**Vel R. Phillips Youth and Family Justice Center**

**COVID-19 Interim Operating Policies and Procedures**

**(Effective June 29, 2020 until further order of the Court)**

**All individuals are encouraged to avoid the Vel R. Phillips Youth and Family Justice Center and are encouraged to participate in hearings via teleconferencing, or videoconferencing; Zoom. Any individual seeking guidance on participating in a hearing shall contact the assigned check in clerk for the court.**

Essential Staff (as determined by each agency)

* Courts
  + Hon. Laura Crivello: 262-409-1068 or [laura.crivello@wicourts.gov](mailto:laura.crivello@wicourts.gov)
  + Liz Finn-Gorski: 414-454-4189 or 414-405-2644 or [Elizabeth.finn-gorski@wicourts.gov](mailto:Elizabeth.finn-gorski@wicourts.gov)
  + Robert Mochel: 414-257-7035 or 414-610-6664 or [Robert.mochel@wicourts.gov](mailto:Robert.mochel@wicourts.gov)
* Clerk of Circuit Court
  + Tammy Kruczynski: 414-257-4510 or 414-659-1628 or [Tammy.kruczynski@wicourts.gov](mailto:Tammy.kruczynski@wicourts.gov)
  + Sue Bajurny: 414-257-7285 or 414-333-5131 or [Susan.bajurny@wicourts.gov](mailto:Susan.bajurny@wicourts.gov)
* DMCPS:
  + Sarah Henery: 414-343-5820 or 608-219-0408 [sarah.henery@wisconsin.gov](mailto:sarah.henery@wisconsin.gov)
  + Bridget Chybowski: 414-750-7420 or 414-248-8983 or [bridget.chybowski@wisconsin.gov](mailto:bridget.chybowski@wisconsin.gov)
* SaintA:
  + Dwayne Marks: 414-604-5700 or 414-315-9914 or [dmarks@sainta.org](mailto:dmarks@sainta.org)
  + Alison McMorrow: 414-604-5616 or 386-989-8356 or [amcmorrow@sainta.org](mailto:amcmorrow@sainta.org)
* Children’s Wisconsin:
  + Susanna Leggio: 414-803-1584 or [sleggio@chw.org](mailto:sleggio@chw.org)
  + Kate Angers: 414-651-8173 or [kangers@chw.org](mailto:kangers@chw.org)
* DYFS
  + Mark Mertens: 414-551-4779 or [mark.mertens@milwaukeecountywi.gov](mailto:mark.mertens@milwaukeecountywi.gov)
  + Chantell Jewell: 414-366-5645 or [chantell.jewell@milwaukeecountywi.gov](mailto:chantell.jewell@milwaukeecountywi.gov)
* District Attorney
  + Elisabeth Mueller: 414-257-5012 or 414-899-8301 or [elisabeth.mueller@da.wi.gov](mailto:elisabeth.mueller@da.wi.gov)
* Public Defender
  + Robin Dorman: 414-266-1182 or 414-331-1915 or [dormanr@opd.wi.gov](mailto:dormanr@opd.wi.gov)
  + Katie Holtz: 414-266-1182 or 414-350-3156 or [holtzk@opd.wi.gov](mailto:holtzk@opd.wi.gov)
* Legal Aid
  + Deanna Weiss: 414-975-2166 or [dweiss@lasmilwaukee.com](mailto:dweiss@lasmilwaukee.com)
  + Dainey Thomas: 847-997-5701 [dthomas@lasmilwaukee.com](mailto:dthomas@lasmilwaukee.com)
* Intake Attorneys
  + Duke Lehto: 414-861-8169 or [dlehto@live.com](mailto:dlehto@live.com)
  + Jodi Sanfelippo: 414-287-9875 or 414-688-6370 or [jodi@sanfelippolaw.com](mailto:jodi@sanfelippolaw.com)
* Detention Center
  + Kevin Gilboy: 414-915-9618 or [kevin.gilboy@milwaukeecountywi.gov](mailto:kevin.gilboy@milwaukeecountywi.gov)
  + Lathel Taylor: 414-759-3206 or 414-530-6938
* CASA
  + Beth Lauck: 414-344-1220 (x14) or [beth.lauck@kidsmatterinc.org](mailto:beth.lauck@kidsmatterinc.org)

**Interim Plan for VPYFJC**

This interim plan is designed to ensure that to the greatest extent possible the risk of transmission of the virus that causes COVID-19 has been decreased, and that the health and safety of all those present in the courtrooms, jury rooms, and other court-related confined spaces has been promoted.

