

206FLB

STATE OF WISCONSIN

FOURTH JUDICIAL DISTRICT

ORDER APPROVING OPERATIONAL PLAN FOR THE RESUMPTION OF IN-PERSON PROCEEDINGS AND JURY TRIALS IN MANITOWOC COUNTY

FILED

JUN 22 2020

WHEREAS: The Wisconsin Supreme Court in light of the COVID 19 pandemic has entered certain orders related to the operations of the Circuit Court regarding in person appearances and jury trials. CLERK OF CIRCUIT COURT MANITOWOC COUNTY, WI

WHEREAS: On March 22, 2020, the Wisconsin Supreme Court ordered that although the courts of the State of Wisconsin remain open, all civil and criminal jury trials scheduled to begin before May 22, 2020 are continued and rescheduled by the assigned judge to a date after May 22, 2020;

WHEREAS: on March 22, 2020, and as amended on April 15, 2020, the Wisconsin Supreme Court suspended, until further order of the court, most in-person hearings in the circuit courts, subject to exceptions for certain matters, including those approved by the chief judges of each district, if remote technology is not practicable or adequate to protect constitutional rights of the citizens of Wisconsin;

WHEREAS: On March 31, 2020, the Wisconsin Supreme Court issued Interim Rule 20-02 which suspended statutory deadlines for conducting non-criminal jury trials until further order of the court:

WHEREAS: On May 22, 2020, the Wisconsin Supreme Court ordered that the March 22, 2020 order regarding the suspension of jury trials, that Interim Rule 20-02 regarding suspension of deadlines for non-criminal jury trials, and the April 15, 2020 amended order regarding remote hearings, are extended for each circuit court until that circuit shall have prepared an operational plan for the safe resumption of in-person proceedings and jury trials and the plan shall have been approved by the chief judge of the applicable administrative district;

WHEREAS: On May 22, 2020, the Wisconsin Supreme Court outlined the specific criteria required in each circuit court operational plan as to how that circuit court will conduct in-person proceedings and jury trials so as to reduce to the greatest extent possible the risk of transmission of the virus that causes COVID-19 and that promotes the health and safety of all those present in the courtrooms, jury rooms, and other court related confined spaces of that circuit court;

WHEREAS: On June 19, 2020 the Circuit Judges of Manitowoc County, submitted an operational plan which contains a statement regarding communication with local justice

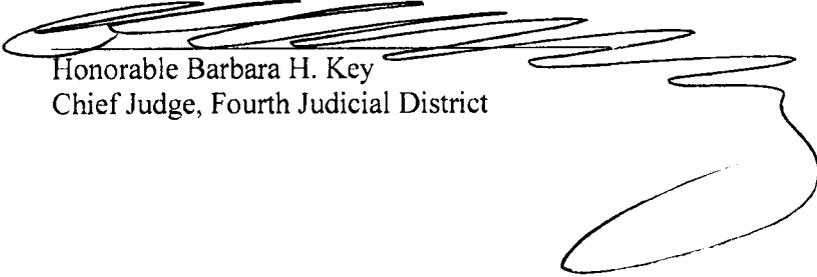
partners regarding the safe resumption of in-person proceedings and jury trials in that circuit court; a requirement that all persons who are present in the courtrooms, jury rooms, and other court-related confined spaces shall wear face coverings, except as authorized on the record by said judge; outlines practices for appropriate sanitation/ hygiene of frequently touched surfaces and the hands of participants; specifies that notices regarding face coverings and availability of hand sanitizer and disinfecting wipes/ sprays in court-related areas will be appropriately posted and noticed; and incorporates many recommendations made in the Final Report of the Chief Justice's Task Force;

THEREFORE IT IS ORDERED:

The operational plan of the Circuit Court of Manitowoc County regarding procedures and practices for conducting jury trials and other in-person proceedings during the 2020 public health emergency and pandemic-COVID 19 is hereby approved and is effective June 22, 2020. All previous orders identified in the May 22, 2020 order of the Wisconsin Supreme Court cease to apply to the Circuit Court of Manitowoc County and that circuit court must continue to follow its operational plan as approved by the chief judge until further notice of the Wisconsin Supreme Court.

