


FILED

MAR 15 2020

Jefferson County  
Circuit Court

BY ORDER OF THE COURT:

  
Presiding Judge William F. Hue  
Jefferson County Circuit Court

State of Wisconsin  
County of Jefferson  
Subscribed and sworn to before me on 3/15/2020

  
Notary/Court Official  
Bennett J. Brantmeier

Approved and adopted by Chief Judge 3<sup>rd</sup> Judicial District this 15<sup>th</sup> day of March, 2020.

  
Jennifer R. Dorow  
Chief Judge

STATE OF WISCONSIN

CIRCUIT COURT

JEFFERSON COUNTY

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**ORDERS REGARDING EMERGENCY TEMPORARY MEASURES**

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The Jefferson County Circuit Court is issuing the attached order to provide procedures and directions for processing and essential functions in the Court during the time period impacted by the COVID-19 pandemic. **This Order is an Emergency and Temporary Measure ONLY effective from March 16, 2020 and until further order of the Court.** The Jefferson County Courthouse remains open and any change of status will be noticed on the Jefferson County Circuit Court website at <https://www.jeffersoncountywi.gov>, the Wisconsin Court system website at <https://www.wicourts.gov> and the Jefferson County Facebook page.

The World Health Organization declared a global pandemic of COVID-19 due to widespread human infection worldwide. We are monitoring this situation and are committed to

open access to our courts and service to the public, and to protect the health and safety of the public, litigants, judges, court staff, security, attorneys, judges, other participants in court proceedings and all other persons using court facilities.

This order is in place to ensure continuous performance of the court's essential functions and operations, and mitigate risk to the public, employees, lawyers, litigants and jurors. The order incorporates videoconferencing and teleconferencing use to minimize contact, and follow social distancing practices. This Order temporarily suspends all non-essential court functions, reduces the need for transports and attempts to reduce jail population for the protection of law enforcement and defendants.

For more information on any specific case, please call the Branch Office to which the case is assigned and/or the next hearing is scheduled. Contact information for the Branch Offices is as follows:

Branch 1 – (920) 674-7178

Branch 2 – (920) 674-7151

Branch 3 – (920) 674-7210

Branch 4 – (920) 674-7217

Family Court Commissioner's Office – (920) 674-7192

For information related to jury service please call the jury clerk at 920-674-8631 or review the information provided on the juror phone line and/or website.

**TEMPORARY AND EMERGENCY ORDERS FOR  
PROCEEDINGS ASSIGNED TO JUVENILE / PROBATE BRANCHES**

1. Initial Custody and Plea hearings shall be by video or telephone. Other youths, attorneys and social workers shall also appear by telephone.
2. Emergency custody reviews and Plea hearings in CHIPS cases will also be handled using the same methodology set forth in paragraph 1, above.
3. Cases set for a plea or dispositional hearing shall be by phone. The court will make a record finding good cause if it determines it is appropriate to set over the matter. Appearance for that record can be waived.
4. Appearance at hearings related to requests for revisions of disposition; requests for extension of dispositional orders; requests for change of placement; requests for sanctions, quarterly reviews and permanency hearings shall be by telephone unless otherwise ordered by the court.
5. Jury trials in TPR, ME and CHIPS cases will occur only in the discretion of the judge. Please contact the judge assigned to the case.
6. All other court trials/Fact-Findings will be rescheduled unless otherwise ordered by the court.
7. Mental commitment hearings, guardianship hearings and other probate hearings shall be by video or phone. Parties are to contact the Court at (920) 674-7217 with a telephone number for the hearing or submit phone contact information via efileing.

**TEMPORARY AND EMERGENCY ORDERS FOR  
PROCEEDINGS IN CIVIL, SMALL CLAIMS AND FAMILY CASES**

1. Contested matters requiring in-person appearances including civil court trials, small claims, contested custody and placement hearings, and any hearing where evidence will be taken by other than telephonic means (including all de novo hearings) are suspended and will be re-set
  - a. Any hearing that can be done by phone will proceed as scheduled, including but not limited to stipulated divorces, name changes, scheduling conferences, status conference and motion hearings.
  - b. Name changes: Notices of publication must be on file with the Court at or before the date of the hearing on the name change for the hearing to occur.
2. Stipulated divorces: Stipulated divorces shall be by phone if current financial disclosure statements and marital settlement agreements are filed at least twenty-four (24) hours in advance of the hearing date and time.
3. Parent Education sessions are canceled, effectively immediately, until April 30, 2020. Notices rescheduling March and April sessions will be mailed to the effected parties. No Judgment of Divorce will be signed/entered by the Court until proof of completion of Parent Education is filed.
4. Other Family Court services will continue to the extent that they can by phone. If an in-person appearance is required, the appointment and/or service will be rescheduled with notice being mailed to the effected parties.
5. Small Claims and civil traffic/ordinance violation Initial Returns are suspended and will be rescheduled after least 30 days with Notice being mailed to the affected parties.

**TEMPORARY AND EMERGENCY ORDERS FOR  
PROCEEDINGS FOR CRIMINAL CASES**

This coronavirus health situation constitutes good cause for all proceedings involving out-of-custody defendants to be rescheduled until further order of the court. Motions shall be held by telephone or video-conference. Individual branches will be contacting current case parties about rescheduling. **If not rescheduled or advised of an alternative appearance mode, parties are required to appear for their proceedings as set further herein.**

Any party may request a hearing to determine the mode and schedule for any proceeding.

Proceedings involving in-custody defendants, who are not being held on any basis other than the case-at-bar, will presumptively proceed as timely scheduled. Any party may request a specific hearing for a ruling on the case schedule.

Individual branches will be contacting case parties if proceedings will be rescheduled. **If not rescheduled or advised of an alternative appearance mode, parties are required to appear for their proceedings as set forth above.**

Treatment Courts are essential functions of the Court. Please call Craig Holler at (920) 674-8632 for updates on phone/video procedures for usual required attendance. Sanction and termination hearings shall remain required in-person attendance.

**TEMPORARY AND EMERGENCY ORDERS FOR  
PROCEEDINGS FOR CIRCUIT COURT COMMISSIONERS**

1. For Family and Paternity Cases, only cases that can be handled by phone or video will proceed. No personal appearances will be allowed. All cases that can not be possible by phone/video, will be rescheduled. Parties shall contact the Court Commissioners' Office at (920) 674-7192 with a telephone number for the hearing or submit phone contact information via efileing.
  
2. Injunction hearings will remain as scheduled.