Furthermore, this plan was created out of communications between the Milwaukee Children’s Circuit Court Judges, the Milwaukee Clerk of Circuit Courts, representatives of the County, the Milwaukee County Sheriff's Department, the Milwaukee District Attorney's Office, and the Milwaukee Office of the State Public Defender.

Hearings Via Zoom:

1. As of June 29, 2020 all hearings will proceed remotely via Zoom (teleconferencing and/or videoconferencing).
2. The courts have provided their weekly Zoom hearing access informationfrom now until December 31, 2020. See the attached **2020 Weekly Zoom Hearing Access Information.**
3. All parties should be prepared to utilize Zoom capabilities.  Resources for how to utilize Zoom may be found at the Zoom webpage: <https://zoom.us>.
4. Zoom Identification: Please make sure that your Zoom Identification includes your legal name and title (i.e. Libby Mueller, ADA; Robin Dorman, PD; Jack Smith, Wrap.) Attorneys are asked to inform their clients to follow this procedure.

In-Person Hearing:

Please note that in-person hearings will not be held at the Vel R. Phillips Youth and Family Justice Center (VPYFJC) without approval of the Chief Judge of the First Judicial District in coordination with the Presiding Judge of the Children’s Division. As of June 29, 2020, the VPYFJC will have the ability to conduct a limited number of in-person hearings. Prior to scheduling an in person appearance, each court will need to determine on a case by case basis how each case shall proceed and this information shall be documented in the court record. This determination will take into consideration: type of case; number of litigants; interests of the litigants appearing in court versus appearing remotely; number of witnesses; amount of physical evidence; anticipated length of the hearing; interest of the public; age of the matter, and any other appropriate considerations.

Parties Requesting In-Person Hearings

When a party is requesting an in-person hearing the court will ensure that parties understand what an in-person hearing entails.

1. Both the attorney and their client must understand that they will be in the courtroom wearing a face mask seated side by side with a plexiglass separation during the hearing. Plexiglass has been installed in the Room #1422 at the VPYFJC (currently Branch 44).
2. Courts should address health risks for all individuals. Does an individual have a compromised immune system?  Are there family members with compromised immune systems?   Have they considered their client’s contacts in the community?
3. Courts need to limit the footprint in the courtroom for in-person hearings. It is paramount for the judge or commissioner to specify, identify and articulate who will appear in-person and who will appear via Zoom for the hearing. A maximum of 10 individuals may be accommodated. This number does not include the judicial officer and courtroom staff.
4. Attorneys should articulate how they wish to communicate with their clients during the hearing.  Will the court allow texting via cell phones?  Will the parties be comfortable using the private chat feature on Zoom?  Have the parties practiced this function?  Remember, the plexiglass will prevent whispering and passing of paper back and forth.
5. Litigants need to discuss submission of exhibits. How will they be shared?  When must they be submitted?   Are they documents or objects?
6. Each party will have a County laptop at their table connected to Zoom during the hearing in case there are participants appearing remotely.

Face Mask Policy - When parties come for an in-person hearing they will be required to follow the Supreme Court Orders as well as the Milwaukee County Universal Face Mask Policy. Please see the attached Milwaukee County Policy and Procedure for greater details.

