify the updated safety measures implemented by the court.
- B. Once summoned for jury service, persons wishing to be excused from jury service because of any medical condition or concern related to the COVID19 pandemic must provide a written explanation from their medical provider that establishes the necessity of relief from jury service.
- C. During Phases 1, 2, and 3 of the Rock County Operating Plan, only one jury pool will be brought to the courthouse at a time for jury selection.
 - (1) Potential jurors will be summoned for two weeks of service. If a juror is selected for service on a jury that is sworn, the juror shall be excused from further service.
 - (2) The Clerk of Courts office will provide potential jurors a specific time to report for jury selection; report times will be staggered with small groups to prevent congestion. Potential jurors must remain in their vehicles until their report time.
 - (3) *Voir dire* may be conducted in the JAR, courtroom, or other location depending upon the number of potential jurors needed, safety configurations, access for press and public, and any other requirements based on the needs of case. If all potential jurors cannot fit into the selected location for *voir dire*, then the court may conduct *voir dire* in successive sessions or video link.
- D. During Phase 4 of the Rock County Operating Plan, no extraordinary measures, such as those listed above, are required, unless a judge determines such measures should be used, on a case-by-case basis.

3. CONDUCT OF THE TRIAL

- A. The following personal protective equipment will be available to jurors, witnesses, and victims: face masks and hand sanitizer (refills available upon request).
- B. Courtroom K, at the Rock County Job Center, is added for jury selection and trial use. All courtrooms will be utilized as the Board of Judges determine that all safety concerns are met consistent with the Jury Trial and Operating plans. After August 1, 2021, Courtroom K of the Rock County Job Center is available only upon the prior request of a judge. Otherwise, jury selection and trial will take place at the Rock County Courthouse as of and after August 1, 2021.
- C. Courtroom Configuration
 - (1) Seating in the gallery will be designated for victims and the media as needed. The remainder of the gallery will be available to the public. This will be accomplished using safety configurations.
 - (2) Counsel will coordinate seating arrangements with the bailiff for family of litigants.
 - (3) The Victim Witness Office will coordinate seating arrangements with the bailiff for victims.
 - (4) If, after considering all safety configurations, a court determines there is not enough room for public, media, or other individuals, a satellite viewing area will be used.
- D. Jurors will have assigned seating in the deliberation room throughout the trial. The seats will be compliant with safety configurations.
- E. Individually packaged snacks will be provided for the jurors. The court will coordinate with the County's contract cleaning service to ensure restrooms are

cleaned and sanitized during the day, without disruption to the trial. Jurors will be provided hand sanitizer and other sanitizing products for use in the restrooms if desired.

- F. Members of the jury pool and those selected for service on a jury shall wear masks, notwithstanding the amended provisions of the Rock County COVID-19 Circuit Court Operating Plan, until the board of judges of the Rock County Circuit Court ends this requirement.

4. SCHEDULING

Rock County local rule limiting jury selection to Mondays is suspended until further order.

This amended plan is approved by the Rock County Circuit Court judges as of June 9, 2021.

electronically signed by
Hon. Daniel T. Dillon
Presiding Judge and Branch 4

electronically signed by
Hon. Michael A. Haakenson
Circuit Court Judge, Branch 5

electronically signed by
Hon. Karl R. Hanson
Circuit Court Judge, Branch 1

electronically signed by
Hon. John M. Wood
Circuit Court Judge, Branch 6

electronically signed by
Hon. Derrick A. Grubb
Circuit Court Judge, Branch 2

electronically signed by
Hon. Barbara W. McCrory
Circuit Court Judge, Branch 7

electronically signed by
Hon. Jeffrey S. Kuglitsch
Circuit Court Judge, Branch 3