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

Dated this 19 day of June, 2020.

  
Honorable Barbara H. Key  
Chief Judge, Fourth Judicial District

## **COVID-19 Circuit Court Operating Plan for Manitowoc County June 17, 2020**

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the basement and second floors of the Manitowoc County Courthouse, which houses the three branches of the Circuit Court and the commissioner's courtroom, the Circuit Court of Manitowoc County will implement the following protective measures:

### **General**

1. The county judiciary has established a stakeholder's committee to discuss and consider the recommendations outlined in the Wisconsin COVID-19 Task Force report. The members are, or their designees: Robert Ziegelbauer, County Executive; Daniel Hartwig, Manitowoc County Sheriff; Gerry Neuser, Director of Public Works; Jacalyn LaBre, District Attorney; Jerilyn Dietz, Circuit Judge; Larry Ledvina, Manitowoc County Sheriff's Office Support Division; Ann Larson, State Public Defender; C. Luke LeFevre, Family Court Commissioner; Lynn Zigmunt, Clerk of Circuit Courts; Mark Rohrer, Circuit Judge; Patricia Koppa, Register in Probate; Peter Conrad, Corporation Counsel; Robert Dewane, Circuit Judge; Mary Halada, Health Department Director; Travis Waack, Emergency Management Director.
2. Per COVID Task Force Final Report, pg. 12, the judges agree that "All courts should continue to favor remote appearances wherever possible and encourage the broad use of waivers of appearance." Judges have received CCAP laptops which will be used to continue the use of Zoom conferencing. Manitowoc County has been upgrading and improving existing phone technology to facilitate phone conferencing compatible with existing sound systems in each courtroom. Clerks have been trained in those technologies to assist the judges.
3. Before calendaring in-person hearings, the stakeholder's committee has addressed staffing needs and has procured any equipment and supplies deemed necessary.
4. The circuit court judges hosted weekly meetings via Zoom conferencing with the invited stakeholders and have communicated by email regarding "the safe resumption of in-person proceedings and jury trials," per Supreme Court Order dated May 22, 2020, pg. 5.
5. The stakeholder's subcommittee will continue to meet regularly, maintain communication with the local health authority and the county executive or his designee on risk management, and will move through the phases as necessary with any changes in the public health conditions in the county.

6. Judges will begin setting non-essential in-person proceedings consistent with the Operational Plan no sooner than the date this plan is approved by the Judges and Chief Judge of District 4.
7. Per Supreme Court Order dated May 22, 2020, pg. 7, the judges agree “[t]he circuit court shall continue to follow its operational plan as approved by the chief judge until further order of this court.”
8. Per COVID Task Force Final Report, pgs. 7 & 16, the judges have considered the need for, use, and location of enhanced barriers and have requested the County to install Plexi-glass barriers between the witness box and the court reporters as a 6-foot social distancing was not possible. The maintenance department has the Plexi-glass in stock and will be installing the barriers in the courtrooms.
9. Per the COVID Task Force Final Report, pg. 14, “[E]fforts should be undertaken to educate the general public about the importance of jury service to the administration of justice and how the safety and well-being of all jurors and participants in the jury trial process are being addressed.” The Clerk of Court, with the assistance of the judges, will, as stated above, so educate and inform the public through local print and television, and through the county’s website, and to the Manitowoc County Bar Association and its members. This will be done promptly upon Chief Judge Approval of this plan via press releases, emails, and posting to the County Website.
10. Per COVID Task Force Final Report, Appendix B, a letter to potential jurors explaining what measures have been taken to ensure their safety will be sent by the jury clerk when summons are mailed.
11. Per COVID Task Force Final Report, pgs. 4-6, the judges and the local task force have reviewed and considered the availability of staff for the following tasks: Cleaning; Security; Health screening; Courtroom. It was the consensus of the local task force that existing staff in the respective offices of the Clerk of Court, Building Maintenance, and Sheriff’s Office is sufficient to meet the requirements set forth in this Plan. No holding virtual voir dire is expected, but should that arise, the presiding judge will require adequate training of existing staff.

