

Covid-19 Operating Plan

Judicial District: Third Judicial District

Courthouse: Lincoln County Justice Center

Address: 1040 Justice Center Drive

Judges: Judge Corpening

*List every judge
who regularly
conducts
business in this
courthouse*

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 judge will continue to schedule and conduct court hearings via video or teleconference as permitted by applicable law and court rules. Notice is given to defendants who have must appear citations that they may contact the court to determine if their hearing scheduled can be held by video conferencing.

The court will provide notice that any vulnerable population members may request to appear via video or teleconference, as permitted by law, upon request.

Due to the physical distance of approximately (4) four miles between the District Court and the Circuit Court, there is no need to coordinate schedules.



Social Distancing

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☐ Among Court Staff

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

Staff will continue to social distance (minimum of six feet).

In the Kemmerer location, a glass window had previously been installed. The Kemmerer office will remain open with limited access in the lobby.

The Afton satellite court will be installing a glass window and door at the front counter of the court by approximately June 3, 2020. The Afton office will remain closed to the public with our two clerks staggering days worked to every other day.

☒ 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.)

Both courts will post notices on the courtroom doors that will instruct that anyone entering the courtroom must maintain at least a 6' social distance, must sanitize hands before entering the courtroom, and are encouraged to wear face coverings (available at the Clerk's Office).

Benches in the courtroom will be marked with places to sit that are 6' apart. Chairs in the lobby have been marked for proper social distance. There will be signage in the lobby to remind visitors to maintain 6' of distance from one another.

The court is excluding the public from all hearings that must be held in person. Attorneys will be encouraged to social distance and wear face coverings. Our Afton office will follow the same protocol once the office opens to the public.

☒ 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)

Our courtrooms will have hand sanitizer available at the entrance. Notice will be posted directing persons that they must sanitize their hands before entering the courtroom.

The courtroom will have hand sanitizer at each counsel's table.

The courtrooms will be cleaned in the areas used after each in-person hearings. The courtroom will be thoroughly cleaned each night.

Signs will be posted notifying the public of the location of the restrooms.

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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)

Both courts will post notices that persons experiencing flu-like symptoms, have a fever, or are coughing or sneezing, may not enter the courtroom and those parties will be provided directions to make alternate arrangements to appear via video or teleconference as allowed by law.

☐ 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)

Both courts will post notices that members of vulnerable populations should not enter the courtroom and be provided directions to make alternate arrangements to appear via video or teleconference as allowed by law.

☒ Face Coverings

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

Each court will post notices that persons entering the courtroom are encouraged to wear face coverings and that the Clerk of Court's office will provide a mask at no cost to the party.

☐ 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 Lincoln County Maintenance Office handles cleaning and disinfecting of the entire facility.

The Security Guards in both court locations will disinfect the tables, chairs, microphones and witness stand (if used) after each in person court hearing.

☒ Other (if applicable):

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

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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

Date

X

Circuit Court Judge

Date

X

City or County Health Official

Date

5/29/2020

5.19.2020