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**ORDER REGARDING EMERGENCY TEMPORARY MEASURES**

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The Waupaca County Circuit Court is issuing the orders described below to provide procedures and directions for proceedings and essential functions in the court during the next several weeks. **The guidelines are emergency and temporary measures and ONLY effective from March 16, 2020 until May 15, 2020, or upon further order of the Court.**

The Waupaca County Courthouse remains open and any change in status will be noticed on the Waupaca County website at <https://www.co.waupaca.wi.us> and the Wisconsin Court System website, [www.wicourts.gov](http://www.wicourts.gov).

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 litigants, judges, court staff and security, attorneys, jurors, other participants in court proceedings, and all other persons in the court facilities.

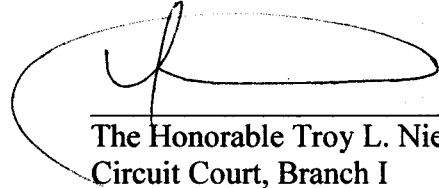
These orders are in place to ensure the continuous performance of the Court's essential functions and operations and yet seek to mitigate the risk that our employees, lawyers, litigants, and jurors will be exposed. These guidelines incorporate use of videoconferencing and teleconferencing to minimize contact, when appropriate; follow social distancing practices; and temporarily suspend some non-essential court functions.

The Waupaca County Circuit **HEREBY ORDERS:**

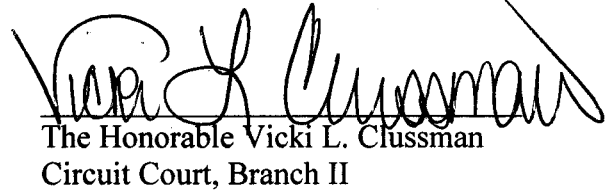
1. There shall be no jury trials held on, or before May 15, 2020, unless statutorily required.
2. Any hearing that can be done by phone will proceed as scheduled by phone. **Any in-person hearing will require the specific approval of the assigned judicial officer.**
3. Counsel shall communicate with the Court, via the branch's judicial assistant, through telephonic or electronic means.
4. All temporary order hearings before the Family Court Commissioner shall be completed via telephone.
5. All small claims hearings before our Small Claims Commissioner shall be completed via telephone.
6. All informal probate matters that can be completed via telephone may proceed; otherwise, the matter shall be scheduled for an informal hearing after May 15, 2020.
7. Criminal Intake (Tuesdays at 1:30) is suspended during this period of time. Any already filed cases will be adjourned to a date and time beyond May 15, 2020. Any newly filed cases will be scheduled for a date and time beyond May 15, 2020.
8. There are no changes being made to the handling of "in custody" hearings.
9. Any criminal cases with defendants who are in custody will be handled on a case-by-case basis.
10. Effective March 23, 2020, all traffic, ordinance, and DNR intake dates are suspended. Any previously filed citations will be adjourned to a date and time beyond May 15, 2020.

**11. The procedure for handling juvenile cases will be addressed on a case-by-case basis  
by the Juvenile Court.**

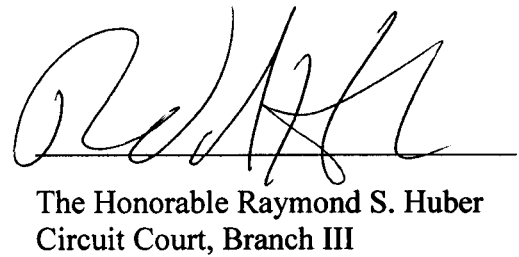
**Dated:** 3/13/2020



The Honorable Troy L. Nielsen  
Circuit Court, Branch I



The Honorable Vicki L. Clussman  
Circuit Court, Branch II



The Honorable Raymond S. Huber  
Circuit Court, Branch III