#### **Judge and Court Staff Health**

1. Judges and court staff who can perform the essential functions of their job remotely will continue to do so, whenever possible.
2. The following procedures have been implemented to monitor the health of Judge and Court Staff: The court staff and Judges shall self monitor any symptoms they might be experiencing and to the extent they have any mild symptoms of Covid19, which are per the Manitowoc County Health Officer: fever; shortness of breath; cough; sore throat;

body/muscle aches; or loss of sense of taste or smell. If so, the Health Officer further recommends Judges and staff to call their primary care provider. Court staff and judges will follow county protocol regarding self-isolation and quarantine.

3. Judges and court staff will be required to wear face coverings while in court and practice social distancing and practice appropriate hand hygiene recommendations at all times. Please note that masks are mandatory with exception for testimony or health/ADA concerns per Supreme Court Order dated May 22, 2020, pg. 5, and see the COVID Task Force Final Report, pgs. 8 & 10.
4. Protective Measures taken will be to have court staff wear masks, practice social distancing, and use hand sanitation and air purifiers.

### **Scheduling**

Per the COVID Task Force Final Report, pgs. 12-13, the judges agree to a four-phased approach to return to in-person appearances. After an initial phase has been determined, the three judges will review staffing, public health, and facility conditions at least every fourteen (14) days 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 judges will meet weekly to collaborate and discuss transitioning between phases with communications with the local task force, before moving to the next phase. The Clerk of Court or a judge will inform the local task force and the public when changes are made between phases. Individual branch court schedules will vary by the Intake Court cycle each judge must preside over and what has already been scheduled on their Post-Intake calendars. What proceedings will be set first during each of the four below phases will vary by each branch but will be entirely consistent with this operating plan and the phases as recommended and agreed to below.

**Phase One: Resumption of limited in-person proceedings** (beyond essential and mandatory proceedings, or as required by the Wisconsin or U.S. Constitutions). All courts will continue to favor remote appearances wherever possible and encourage the broad use of waivers of appearance. As soon as the Safety Criteria required in this Plan, including signs, notices, barriers, sprays, hand sanitizers, wipes, air purifiers, social distancing, masks, etc., are in place in the county, the circuit court will resume in-person appearances in the following cases:

1. All criminal matters, except jury trials unless required by the Wisconsin or U.S. Constitutions.
2. Mental commitment and guardianship hearings with time limits.
3. Juvenile proceedings in juvenile delinquency (JV), juvenile CHIPS (JC), juvenile guardianship (JG) cases and termination of parental rights cases with time limits.
4. Civil matters as follows:
  - a. Restraining order proceedings under Ch. 813.

- b. Family – Temporary order hearings if placement is at issue under Wis. Stat. 767.225(1)(am)
- c. Family – Enforcement of physical placement orders under Wis. Stat. 767.471(5)
- d. Family – Relocation motions under Wis. Stat. 767.481(2)
- e. Stipulated final divorce hearings.
- f. Time-sensitive small claims proceedings, with special consideration given to the social distancing and limited attendance guidelines as outlined below.

**Phase Two:** In-person processing of all cases, except jury trials, unless required by the Wisconsin or U.S. Constitutions. Phase Two includes all case categories from Phase One, but would now allow all civil proceedings other than jury trials. All of the Safety Criteria in this Plan will continue to be utilized. As recommended, remote appearances will be utilized to the greatest extent possible.

**Phase Three:** In-person processing of all cases, including jury trials. All of the Safety Criteria in this Plan will continue to be utilized, in addition to any jury specific safety precautions that are instituted or as set forth in this Plan. As recommended, remote appearances will be utilized to the greatest extent possible.

