

**ADDENDUM #3 TO ST. CROIX CIRCUIT COURTS ORDER REGARDING  
EMERGENCY TEMPORARY MEASURES:  
IN THE MATTER OF COVID-19 EMERGENCY PROCEDURES  
APPLICABLE TO ALL CASES**

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**WHEREAS**, the World Health Organization declared a global pandemic of COVID-19 and Governor Evers has declared a public health emergency;

**WHEREAS**, the Wisconsin Supreme Court has entered the following Orders: In re the Matter of Remote Hearings During the COVID-19 Pandemic and In Re the Matter of Jury Trials During the COVID-19 Pandemic on March 22, 2020;

**WHEREAS**, Governor Evers has entered Executive Order #12 requiring Safer at Home mandates for all Wisconsin residents;

**WHEREAS**, St. Croix County Administrator Patrick Thompson has, pursuant to emergency powers granted by the St. Croix County Board of Supervisors, issued a directive placing all county government buildings under Phase 6 of the Pandemic Preparedness Response Plan for St. Croix County;

**WHEREAS**, the St. Croix County Circuit Courts are monitoring the situation and committed to open access to our courts and service to the public, and to protect the health and safety of the litigants, judges, court staff and security, attorneys, jurors, and other participants in court proceedings, and all other persons in court facilities;

**NOW THEREFORE, IT IS ORDERED** effective Monday, March 30, 2020, that the Order Regarding Emergency Temporary Measures and applicable Guidelines entered by the St. Croix County Circuit Courts on March 16, 2020, as amended on March 23, 2020, are modified as follows:

1. As required by the Supreme Court Order of March 22, 2020, "all in-person proceedings in all ... circuit courts are hereby suspended through Thursday, April 30, 2020. .... The suspension of in-person proceedings is subject to the following exceptions if remote technology is not practicable or adequate to address these matters:
  - a. ....
  - b. Proceedings necessary to protect the constitutional rights of criminal defendants and juveniles.
  - c. Proceedings involving in-custody defendants, who are not being held on any basis other than the case-at-bar, which will presumptively proceed as timely scheduled.
  - d. Other exceptions approved by the Chief Judge of the [10<sup>th</sup>] Judicial District .... (See Chief Judge Maureen Boyle's Order of March 23, 2020)

e. ....

Said Order further states that "(T)he presiding judge of each circuit court ... [is] authorized to determine the manner in which the in-person emergency exceptions are to be conducted in their courts, with remote participation being required when practicable. .... This order is intended to be interpreted broadly for protection of the public, court staff and judges from the risks associated with COVID-1.

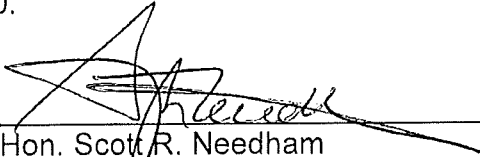
2. With reference to the exceptions noted in Paragraph 1 and other matters as authorized by the Chief Judge's Order or the presiding judge, in-person proceedings shall be conducted under the following procedures:
  - a. Court security is authorized to screen all litigants, attorneys, other interested persons, and visitors to the Courts for signs and symptoms of pandemic illness. Said screening may include temperature monitoring, questioning related to public health criteria, and other means as recommended by the St. Croix Public Health Officer. Any person who is symptomatic or infected with COVID-19 shall be prohibited from entering the Government Center.
  - b. Litigants and attorneys with scheduled matters that day who are not permitted access to the building shall be provided with information to remotely connect with the Courts for any scheduled court proceeding.
  - c. Other persons who are denied access to the building may contact the Court for information regarding access to the Courts through alternative means [(715) 386-4611].
3. Any persons permitted into the Government Center for court related matters shall observe social distancing practices, signage for use of hand sanitizer, and other public health related requirements.
  - a. Attorneys and litigants shall be provided access to the second floor of the Government Center for mandated in-person proceedings as referenced in Paragraph 1.
  - b. Other interested persons may be provided access to the second floor of the building if they wish to file documents with the Clerk of Courts or pay fines / forfeitures
  - c. Any persons filing documents with the Courts shall use the fax machine located in the Clerk of Courts public access area. Facsimile documents received by the Clerk of Courts / Register in Probate / Juvenile Clerks offices shall be "originals" as that term is defined by Wisconsin law during the duration of this Order.
  - d. Persons who appear to pay fines / forfeitures shall follow all procedures as determined by the Clerk of Courts.