1. The Milwaukee County Universal Face Mask Policy provides that employees, contractors, vendors, volunteers, service users and members of the public wear face masks when entering county facilities and grounds that have a "controlled entry point."  Thus, face masks shall be worn upon entry to the VPYFJC.
2. The Wisconsin Supreme Court in its order filed May 22, 2020 indicated that all persons present in courtrooms shall wear face coverings, unless a judge specifically determines on the record that it is necessary for a witness not to wear a face covering, during the witness’s testimony in order for the judge or jury to weigh the witness’s credibility. Notices as to this requirement will be posted at the entrance of each courtroom and court related confined space. The judges of the Milwaukee County Circuit Court will enforce this requirement.
3. Types of Face masks – Acceptable face masks include cloth face masks, such as handmade/sewn cloth masks, scarves, buffs, or bandanas; or disposable face masks, such as non-medical grade paper or procedure masks. A medical-grade face mask is not required.
4. Supply and Distribution of Face masks to Members of the Public. - If a member of the public does not have their own mask, they will be provided either a cloth mask or disposable paper mask at the controlled public entry point at the VPYFJC.
5. People Who are Exempted from Wearing a Mask
   1. Children ages two (2) years old and younger.
   2. Children ages 2 through 12 should only wear a face mask if a parent or guardian monitors to make sure it is worn safely. All children under 12 years old must remain within six (6) feet of parent/guardian, or household unit, and those who are small enough should be in a stroller or cart.
   3. Anyone with a disability that makes it difficult to put on, wear, or remove a face mask.
      1. Anyone consistently interacting with a person who is deaf or hard of hearing and primarily relies on lip reading.
      2. Anyone who a medical professional advised not to wear a face mask because of personal health issues.
      3. Anyone who has difficulty breathing or is incapacitated
6. Times When a Person May Temporarily Remove Their Face Mask- Face mask use is required when testifying unless the judge/commissioner authorizes the removal of the mask to assist in judging the credibility of the witness.

Elevator Protocols

Elevators will be limiting capacity to one or two passengers (depending on elevator size). This will be accomplished through marked elevator queues, floor markings inside the elevator, and signage on elevators. Those individuals that are able to use the staircase are encouraged to do so to allow maximum capacity for those who are unable to use the staircase.

Waiting rooms

Because of the importance of social distancing requirements and the need to maintain six feet between individuals, it will be necessary to restrict seating in the waiting rooms. Available seats will be marked.

In-Person Case Calendaring

Cases will be carefully calendared to avoid any overlap that may result in violation of social distancing requirements. The number of all witnesses, court personnel, and law enforcement officers must be carefully restricted.

# Procedures Applicable to Delinquency Hearings

YAT Intake

1. The YAT worker shall conduct their normal intake interview with the youth via phone.
   1. For youth held in detention:
      1. The YAT worker shall call the detention supervisor at 414-257-7717 to set up the youth’s availability. YAT worker shall provide the detention supervisor with a phone number at which to contact the YAT worker.
      2. Youth shall be placed in a room in detention, which will be a private room with access to a phone.
      3. Detention staff shall contact the YAT worker at the number provided to initiate the phone call.
   2. For any youth that are released to Temporary Shelter:
      1. No youth who is released to Temporary Shelter shall be brought to VPYFJC for their intake interview.
      2. The YAT worker shall contact Temporary Shelter at 414-635-0285 (Boys) or 414- 635-0770 (Girls) to set up a phone interview with the Youth.
      3. Youth will need to be provided a private room with access to a phone for their intake interview and hearing.
   3. For any youth released home:
      1. The case shall be converted to an “Order-In” case and the youth shall be instructed by the assigned YAT worker when and how to appear at the VPYFJC.
2. Any forms from the YAT worker, which require the youth’s signature, shall be provided to detention/shelter staff to execute signatures. Once signed, detention/shelter staff will return the form to YAT worker.
3. Should the YAT worker wish to deviate from the DRAI, the YAT worker shall contact the Presiding Judge, Laura Crivello and request permission to deviate from the DRAI.

Attorney – Youth Interactions

1. No professional visits will be allowed in detention.
2. Attorneys shall conduct any interactions with youth placed in detention via teleconference and or videoconference; Zoom.
   1. Attorneys shall call the detention supervisor at 414-257-7717 to set up the youth’s availability for a visit. Attorneys shall provide the detention supervisor with a phone number where they may be reached.
   2. Youth shall be placed in a detention visiting room by detention staff, which will be a private room with access to a phone or computer.
   3. Detention staff shall contact the attorney at the number provided to initiate the phone call or initiate the Zoom call.

