

Covid-19 Operating Plan

Judicial District: Ninth Judicial District

Courthouse: Teton County Courthouse

Address: 180 S. King Street, Jackson, WY 83001

Judges: James L. Radda, Teton County Circuit Court Judge

List every judge who regularly conducts business in this courthouse

District Court Judge Timothy C. Day is filing a separate Operating Plan

Proposed Start Date of Select

In-Person Proceedings: June 5, 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 Circuit Court Clerks will communicate with the District Court's Judicial Assistant when scheduling in-person hearings in order to stagger entry into the courthouse.

- Social Distancing

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Among Court Staff

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

To the extent practicable, the clerks wear masks while working; the Judge wears a mask while in the area where the clerks work; and generally, the court clerks do not enter the Judge's chambers.

The Chief Clerk, to a greater extent, and the other clerks, to a lesser extent, will continue to stagger shifts and work from home.

Teton County has installed a temporary 36"-long plexiglass shield at the counter where the clerks meet with the public. The County plans to replace this shield with a longer permanent shield that extends the length of the counter. The County is following the same procedure in other buildings.

The Court has 4 clerk stations/desks. Chief Clerk and Deputy Clerks 1, 2 & 3. The Court has requested the County to install a plexiglass shield between the desks of Deputy Clerks 2 & 3, who sit approximately 6 feet apart.

During videoconference hearings, the Judge remains in chambers while the clerk sits in the courtroom and operates Liberty Recording and the Surface Hub.

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.)

As of June 1, 2020, Teton County is requiring all members of the public entering the Courthouse to wear a face covering in all public areas of the Courthouse and maintain at least 6 feet social distancing. The Circuit Court shall impose the same requirements in the Circuit Court offices and courtroom. Further, the Courthouse stakeholders (District Court & Circuit Court Judges, County Attorney, Clerk of Court and Sheriff) have agreed upon the attached Phase Orange Plan for Reopening the Teton County Courthouse & In-person Court Proceedings, which addresses security screening, signage, floor markers, and restrictions on queuing. The court bailiffs have marked locations for standing and sitting in the courtroom and public areas. Counsel shall remain at counsel tables. The Surface Hub is available for presenting documents and videos. Law enforcement witnesses and other witnesses who do not need security screening may be able to enter the courtroom directly from outside via the Jury Room and thereby avoid the more congested public areas of the Courthouse. In pretrial proceedings in criminal proceedings, the Court may require the prosecuting attorney to appear by videoconference. The Court will encourage remote testimony; and may require remote testimony in certain cases.

Requests to use the public terminal shall be made in advance to avoid unnecessary waiting.

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)

See attached Phase Orange Plan for Reopening the Teton County Courthouse & In-person Court Proceedings. On the first floor of the Courthouse, there are hand sanitizer dispensers at the entrance to the building, the entrance to the Circuit Courtroom, and building exit. County Facilities has been asked to install another dispenser near the entrance to the Circuit Court offices (which is also near the entrance to the Teton County Attorney's Office). Persons entering the Circuit Court offices will be required to use hand sanitizer upon entry. In the courtroom, hand sanitizer dispensers shall be available at counsel table.

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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)

See attached Phase Orange Plan for Reopening the Teton County Courthouse & In-person Court Proceedings.

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)

For in-person hearings, the court, in its order setting hearing, shall notify vulnerable individuals (as defined in Section II.C.1.b of the Court Covid-19 Reopening Guidelines for Court Employees and Public Proceedings) of their opportunity to contact the court to identify themselves as vulnerable and receive accommodations.

Face Coverings

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

See attached Phase Orange Plan for Reopening the Teton County Courthouse & In-person Court Proceedings. The Court has sufficient face coverings to provide to persons attending in-person hearings. Staff is using reusable, washable cloth face coverings.

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)

See attached Phase Orange Plan for Reopening the Teton County Courthouse & In-person Court Proceedings.

Court hearings will be scheduled to ensure sufficient time, between hearings, to sanitize "high-tough" surfaces in the courtroom (counsel table(s), witness stand, clerk's station, bench).

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 **James L. Radda**

Circuit Court Judge

June 1, 2020

Date

X  _____

City or County Health Official

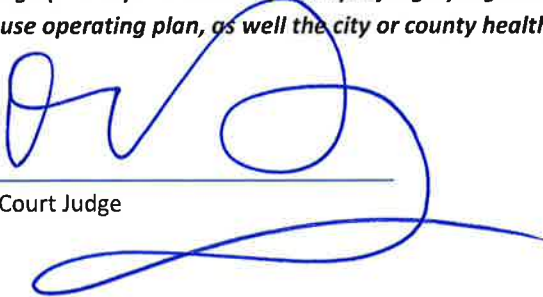
June 3, 2020

Date

Covid-19 Operating Plan

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

X **James L. Radda**

Circuit Court Judge

Date 6/3/20

Date June 2, 2020

X _____
City or County Health Official

Date