**Phase Four:** Resumption of all cases on an in-person basis with no restrictions. If a public health announcement is made determining that COVID-19 has been suppressed in the state, the processing of all cases may be resumed on an in-person basis without reliance upon the Safety Criteria for In-Person Appearances.

#### **JURY TRIALS During All Phases:**

Per COVID Task Force Final Report, pg. 18, jury trials will proceed on a prioritization basis based on age of the pending case per CCAP case management, Statutory or Constitutional time limits, type of case with priority of crimes against persons, rights of victims, public safety, status of in-custody defendants considering all reasons for being in custody and at what facility. The judges will confer regarding which cases proceed and which get adjourned. If agreement cannot be reached by the three judges, the final decision on the order in which cases will be tried will be made by Judge Robert Dewane, as designated by Chief Judge. This alternative would relieve the congestion on the second floor and allow for greater social distancing.

#### **JUROR DEFERRAL / EXCUSE POLICIES During All Phases:**

Per the COVID Task Force Final Report, pg. 15, the judges agree to continue past practice that all requests from jurors will be forwarded to Judge Robert Dewane. Judge Dewane will implement a standard deferral and excusal policy in light of the COVID-19 pandemic, which will be liberally applied in recognition of juror safety issues and concerns raised by COVID-19. Prospective jurors will be given a letter, previously referred to on pg. 2, paragraph 9, with the

notice of the jury summons and on the county's website as to what they should do if someone is experiencing COVID-19 symptoms. Judge Dewane will give special consideration to any of the following groups: healthcare workers, elderly/at-risk populations, people caring for the elderly/at-risk populations, individuals caring for/educating school-age children at home, or certain essential working groups. Any such consideration will be carefully balanced with the litigants' right to a representative jury panel. Deferral and excusal policies will be carefully considered and clearly outlined so court staff and jurors are aware of these policies for consistent application.

### **Vulnerable Populations**

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised, such as by chemotherapy for cancer or other conditions requiring such therapy, are considered to be vulnerable populations.
2. Vulnerable populations who are scheduled for court will be accommodated by being advised to timely write to the presiding judge if they would like some accommodations, to be excused or have their obligation to appear postponed.
3. Vulnerable populations who are scheduled for court will be accommodated by Zoom or telephone conference.

### **Social Distancing, Access, and Communication**

1. All persons not from the same household on the Court's second floor will be required to maintain adequate social distancing of at least six feet.
2. Public common areas, including the waiting rooms in basement of courthouse will be marked for social distancing.
3. Courtroom seating will be monitored for social distancing and enforced by the presiding court official and/or court staff.
4. In each courtroom, the counsel tables, witness stand, judge's bench, and clerk, court reporter and bailiff seating have been arranged in such a way to that there is social distancing of at least six feet between each space. Plexi-glass barriers will be placed between the witness box and the court reporter as six-foot separation was not possible.
5. Courthouse hallways all have signage reminding the public to adhere to social distancing.
6. Regarding conference rooms, social distancing will be encouraged by removal of extra chairs.

