



STATE OF WISCONSIN

MUNICIPAL COURT
VILLAGE OF MENOMONEE FALLS

WAUKESHA COUNTY

COVID-19 OPERATING PLAN TO RESUME IN-PERSON HEARINGS

The Menomonee Falls Municipal Court is prepared to resume in-person hearings on Wednesday, June 3rd, 2020. The Village of Menomonee Falls (the “Village”) is a large municipality and does not have the technical resources to hold video-calls for all initial appearances on a weekly basis.

To ensure the health and safety of everyone that enters the court room, the Menomonee Falls Municipal Court has put in place the following precautions:

1. Screening

- At the entrance to Village Hall there is a sign with screening questions regarding possible COVID-19 symptoms. If an individual cannot answer no to the screening questions, their case will be adjourned to another date.

2. Social Distancing

- Signs will be placed at the lobby entrance, court office window, and entrance to the court room explaining the 6’ Social Distancing requirement.
- Markings will be placed on the floor every 6’ from the main lobby entrance, down the hallway and into the court room.
- Chairs will be spaced 6 feet apart in the municipal court room, allowing only 15 defendants in the court room. (normal capacity is 100).
- There will be 4x4 plexi-glass shields set up at both Prosecutor tables in the court room.
- The court office is protected by a glass wall that will continue to be used for check-in purposes. If necessary, check-in may be moved to the front lobby area of Village Hall.
- The long hallway from the lobby to the court room will be divided designating entry and exit routes.
- If more than 15 defendants arrive, we will have them wait outside the courtroom on the 6’ X-designation spots. If filled to capacity in courtroom and lobby area, we will obtain defendant’s telephone number and ask them to wait outside in their vehicle until the court room has been cleared/cleaned.

- Cases will continue to be heard in the order they check in – the court docket has been revised to reduce numbers and prevent crowding by spreading out the hearing time by half-hour increments.
- Juvenile cases were rescheduled for arrival time of 15-minute intervals. Juvenile cases will be heard separately in the closed court room instead of the side chamber, which will provide more than enough social distancing between the Judge, court clerk, defendant and defendant's parents.
- There will be a police aide and officer on hand to assist with court duties

3. Hygiene

- Face masks will be required for all persons inside the court room while court is in session and the court will take efforts to inform people of this requirement in advance. Disposable face masks will be on hand for those who are unable to provide their own.
- Hand sanitizer will be available at all entry/exit points, on the Village Prosecutor's table, and on the court clerk's counters.
- Defendants will be encouraged to use their own pens. If they do not have one, a clean/sanitized pen will be available for them. Pens will be sanitized after one use by placing them in a basket for cleaning
- Surfaces of the tables, counters and chairs will be cleaned and sanitized by court staff with the appropriate cleaner or wipes

4. Leaders and Stakeholders

- The Menomonee Falls Municipal Court developed this Operating Plan for In-Person Hearings in coordination with, and with the support of, the Village Emergency Management Coordinator, Village Administration and the Village Hall Building and Grounds Manager.

5. Website

- The Village of Menomonee Falls will continue to update the website with court proceeding regulations and directives.

Dated this 29th day of May, 2020.

BY THE COURT:



Hon. Bradley W. Matthiesen, Municipal Judge