

BY ORDER OF THE COURT



Honorable Mark T. Slate  
Circuit Court Judge

**FILED**

MAR 27 2020

AMY S. THOMA  
Clerk of Circuit Court  
GREEN LAKE COUNTY, WI

Dated; 03-27-20

STATE OF WISCONSIN

CIRCUIT COURT

GREEN LAKE COUNTY

**AMENDED EMERGENCY RULES REGARDING COVID-19**

(Effective immediately until further order of the Court)

**Courthouse**

The Courthouse will remain open to the public and no limitations shall be placed on the parties, or the public, from attending the Courtroom for open hearings without approval of this Court.

**Phone Appearances**

All parties and attorneys should appear by phone (or video through Zoom) for all hearings, unless ordered to appear in person by the Court. Those appearing by phone shall;

- Call the Clerk of Court's office at (920) 294-4142 prior to the scheduled hearing.
- Verify the Clerk has a correct phone number.
- The Court will call the parties at the scheduled time.
- Parties should be available up to one-half hour after the time of the hearing.
- If an attorney and their client are appearing together, the client should be with the attorney, or the attorney shall have the ability to conference in their client.

**Video / Zoom appearances**

Hearings may be held by Zoom. If parties wish to appear by video they shall contact the Clerk of Court's office. They should also download the app from [www.zoom.us](http://www.zoom.us). If a hearing will be held by video, the Court will send a link prior to the hearing. If you have not received a link at least one-half hour before the hearing, contact the Clerk of Court's office.

### **Family law / Divorce Cases**

All hearings will be by phone. Please follow the phone appearance outlined above. Stipulated divorce hearings can be held by phone provided each party files a Financial Disclosure Statement and a Marital Settlement Agreement prior to the hearing.

### **Probate Hearings**

Parties and/or their attorneys should appear at all hearings by phone unless ordered to appear in person by the Court. Parties should call the Register in Probate at (920) 294-4044 prior to the hearing and follow the above procedures.

### **Probation Hearings**

The defendant and agent shall appear by phone. If the agent cannot appear by phone, they shall file a letter regarding the status of the defendant's probation prior to the hearing.

### **Child Support / Paternity**

Parties shall appear by phone unless ordered to appear in person by the Court.

### **Small Claims**

All parties shall appear by phone.

Service of Summons; the Court authorizes service by mail, as allowed under Wis. Stat. 799.12(2), in Eviction proceedings by certified mail as allowed under Wis. Stat. 799.12(3) and Contempt proceedings service must be personally made.

All pleadings shall be in writing. A defendant, or their attorney, must file an Answer, Counterclaim or Affirmative Defense with the Clerk of Court and opposing party at or before the return date, or, if appearing at the return date by phone, within 10 calendar days of the return date. Failure to do so may result in a default judgment.

An attorney appearing without the client must have settlement authority.

### **Civil Cases**

All hearings should be held by phone. Please follow the phone appearance outlined above.

### **Juvenile hearings (Delinquencies and CHIPS)**

Parties and their attorneys shall appear by phone at all hearings except Temporary Physical Custody Requests, where they may request to appear by phone. Parties should call the Register in Probate at (920) 294-4044 prior to the hearing and follow the above procedures.

### **Restraining Orders**

All restraining order hearings the parties shall be in person, unless given permission by the Court to appear by phone or video. Failure to appear may result in the matter be dismissed, or the matter being granted.

### **Traffic / Forfeitures Cases**

Initial appearances shall be done in writing or by calling the Clerk of Court's office prior to the court date. Please do not appear in person for your court date. Status hearings shall be by phone.

### **Criminal Cases**

- A. All cases (Felony, Misdemeanor and Criminal Traffic)
1. Defendants and/or their attorney may call in for hearings, unless required to appear in person by the Court.
  2. If a defendant does not appear in person at the initial appearance they must complete processing and return the signed bond to the Clerk's office within 14 days
  3. If an Authorization to Appear is on file for Misdemeanor and Criminal Traffic
    - a. Defendants do not need to appear at any hearings, except plea and sentencings.
    - b. Plea and sentencings may be done with the defendant appearing by phone or video if a plea questionnaire is filed prior to the hearing.
  4. If an Authorization to Appear is on file for Felony:
    - a. Defendants must appear by phone, video or in person at the following hearings
      - i. Preliminary hearings
      - ii. Waiver of preliminary hearings.
      - iii. Arraignment.
      - iv. All evidentiary hearings.
    - b. Defendants must appear in person at all plea and or sentencings.
- B. Defendants in custody
1. Hearings which the defendant is not required to appear, a video will not be set up.
  2. Hearings which the defendant needs to appear, a video will be set up.
  3. Felony plea and/or sentencings defendants will be brought to the Courtroom.
  4. If a defendant wishes to appear by video at a hearing they, or their attorney, must request it at least one week in advance of the hearing.