7. The Branch 2 courtroom will be used as the jury room on days when a jury trial is scheduled, as it is one of the only other spaces on the second floor large enough to keep a jury socially distanced during breaks and deliberations. Civilian jury bailiffs will be trained on where the jurors will be placed within the room to maintain social distancing. Use of any table must be regulated to ensure its use does not compromise social distancing.
8. Elevators will be marked for social distancing.
9. Regarding jury assembly, the court will use the gallery space in as many courtrooms as needed. The combined gallery space is large enough to seat up to 50 prospective jurors while maintaining social distancing.
10. Regarding Voir Dire, the presiding judge can use the combined seating areas to select the jury and resume the trial in the courtroom. Audiovisual equipment will be used as necessary to ensure all assembled jurors can see and hear the selection process.
11. Regarding the jury box, the jurors will sit in assigned seats in the jury box and on padded chairs on the floor in front or to the sides of the jury box to maintain social distancing. The jury bailiff will lead the jury to and from the courtroom while keeping the jurors six feet apart.
12. Regarding breaks and deliberation, the presiding judge will instruct the jurors to maintain social distancing.
13. Waiting rooms in the courthouse basement will be marked for social distancing.
14. Victim access will be preserved for all in-person hearings, (COVID Task Force Final Report, pg. 19), while maintaining social distancing. The Office of the District Attorney and their Victim-Witness Coordinator will ensure reserved seating for the victims.
15. Regarding how the public's access will be preserved for the public for all in-person hearings, the presiding judge will schedule high profile or well attended cases at separate times, or move the case to the largest courtroom, Br. 1, or commence a Zoom proceeding and direct members of the public to attend by Zoom, or while using a Zoom proceeding, enable access to YouTube for the public, or reschedule the case.

### Hygiene

Per Supreme Court Order dated May 22, 2020, pgs. 5-6, and the COVID Task Force Final Report, pgs. 8 & 10, the following specific sanitation/hygiene practices will be in place "for appropriate sanitation/hygiene of frequently touched surfaces and the hands of participants. The plan must specify that notices regarding the availability of hand sanitizer and disinfecting

wipes/spray in court-related areas of the courthouse will be posted at the entrance of each courtroom, jury room, and court-related confined space.”

1. Hand sanitizer dispensers have been placed outside of elevators on each floor, and outside of each courtroom. Hand sanitizer will be made available to jurors for use upon arrival and throughout their duty.
2. Disinfectant spray with paper toweling, or wipes have been placed in each courtroom and jury rooms. Protective gloves will be available in each courtroom for use when cleaning.
3. The Clerk of Court has purchased two HEPA air purifiers for each courtroom space and one for each jury room. (COVID Task Force Final Report, pgs. 4-6).
4. Signs outlining appropriate hygiene, social distancing, mask requirement and availability of hand sanitizer have been posted at each courthouse entrance door.
5. The Clerk of Court and Public Works Department have ordered large supplies of hand sanitizer, disinfectant spray, disinfectant wipes and paper toweling and will provide a continuing supply as required.
6. Per COVID Task Force Final Report recommendations regarding high use doors, pg. 9, high-use doors will be propped open by court staff or security staff on high volume court days. The presiding judge may close courtroom doors for security reasons or to ensure a good court record when noise so requires.

### **Screening**

Manitowoc County will not have security screening in place because it is not feasible without having a single point of entry. There will be signage placed on all entry doors indicating as follows: (1) If you are experiencing COVID-19 symptoms (i.e., fever, cough, sore throat or shortness of breath), you should not enter the building. Please call the Clerk of Court to be directed accordingly for court-related issues; (2) Masks or face coverings are required by everyone in all courtrooms. You may provide your own, or one will be provided to litigants required to appear in court upon request from the Clerk of Court office; and (3) Social distancing is required at all times.

### **Face Coverings**

(Please note that masks are mandatory with exception for testimony or health/ADA concerns per Supreme Court Order dated May 22, 2020, Pg. 5; COVID Task Force Final Report, pgs. 8 & 10).

1. All persons who are present in courtrooms, jury rooms, and other court-related confined spaces shall wear face coverings, unless a judge specifically determines on the record that

it is necessary for a witness not to wear a face covering during the witness's testimony in order for the judge or jury to weigh the witness's credibility. Notices regarding this requirement will be posted at the entrance of each courtroom, jury room, and court-related confined space and this requirement will be enforced by the judge(s) of the circuit court.