Filing and Distribution of Delinquency Petitions/DRAI

1. The District Attorney’s office shall be responsible for e-filing all petitions and related documents as a “JV” case.
2. Clerk of Circuit Court staff will be responsible for ensuring that the Public Defender’s office is provided a copy of all documents filed in the “JV” case by email at: [milwjuveclericals@opd.wi.gov](mailto:milwjuveclericals@opd.wi.gov).
3. The Clerk of Circuit Court shall be responsible for ensuring that all youth in detention receive a copy of the delinquency petition by emailing a copy to [ccccustodyintake@milwaukeecountywi.gov](mailto:ccccustodyintake@milwaukeecountywi.gov).
   1. Detention staff shall print a copy of the petition and bring a copy to the youth.
4. DYFS shall be responsible for ensuring that the Public Defender’s office has access to the detention list, the pre-petition cases form, and the DRAI reports for each youth on the morning of the anticipated detention hearing by emailing a copy of these documents to: [milwjuveclericals@opd.wi.gov](mailto:milwjuveclericals@opd.wi.gov).

Delinquency Court Hearings

1. For detention hearings for youth in custody conducted via Zoom teleconference as youth are confined to their rooms pending the outcome of the COVID-19 test, the following procedures apply:
2. The detention supervisor shall ensure that the youth receives a phone in their room to access the hearing remotely.
   * 1. When the case is ready to be called the check in clerk shall call the detention supervisor at 414-257-7717 and provide them with the call in number, Zoom ID and password and advise them to have the youth call in for the hearing and remain in the virtual waiting room until the hearing is ready to proceed.
3. All other interested parties shall engage in the Zoom as follows:
   * 1. All parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
     2. Attorneys who have hearings in more than one court during the same period of time shall contact the check in clerk and let them know in which courts they will be appearing.
     3. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
     4. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
4. For delinquency hearings for youth in custody that are conducted utilizing Zoom videoconferencing:
   1. The judicial officer or clerk shall provide the Zoom meeting ID and meeting password to parties at the prior hearing. If a party was not at the hearing the court will order the clerk to send notice.
   2. If required, the clerk’s office will send out the appropriate notice that includes the instructions for how to appear remotely for Zoom.
   3. The detention staff will also receive a copy of the courts weekly Zoom hearing access information.
   4. When the case is ready to be called, the check in clerk shall call the parties that checked-in, the detention supervisor at 414-257-7717, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
   5. Detention staff shall bring the youth to a private location to log into the Zoom hearing.
   6. Parties should connect to Zoom and remain in the virtual waiting room until the hearing is ready to proceed.
   7. If documents need to be provided to a youth in secure detention to utilize during the hearing, the moving party shall email a copy of the document to secure detention at [ccccustodyintake@milwaukeecountywi.gov](mailto:ccccustodyintake@milwaukeecountywi.gov) prior to the hearing.
5. Hearings where a determination has been made by the court to allow an in person hearing:
   1. The court shall make a specific record which shall be noted in the judgment roll as to which parties will appear in-person in the courtroom and which parties will appear via Zoom.
   2. When the clerk is providing notice (either verbally or in writing) for the In-Person hearing, the clerk shall notice from the 1422 In-Person Calendar and document the judicial officer in the notice. In addition, the clerk shall provide the Zoom information for all parties required to appear via Zoom as instructed by the court.
   3. Witnesses, if appearing in person, will only physically appear in the court when necessary.
      1. If a witness needs to be present in court, the party offering that witness will contact him/her via the phone number provided. All witnesses shall be encouraged to remain outside of the building until their appearance is required.
      2. When the witness is called they will proceed through security and practice social distancing requirements to the appropriate court.
      3. There will be limited seating in the waiting areas to avoid gatherings and promote 6 foot distancing.
      4. Once at the check in station they will be instructed when to enter the court.
   4. Victims and the victim witness advocate shall be permitted to appear in person, if requested by the victim.
      1. The district attorney’s office will coordinate all appearances of victims.
   5. For all other parties, including the youth, that the court has determined should appear in person:
      1. Upon arrival at the VPYFJC, the party should contact the check in clerk and provide a number at which the party may be reached. All parties are encouraged to remain outside of the building until their appearance is required due to limited waiting room space.
      2. When the check in clerk is advised that the matter is ready to proceed, the check in clerk will notify the party to enter the VPYFJC and proceed through security and practice social distancing requirements to the appropriate court.
      3. There will be limited seating in the waiting areas to avoid gatherings and promote 6 foot distancing.
      4. Once at the check in station they will be instructed when to enter the court.

iv. Once in the courtroom each party will be seated at their assigned table. Each table will have a laptop that will be logged into Zoom.

