STATE OF WISCONSIN MCFARLAND MUNICIPAL COURT

ORDER REGARDING EMERGENCY TEMPORARY MEASURES

The Village of McFarland Municipal Court is issuing the orders described below to provide procedures and directions for proceedings and essential functions in the court during the next several weeks. The guidelines are emergency and temporary measures and ONLY effective from March 17, 2020 until June 1, 2020.

The Village of McFarland Building remains open, but the departments are limited/closed to in-person contact. More information can be obtained on the Village of McFarland website at https://www.mcfarland.wi.us/ .

The World Health Organization declared a global pandemic of COVID-19 due to human infection worldwide. We are committed to open access to our courts and service to the public, and to protect the health and safety of the litigants, judge, court staff, security, attorneys, other participants in court proceedings, and all other persons in the court facilities.

These orders are in place to ensure the continuous performance of the Court's essential functions and operations and yet seek to mitigate the risk that our employees, lawyers, litigants, judge and others will be exposed. These guidelines incorporate use of videoconferencing and teleconferencing to minimize contact; follow social distancing practices; and temporarily suspend some non-essential court functions.

The Village of McFarland Municipal Court **HEREBY ORDERS:**

1. There will be no trials held before May 19, 2020.

2. Effective March 17, 2020, all traffic, ordinance, and juvenile court dates are suspended.

   Any previously filed citation will be adjourned to a date and time on or after beyond May 12, 2020.

   a. No Contest or Guilty pleas can be submitted to McFarland Municipal Court in writing. Any plea of guilty or no contest submitted by mail before May 12, 2020 will be reviewed by the Judge. A written disposition will be sent back out in the mail.

   b. Not Guilty pleas must be submitted in writing. Please included your telephone number. A pretrial conference will be scheduled by phone with the Village Prosecutor.

c. Failure to submit a plea form will for these cases will result in a default finding.

3. The Village of McFarland Municipal Court office will remain open but is closed to in-person contact.

4. You are strongly encouraged to submit your payment obligations by

   a. Mail to: McFarland Municipal Court
   5915 Milwaukee Street
   P.O. Box 110
   McFarland, WI 53558

   b. To make a credit or debit card payment, call 888-604-7888 or visit www.GovPayNOW.com and enter the PLC# 6768. (There is a fee for this service.) Include your citation number with your payment.

   c. Payments can be placed in the drop box outside the main doors of the Municipal Building located at 5915 Milwaukee Street, McFarland, WI 53558. A written receipt will be mail out upon request.

Dated this 22nd day of April, 2020

Hon. Rändi Othrow
McFarland Municipal Court