2. Individuals will be encouraged to bring cloth face coverings with them, but if the individual does not have a cloth face covering, a disposable face mask will be provided. If no mask is available, the clerk of the branch where said individual is to appear will be notified and the clerk or residing judge shall determine how to address the situation. Individuals required to be in the courtroom for a judicial proceeding will be provided a disposable medical mask unless they provide their own.
3. Manitowoc County has been provided 6,000 disposable medical masks from the Director of State Courts (allocated at 2,000 per judge as a one-time allocation). The Clerk of Court has also purchased 2,500 disposable medical masks, for a total of 8,500 masks on hand. The Clerk of Court will be responsible for replenishment purchasing as required.
4. Signage will be posted at each courthouse entrance regarding the mandatory use of masks and the availability of masks from the Office of the Clerk of Court.
5. If an inmate being prepared for transport to court refuses to wear a mask, the officer shall immediately notify the court for further direction prior to leaving the facility transporting from.

### **Cleaning**

1. Court building cleaning staff will clean the common areas of the court buildings so that common spaces are cleaned at least every 24 hours.
2. Court building cleaning staff, or with optional assistance from Clerk of Court staff, or court staff, or attorneys will clean the courtrooms between every hearing if possible but also between the morning and afternoon sessions. Disinfecting spray, paper toweling, disinfectant wipes and gloves will be available for any attorney desiring to wipe down counsel tables, chairs and microphones before and after their use.
3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.
4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

We have conferred with all judges of courts with courtrooms in the court building regarding this Operating Plan. In developing the plan, we have consulted with the stakeholders committee. A

list of members on the committee and the frequency in which they will continue to meet is included within this plan. We will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan will conduct proceedings consistent with the plan.

Date: 6/19/2020 [Signature]  
Circuit Judge, Branch 1

Date: 6/17/2020 [Signature]  
Circuit Judge, Branch 2

Date: 6-17-20 [Signature]  
Circuit Judge, Branch 3

Date: 6/17/2020 [Signature]  
Family Court Commissioner, B-15

Date: 6-17-20 [Signature]  
Register in Probate, B-15  
Circuit Court Commissioner

Date: 6/19-2020 [Signature]  
Chief Judge Approval

## **COVID-19 Circuit Court Operating Plan for Manitowoc County Addendum: Jury Trial Plan**

As an addendum to the Operating Plan filed with the Chief Judge of the Judicial District on June 17, 2020, this plan is developed to ensure the health and safety of jurors, litigants, attorneys, visitors, court staff, judges, and other individuals participating in jury trials. The courts of Manitowoc County will implement the following additional protective measures related to jury trials:

### **Recovery Planning and General Education**

1. The following efforts have been undertaken to educate the general public on the importance of jury service and the specific precautions taken in county with respect to public safety and ensuring the safety of jurors during the pandemic: Letter sent to prospective jurors outlining safety measures; press releases; emails to stakeholders committee; and posting to Clerk of Court's webpage.

### **Summoning Jurors**

1. Considerations have been made for the safety and wellbeing of jurors. The attached letter was developed and will be sent with the juror summons to each juror, or as issued by the presiding judge.
2. Each judge will address deferral and excusal of jurors taking into consideration the pandemic consistent with the Operating Plan.
3. The following protective measures are in place for jurors who report to court: See Manitowoc County COVID-19 Operating Plan.

### **Juror Attendance and Safe Participation**

1. The following personal protective equipment will be available to the jurors; disposable medical masks, hand sanitizer, and the use of HEPA air purifiers in courtrooms and jury deliberation rooms.
2. Social distancing of jurors will be enforced through the following strategies: Limiting the capacity in the courtroom, maintaining spaced six-feet apart within the courtroom and jury box, using an alternate courtroom for additional capacity, and installing a Plexi-glass shield in front of the witness stand.
3. The following strategies will be used to reduce the number of people required to report for jury selection: Conduct voir dire in a combination of rooms in sessions based on the capacity of the courtroom that will allow appropriate social distancing, limit or eliminate

spectators in the courtroom, utilize 6-person juries upon stipulation, and give priority to "strikes for cause" based on juror health and safety concerns.

