

Covid-19 Operating Plan

Judicial District: Seventh Judicial District

Courthouse: Townsend Justice Center

Address: 115 North Center, Casper, Wyoming 82604

Judges: Judges Brown, Patchen, Christensen

List every judge who regularly conducts business in this courthouse

Proposed Start Date of Select In-Person Proceedings: April 2021

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.)

Circuit Court will schedule & conduct court hearings via video/audio teleconferencing as permitted by applicable law & court rules.

- Social Distancing

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Among Court Staff

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

Court staff shall continue to social distance as recommended by public health guidance.

Circuit Court has 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).

Currently, staff shall continue to wear masks when dealing with court participants and general public, at the glass window. Staff shall also continue to wear masks at formal court proceedings.

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.

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

Sign are posted encouraging the public to wear a mask and if you need one while in the courtroom, they will be provided.

Status Conferences in Circuit Court may be held with attorneys only. The Court is encouraging counsel to file before the court date to limit the amount of people appearing for hearings.

Circuit Court has located a lock box in the lobby entrance to encourage the public to use in order to limit the exposure of court staff.

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)

Hand sanitizer is provided at the entrance of the building and in the Court rooms.

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.

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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)

A sign is located in the front foyer 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 if concerns arise.

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)

Circuit Court is allowing video conferencing and telephonic conferences so that members of vulnerable populations do not have to enter the court house.

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 a mask, the clerk's office can provide them.

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 cleaning after hours is provided by the janitorial staff.

Court will use sanitizing wipes, hand sanitizer and sanitizing spray to be used throughout the business day as required.

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 

Circuit Court Judge

APR 08 2021

Date

X 

Circuit Court Judge

APR 08 2021

Date

X 

Circuit Court Judge

6 MAY 2021

Date

X 

City or County Health Official

April 29 2021

Date