

Covid-19 Operating Plan

Judicial District: MUNICIPAL COURT CITY OF CASPER
Courtroom: MUNICIPAL COURT
Address: 201 N DAVID STREET CASPER, WY 82601
Judges: CALLY E. LUND
ROBERT J. HAND

** All judges in the courthouse should coordinate the timing of jury trials to minimize the number of jurors in the courthouse at one time; however, district and circuit courts may develop separate operating plans.*

Proposed Start Date of Jury

Trials:

MAY 5, 2021

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



Pre-Courthouse Screening

(e.g. supplemental juror questionnaires screening for high-risk individuals, providing safety precaution information, increasing number of jurors summoned for each venire panel to allow for more excusals)

Safety precaution information is provided on the website, and Jurors are encouraged if they are in a high risk safety group to write a letter requesting excusal if they call in to request a status update. The letter supplied by the Supreme Court as well as the Questionnaire will be sent to all Jurors being called on a specific date and will be screened by the clerk the day prior to the trial. Anyone exhibiting symptoms will be excused from Jury Duty.

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Courthouse Protections

(e.g. operating and inspecting ventilation systems, leaving doors open where possible)

Individuals entering the 5th floor of the Hall of Justice are encouraged to wear masks, although the mask mandate has been lifted. If an individual wants to wear a mask, one is provided to them. Social distancing is also encouraged and there are arrows directing flow of individuals (i.e. the floors are marked for 6 foot social distancing can be maintained by individuals). Hand sanitizing stations are available immediately off the elevator and outside the court window. Safety advisements are posted in two locations. Court staff clean podiums, defense seating, and witness chairs after every individual. The entire Courtroom is sanitized after each court session. The court closes from 12 pm to 1 pm and from 3 pm to 5 pm to conduct thorough sanitizing for the entire court area, including common areas. Sanitized pens are separated from unsanitized pens. Seats are marked in the Courtroom for social distancing and the front two rows are left vacant. Those with symptoms are allowed a continuance and digital hearings are being conducted at the request of the Defendant.

Additional proposed protections would be to check in jurors as they enter and immediately seat them in the Courtroom as to allow for social distancing and limited contact. All jurors would be provided masks. All individuals would be asked prior to entry if they were exhibiting symptoms of COVID-19 and the health screening form would be filled out by Court staff, and any individuals who were exhibiting symptoms would be granted an excusal. Furthermore, all individuals would be temperature checked prior to seating.



Voir Dire

(e.g. health screenings on arrival, possible use of larger facilities, staggered arrival times, disinfect courtroom between panels, spaced seating, plexiglass barriers, remote voir dire, providing PPE)

Individuals would be spaced to accommodate social distancing, check in jurors as they enter and immediately seat them in the Courtroom as to allow for social distancing and limited contact. All jurors would be provided masks. All individuals would be asked prior to entry if they were exhibiting symptoms of COVID-19 and any individuals who were would be granted an excusal. Voir Dire would be conducted to accommodate social distancing between jurors and Defendant and attorneys. After voir dire, all areas would be thoroughly sanitized after voir dire.

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Seating the Jury

(e.g. PPE, implement social distance between jurors while maintaining ability to see and hear, plexiglass barriers, alternative areas for juror recesses/deliberations)

Jury members would be socially distanced in the Jury box and in the recess and deliberation room. Court staff would sanitize after every recess. Juror notebooks and pens would be put into a clear labeled bag with their names on the outside to turn in their notebooks.



Conducting the Trial

(e.g. allow public access via webcast/livestreaming, create separate areas for jurors and public, eliminate podiums, allow attorneys and clients to communicate via electronic devices, limit use of communal microphones and disinfect after use, limit juror contact with exhibits until deliberations)

In conducting the trials, there is public seating at the back of the gallery that is separate from the Jury area. Podiums have plexiglass enclosures and are sanitized after each individual. Witness stands, courtroom, and deliberation rooms are sanitized between uses.

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- ☒ Infection Event Protocol
(e.g. notify public health officials)

In the event of an infection event, Risk Management with the City of Casper and the Natrona County Public Health Officer would be immediately contacted.

- ☐ Other (if applicable):
(consider and address other circumstances unique to your courthouse and community if necessary)

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Signatures:

The operating plan should be approved by every judge regularly conducting business in the court subject to the plan. A representative judge must sign the operating plan, along with the city or county health official.

x Carol E. Reed
Judge

4/5/2021
Date

x Zulema Lopez
City or County Health Official
Risk Manager

4/5/2021
Date

Dear Potential Jurors:

First, from all of us, thank you for contributing to our justice system by being potential jurors. Our system depends upon you and we thank you!

Second, in light of the COVID-19 pandemic, our court has taken precautions to ensure your safety when we ask you to do your civic duty and serve as jurors.

These measures include:

1. A supplemental juror questionnaire to screen individuals with underlying health conditions or other concerns. The questionnaire is included with this letter, please fill this out and return to the Municipal Court within 10 days of the date of this letter.
2. Health screenings for all potential jurors before entering the courtrooms.
3. Social distancing before entering and within all courtrooms
4. Personal protective equipment (masks, gloves, and hand sanitizer) provided by the courts
5. Thoroughly cleaning and disinfecting courtrooms and common areas after every court session.
6. Temperature checks of all individuals prior to entry into the Courtroom.

Finally, please leave your water containers, bags, cell phones and any other personal items in your vehicle. The Court will provide bottles of water when you are seated in the courtroom. Please refer to the Municipal Court website for other safety precaution information. This can be found at

https://casperwy.gov/government/casper_municipal_court/juror_information.

No one can guarantee that any of us will not be exposed to coronavirus. However, we have developed these protective measures, in accordance with State and County public health guidance, to minimize any risk to your health and give you comfort that we are looking out for your safety when you come to our courtrooms.

If you have any questions, concerns, or suggestions for us to make your experience at the courthouse better, please let us know.

Sincerely,

Municipal Court Judges and Staff

OPTIONAL SUPPLEMENTAL JUROR QUESTIONNAIRE

In light of COVID-19, there are special considerations that the Court may consider when asking potential jurors to perform their civic duty by serving as jurors in trials. You **may** fill out this **optional** supplemental questionnaire to identify factors if you are seeking to be excused from jury service due to COVID-19.

If you want to provide this additional information, please answer the following questions and sign this form under penalty of perjury and return it to the Clerk of Court. The judges will meet with lawyers on the case and make a decision regarding excusing you from jury duty for cause before you must appear at the Courthouse.

YES NO

1.	Are you currently experiencing any flu-like symptoms, have a fever, or are coughing or sneezing?		
	Explanation:		
2.	Do you have, or have you recently had, a health condition that compromised or suppressed your immune system?		
	Explanation:		
3.	Do you suffer from any chronic illness including, but not limited to, high blood pressure, cancer, diabetes, heart disease, or lung disease?		
	Explanation:		
4.	Have you recently travelled, or been exposed to another who has recently travelled, to an area that has experienced a COVID 19 outbreak?		
	Explanation:		
5.	If you have answered "yes" to any of these questions, are you requesting that you be excused from jury duty? In your explanation, please describe how long (i.e., a few weeks, the whole term, etc.) you seek to be excused from jury duty.		
	Explanation:		

I certify under the penalty of false swearing that the foregoing information is true and accurate. I also consent to the Court sharing this information with the attorneys and persons involved in the trial.

(Signature)

Juror Number

(Printed Name)