

Covid-19 Operating Plan

Judicial District: 8

Courthouse: Converse County Courthouse

Address: 107 N. 5th Street, Douglas, WY 82633

Judges: F. Scott Peasley, District Court

List every judge who regularly conducts business in this courthouse I. Vincent Case, Circuit Court

Proposed Start Date of Select

In-Person Proceedings: June 1, 2020

This does not include jury trials. Pursuant to the Wyoming Supreme Court's Third Order Amending March 18, 2020 Temporary Plan to Address Health Risks Posed by the Covid-19 Pandemic, no jury trials should be held until a Covid-19 Jury Trial Operating Plan is submitted to the Wyoming Supreme Court, and in any case, not before August 3, 2020.

Please identify measures your courthouse is implementing in each of the following categories:
(Please refer to the Covid-19 Reopening Guidelines for guidance)



Scheduling

(All judges conducting business in the courthouse should coordinate their schedules to minimize the number of people appearing for proceedings at one time. Examples include regular virtual meetings among judges to discuss schedules, calendar sharing, coordination between judicial assistants, etc.)

- The District Court's Judicial Assistant and the Circuit Court Clerk shall communicate when scheduling in-person hearings in order to stagger entry into the courthouse.
-In-person proceedings remain limited, with allowance for video hearings to continue until further notice. In-person hearings are occurring only with the consent of the presiding judge or as otherwise required by law.



Social Distancing

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☒ Among Court Staff

(e.g. Staggered work shifts, plexiglass at clerk's window, seating arranged 6' apart, etc.)

- District Court staff are socially distanced by having their own offices, each equipped with doors for further distancing if needed and some windows for ventilation.
- the clerk's doors remain locked, and plexiglass has been installed in that office. A dropbox has been placed outside the District Court Clerk's office.
- The district court and circuit court offices and chambers remain closed to visitors.

☐ Among Public

(e.g. Remote check-ins and scheduled arrival times, floor markers and signage indicating 6' of distance, one-way traffic flow markers, seating arranged 6' apart, etc.)

- The Judge will begin each proceeding by encouraging in-person attendees to maintain social distancing and observe health recommendations.
- Locations for sitting and standing in the courtrooms will be explained by the court or marked by tape or other visual indicators
- Counsel shall speak from counsel table and present documents via Hub.
- Witnesses may testify from a location away from the witness box if needed for social distancing.
- Remote testimony by video continues to be used where possible.
- Hand sanitizer will be made available outside the courtrooms.
- Members of the public who desire to observe court proceedings are encouraged to attend by telephone or video.

☒ Hygiene

(e.g. hand sanitizer and Kleenex dispersed throughout courthouse, handwashing flyers posted near all faucets, hand soap readily available near all faucets, sneezing and coughing etiquette flyers posted throughout courthouse)

- Signs are posted outside the courtrooms encouraging proper hygiene. Signage is posted in all restrooms reminding individuals of best practices.
- Disposable masks and hand sanitizer are available at the clerk's window or the bailiff's station.

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☒ Screening

(e.g. Flyers posted outside courthouse directing individuals with Covid-19 symptoms not to enter, temperature checks of all individuals entering courthouse)

- The courtrooms will be cleaned after each in-person proceeding. Court staff will sanitize counsel tables and chairs, and courtroom doors after in-person proceedings. Portions of the public gallery, if occupied, will be sanitized after in-person proceedings.

-Cleaning supplies and sanitizers are placed conspicuously in the courtrooms.

☒ Vulnerable Populations

(e.g. allow remote appearances by attorneys and litigants who fall into at-risk categories whenever possible, if at-risk individuals must attend in-person proceedings the court should make every effort to schedule such appearances at times when there are few other individuals in the courthouse)

- In-person hearings are expected to be rare for the next several months.
- Video hearings and telephone hearings shall continue in both courts.
- For hearings that must occur in person, reasonable accommodation for vulnerable populations may be made on a case-by-case basis. Accommodation measures may vary from case to case.

☒ Face Coverings

(e.g. supplying court staff with face coverings, requiring face coverings in all public areas of the courthouse)

--The district and circuit courts have procured sufficient number of masks for court staff. Staff are encouraged to provide their own reusable, washable cloth face coverings and to wear them when necessary.
-The district and circuit court have obtained masks for use by the litigants, if requested. While public attendance for courtroom proceedings will be rare, for those in the public who wish to attend, they will be required to wear masks of their own or if necessary.

☒ Cleaning

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(e.g. creating a schedule of regular cleanings of courtrooms, bathrooms, and other public areas; send court staff regular reminders to sanitize commonly touched surfaces such as keyboards, phones, and door handles)

-The courtrooms will be cleaned after each in-person proceeding. Court staff will sanitize counsel tables and chairs, and the courtroom doors after each in-person proceeding. Portions of the public gallery, if occupied, will be sanitized after in-person proceedings.

-cleaning supplies and sanitizers are placed conspicuously in the courtrooms.

☒ Other (if applicable):

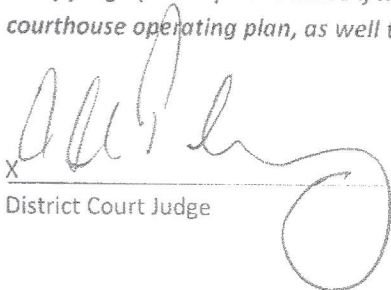
(consider and address other circumstances unique to your courthouse and community if necessary)

- the district and circuit courts have posted copies of each of the respective court's previous orders and notices at the front of the courthouse.

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Signatures:

Every judge (or a representative if multiple judges) regularly conducting business in the courthouse must approve and sign the courthouse operating plan, as well the city or county health official.

X 

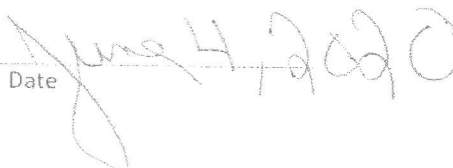
District Court Judge

June 3, 2020

Date

X 

Circuit Court Judge



Date

X 

City or County Health Official

June 3, 2020

Date