- e. Visitors shall be provided access to the second floor for a specific hearing / proceeding if the Court so authorizes or in the alternative, through live streaming of court proceedings in the County Board Room located on the first floor of the Government Center.
4. Court procedures shall be as follows:
- a. The Judge assigned to intake for a particular 2-week cycle and the Judge who has completed his round of intake immediately preceding (hereinafter referred to as the Assigned Judge) will handle all matters before the Circuit Courts of St. Croix County during the intake rotation cycle.
  - b. All matters which have a time limit mandated by law, which implicate a liberty interest, or if not heard may cause irreparable harm to party or the public shall be scheduled and heard by the Intake Court or Assigned Judge.
  - c. Those matters mandated by law are included in the Courts' Order of March 16, 2020, as amended on March 23, 2020, and shall also include Quarantine and Isolation Cases (§252.06, Wis Stats.). Matters related to Executive Order #12, Safer at Home, may be heard as required by §252.25, Wis. Stats. Additional matters may be added at the discretion of the Intake Court or Assigned Judge as permitted by the Wisconsin Supreme Court Order of March 22, the 10<sup>th</sup> Judicial District Order of March 23, 2020, or the Courts' Order of March 16, 2020 as amended on March 23, 2020.
  - d. The Clerk of Courts Office, Register in Probate / Juvenile Clerk Office, Court Reporters, Judicial Assistants, Court Security, and Sheriff's Department will provide coverage for matters before the Intake Court and Assigned Judge. Said offices, however, are encouraged to provide the minimum staff necessary to conduct matters before the Intake Court or Assigned Judge.
  - e. Assignments of Judges shall be pursuant to the Court's 2020 Intake Calendar. In addition, St. Croix County Judges and Judges of the District are subject to assignment as determined by the Chief Judge for the 10<sup>th</sup> Judicial Administrative District. If necessary, Reserve Judges may serve as the Intake Court or Assigned Judge.
  - f. The Family Court Commissioner's and Court Commissioner's duties and responsibilities, as may be required, shall be performed by the Intake Court or Assigned Judge. However, they shall be available for assignments at the discretion of the Presiding Judge.
4. Operational hours of the St. Croix County Circuit Courts shall be modified as follows:
- a. Monday – Friday: 8 a.m. – 12:00 p.m.

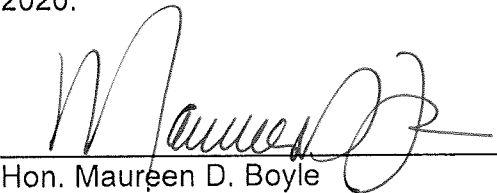
b. The Intake Court or Assigned Judge shall be available for additional hearings as necessary and mandated by law. In the event a court hearing is scheduled outside the modified hours of operation, the building shall remain open and accessible as referenced in Paragraph 1.

**IT IS FURTHER ORDERED** that this Order is effective during the declared Public Health Emergency, currently extended to April 30, 2020, unless further extended or terminated by Order of the Court.

Dated this 25<sup>th</sup> day of March, 2020.

  
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Hon. Scott R. Needham  
St. Croix County Presiding Judge

Approved this 25<sup>th</sup> day of March, 2020.

  
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Hon. Maureen D. Boyle  
Chief Judge – 10<sup>th</sup> Judicial District