



LAKE COUNTRY MUNICIPAL COURT

174 E. Wisconsin Avenue
Oconomowoc, WI 53066
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Honorable Timothy T. Kay

LAKE COUNTRY MUNICIPAL COURT COURT REOPENING PROCEDURES DUE TO COVID-19 UNTIL FURTHER NOTICE

IN GENERAL:

Lake Country Municipal Court is a multi-jurisdictional court serving twenty municipalities as listed below. At this time, we conduct municipal court proceedings all day Fridays starting at 8:15 a.m. We conduct court at the City of Oconomowoc City Hall. Currently, due to COVID-19, we have conducted initial appearances telephonically, and are scheduled to conduct initial appearances by Zoom for May 29, June 5 and June 12. Pre-trials have been scheduled to be conducted telephonically between the prosecutors and the defendants. Motions have also been scheduled by Zoom. We have not yet rescheduled court trials. We submit the following plan below and ask that we be allowed to conduct in person court appearances effective Friday, June 19.

FUTURE COURT PROCEEDINGS:

1. Masks must be worn by everyone entering City Hall and the court room. If a defendant appears for a mandatory appearance and does not have their own mask, the court will supply one for them. If non-mandatory, they will be asked to leave and will talk to the prosecutor by phone (later that day or the following Monday).
2. Hand sanitizer will be provided at the podium near the entrance to the court room. Each defendant will be asked to sanitize before entering.
3. Kleenex will be provided at the podium, as well as a waste basket.
4. Bailiffs will wear disposable gloves, which may be provided by the court.

*Honorable Timothy T. Kay proudly serving the following municipalities:
City of Oconomowoc, Town of Delafield, Town of Erin, Town of Ixonia, Town of Lisbon, Town of Merton,
Town of Oconomowoc, Town of Ottawa, Town of Sullivan, Village of Chenequa, Village of Dousman,
Village of Hartland, Village of Johnson Creek, Village of Lac La Belle, Village of Merton, Village of Nashotah,
Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex*

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5. Common-use pens used for signing in will be sanitized throughout the court morning.
6. No food or drinks will be allowed in the court room.
7. The court room door will remain propped open, to minimize contact.
8. After each defendant appears at the podium, either a staff member or bailiff will sanitize the podium and microphone before the next use.
9. Chairs will be sprayed with sanitizing spray (Lysol?) before beginning court, between sessions and at the conclusion.
10. Chairs will be kept a minimum of 6' apart in the court room. That currently allows for a count of 14 chairs in the gallery.
11. Social distancing is required and must be followed. A minimum of 6' between defendants/staff/bailiffs/Judge will be maintained.
12. Defendants must remain behind the railing in the gallery. They may not approach the bench.
13. The bailiff will line people up in the hallway with 6' between defendants, as marked on the floor. Bailiff will monitor this spacing throughout the court day. When one person comes out of the courtroom, another may enter, and so on.
14. Signage will be placed on the doorway entrance to the court room requiring a 6' distance, mandatory wearing of masks.
15. The elevator buttons will be wiped between sessions, inside the elevator, on the first floor at the entrance and on the second floor at the entrance.

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16. Employees only will be allowed in the office.
17. Juvenile matters will be handled at the end of each calendar in a conference room down the hall, to allow for social distancing. The tables in that room will be wiped down after each session. Chairs will be sanitized.
18. Trials will be held with defendants (and defense attorneys) behind the railing in the gallery. Tables and microphones will be wiped down after each trial.
19. The horseshoe countertop will be wiped down after court is concluded each Friday.

IN OFFICE

1. There is glass between the defendants and court staff at the service counter. Door to the office will remain closed and locked.
2. Disposable gloves are available for staff when at the counter taking payments, writing information for defendants, etc.
3. Bleach wipes are available for staff to sanitize their work areas.
4. Common areas, such as copy machine, refrigerator, coffee maker, will be wiped/sanitized daily by staff.
5. Staff work areas are situated a minimum of 6' apart for social distancing.

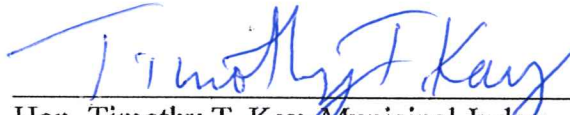
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IN CONCLUSION

1. Judge Kay and staff have consulted and met with the City of Oconomowoc Mayor and staff on how municipal court plans to safely reopen. They have been provided with a copy of this proposal for in-person appearances.
2. We are requesting Chief Judge approval to start in-court proceedings effective Friday, June 19, 2020.
3. Following approval of this COVID-19 Operational Plan, a copy will be posted on our website and distributed to the twenty-member municipalities, police chiefs, clerks, and prosecutors.

Dated 06/04/2020




Hon. Timothy T. Kay, Municipal Judge
Lake Country Municipal Court

ORDER

Lake Country Municipal Court Plan of Operation to Reopen effective June 19, 2020 is approved.

Dated 6/4/20



Hon. Jennifer R. Dorow
Chief Judge Approval

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