- 4. The Branch 2 jury room can be configured to serve as the jury room and enable proper social distancing. The front rail will be moved, as will the court reporter's desk and chair.

Four to six tables of at least 3' x 6' size can then be configured to permit 12 jurors to deliberate. They need to be able to face each other, all see each other, and have ample space to maintain a 6' distance from each other juror. This space is also in the middle of the room, away from doors and windows, such that their deliberations shall be kept private. The door in the rear of the courtroom may be utilized, up to two people at a time, to access the restroom in the jury room.

The benches in the back of the room will be marked so that each person has a specified location in which to leave his or her belongings while in court. During non-deliberation times, the jury box, tables, and benches may all be used to allow socialization with proper social distancing. Hand sanitizer will be available in the courtroom, and all jurors will be encouraged to wear masks at all times.

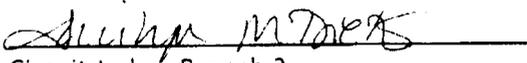
The video and audio feeds from the courtroom will be deactivated at all times during the jury trial.

I have conferred with all judges of courts with courtrooms in the court building regarding this Jury Trial Addendum to the Operating Plan. Judges will begin conducting jury trials no sooner than approval of the Operating Plan by the Chief Judge. I will ensure that the judges of courts with courtrooms in the court building covered by this Jury Trial Addendum will conduct proceedings consistent with the plan and the Addendum.

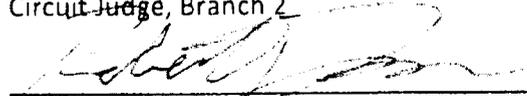
Date: 6/19/2020

  
Circuit Judge, Branch 1

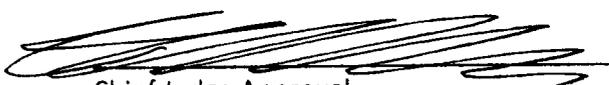
Date: 6/17/2020

  
Circuit Judge, Branch 2

Date: 6-17-20

  
Circuit Judge, Branch 3

Date: 6-19-2020

  
Chief Judge Approval

Dear Prospective Juror:

We understand that this is a challenging and difficult time with the COVID-19 pandemic. The Wisconsin Supreme Court has now authorized that jury trials resume to comply with the Wisconsin and U.S. Constitutions, and State Statutes.

The Judges, the Clerk of Court, and the Maintenance Department want to assure you that precautions to minimize risk and protect your health are being implemented. Increased sanitation measures have been enacted and cleaning crews are regularly sanitizing high contact surfaces throughout the courthouse. HEPA air purifiers have been purchased for the jury room and courtrooms. Court staff and bailiffs will make every effort to maintain 6 feet of social distancing for all jurors, attorneys, parties, and staff throughout the trial.

Jurors will be provided a disposable medical mask when they report for jury duty, along with individual hand sanitizer packets. You may bring your own mask for equal or better quality, along with your own sanitizer or wipes. Individual lunches from a local restaurant will be delivered for the jurors, but you may pack and bring your own lunch. Coffee will not be provided as it cannot be served without the risk of spreading germs. All beverages and snacks provided will be individually packaged.

If you believe that serving on a jury will be hazardous to your health, or you have symptoms associated with COVID-19, or are under a quarantine, then you are encouraged to write a letter for the judge explaining your concerns. Each judge will give consideration to any of the following groups: healthcare workers, elderly/at-risk populations, people caring for the elderly/at-risk populations, individuals caring for/educating school-age children at home, or certain essential working groups. Any such consideration will be carefully balanced with the litigants' right to a representative jury panel.

On the day you are to report to the courthouse, if you are sick, or have symptoms associated with COVID-19, DO NOT report; stay home and call the jury clerk at (920) 683-4022 and explain your situation. The clerk will communicate with the judge. You are to remain at home until the clerk calls you back with the judge's decision.

If you have any questions or concerns, please feel free to contact the Jury Clerk at 920-683-4022.