

Covid-19 Operating Plan

Judicial District: Seventh Judicial District

Courthouse: Townsend Justice Center

Address: 115 North Center Street, Casper, WY 82601

Judges: Judge Wilking, Forgey, Johnson, Brown, Patchen, Christensen

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.) [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

All Judges continue to schedule & conduct as many court hearings via video conference as permitted by applicable law & court rules. District Court is only scheduling constitutionally necessary in person hearings until August 3, 2020.

Once in person proceedings are restarted, the District Court (which occupies the 1st and 2nd Floor) will coordinate scheduling of in person proceedings as best as practicable to minimize the number of persons appearing for District Court. Our JA's each have access to all calendars necessary to promote the coordinated scheduling. Our security staff will ensure proper social distancing of all participants in District Court.

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□ Social Distancing

○ Among Court Staff

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

Both Courts staff shall continue to social distance. The Courts do not allow the public free access to the Court chambers. Permission to enter the locked office is required from the administrative assistant. District Court has provided face masks and hand sanitizer throughout chambers in the event that the public has a need to enter the space. Circuit Court is only allowing fax and email participation for the Judges chambers.

Circuit Court & District Court have a glass window at the counter and have marked six-foot spots for the public to wait for the window (which is also 6 feet apart).

Staff will be permitted to work remotely if possible.

○ 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.)

Notices are posted about proper social distancing in all public spaces throughout the building..

District Court participants will be encouraged to use the stairs to the 2nd floor instead of the elevator.

In the event an elevator is needed no more than 2 people at a time.

Upon entrance into the building a hand sanitizing station and a COVID-19 health issues board is posted in the entry way.

Signs will be posted encouraging the public to wear a mask and if you need one while in the courtroom they will be provided for use.

District Court is encouraging Counsel to stay at the counsel tables and sanitizing wipes will be available.

Circuit Court for status conferences is allowing only counsel to attend. The final disposition paperwork, the Court is encouraging counsel to file before the court date to limit the amount of people appearing for hearings.

Circuit Court put a lock box and forms for civil hearings in the lobby entrance to encourage the public to use to limit the exposure of court staff.

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☐ 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)

Kleenex has been placed in all of the courtrooms.

Flyers have been posted around the building concerning hand washing & sneezing etiquettes.

Court clerk has a temperature monitor for checking temperatures.

Soap Dispensers are available and filled regularly for use.

☐ Screening

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

A sign is located in the front foyer and outside the courtrooms stating that if you have health issues, you should not enter the building. If possible, symptomatic participants will be allowed to appear remotely.

Court Clerk has a temperature monitor for checking temperatures.

☐ 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)

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Court is allowing video conferencing and telephonic conferences so that members of vulnerable populations do not have to enter the courthouse. The Court will work to schedule the hearing at a time that is not as busy for the courthouse.

□ Face Coverings

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

Circuit Court has posted notices that persons entering the court room are encouraged to wear face coverings and that if you require a mask, the clerk's office can provide them.
District Court will require face masks in court and if they are waiting to enter the courtroom. Security will provide one to anyone entering the District courtrooms who does not have one.

□ Cleaning

(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 counter is cleaned twice daily during business hours along with the cleaning after hours provided by the janitorial staff.

Court has provided sanitizing wipes, hand sanitizer and sanitizing spray to be used throughout the business day.

The doors of the courtroom will remain open for all non-confidential hearings to restrict the amount of necessary touching of the handles.

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Other (if applicable):

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

Copies of all notices referenced herein are attached and incorporated into the Court's plan and posted on the Wyoming Supreme Court website.

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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 Catherine E. Wing
District Court Judge

6-24-20
Date

X [Signature]
District Court Judge

6/25/20
Date

X [Signature]
District Court Judge

6.24.2020
Date

X [Signature]
Circuit Court Judge

JUL 08 2020
Date

X [Signature]
Circuit Court Judge

8 July 2020
Date

X [Signature]
Circuit Court Judge

7/7/20
Date

X [Signature]
County Health Official

07/01/2020
Date