* 1. For the parties when a determination has been made by the court to allow them to appear remotely:
     1. The parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
     2. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
     3. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
     4. Parties should connect to Zoom and remain in the virtual waiting room until the hearing is ready to proceed.
  2. For a youth in secure detention who needs to appear in person:
     1. The Sheriff’s Control will contact Detention Control at 257-7715 and advise Detention Control that a youth will need to be transported from secure detention to the courtroom.
     2. The Bailiff shall ensure that the youth is transported from secure detention to court.
     3. Once in the courtroom the youth will be seated at their assigned table. The County laptop on the table will be logged into Zoom.

1. For delinquency matters held remotely utilizing Zoom:
   1. All parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
   2. Attorneys who have hearings in more than one court during the same period of time shall contact the check in clerk and let them know in which courts they will be appearing.
   3. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
   4. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
   5. Parties should connect to Zoom and remain in the virtual waiting room until the hearing is ready to proceed.
2. Shelter Youth – Remote Appearances for Court:
3. The check in clerk shall contact the Temporary Shelter at 414-635-0285 (Boys) or 414- 635-0770 (Girls) at least 30 minutes prior to the hearing to advise Shelter that the case is getting ready to be called.
4. The Temporary Shelter staff shall ensure that the youth is brought to a private room with access to an electronic device.
5. When the HSW is contacted by the check in clerk and told that the case is ready to be called the HSW shall contact Temporary Shelter at 414-635-0285 (Boys) or 414-635-0770 (Girls) and provide them with the Meeting ID and password to remotely join the hearing via Zoom.
6. Temporary Shelter shall utilize the information provided to allow the youth to remotely participate in the hearing.
7. The youth should connect to Zoom and remain in the virtual waiting room until the hearing is ready to proceed.
8. Remote Parent Appearances for Court:
9. The YAT workers, HSW, and/or Detention staff who have contact with a youth’s parent/guardian shall advise the parent/guardian that if they want to participate in a hearing their appearance will be made remotely via Zoom.
10. The check in clerk who receives a call from a parent/guardian wishing to participate in a hearing shall obtain the parent’s/guardian’s contact information and advise the parent/guardian that he/she will be contacted prior to the start of the court hearing with additional information on how to participate in the hearing.
11. When the case is ready to be called, the check in clerk shall call the parents that checked in. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password.
12. The parent should connect to Zoom and remain in the virtual waiting room until the hearing is ready to proceed.

# Juveniles intending to admit to the facts of a delinquency petition may do so by Zoom after waiving their right to personally appear before the court. Practitioners are reminded that certain hearings under Chapters 48 and 938 (e.g., temporary physical custody hearings and emergency in-home to out-of-home change in placement hearings) still need to be held timely under federal law and federal Title IV-E funding requirements. Attached to this policy and procedure is a Waiver of Physical Appearance Form.

# This form is to be reviewed with the youth and then electronically signed by the attorney after authorization is given to do so by the client.

# This form, along with the plea questionnaire and jury instructions, is to be electronically filed in advance of the plea hearing.

# The attorney may electronically sign the plea authorization after being given authorization to do so by the client.

1. At the end of any delinquency hearing where a subsequent hearing needs to be scheduled, the judicial officer will be specific as to which parties are to appear either in-person or via Zoom. The clerk will provide the Zoom meeting ID and meeting password to parties for the next hearing. If a party is not at the hearing the court will order the clerk to send written notice.
2. If written notice is required the clerk’s office will send out the appropriate notice for either in-person or Zoom appearance. If the person is to appear via Zoom the notice should also include the instructions for how to appear remotely for Zoom. When providing notice (either verbally or in writing) for the in person hearing, the clerk shall notice from the 1422 In-Person Calendar and document the judicial officer in the notice.

# Procedures Applicable to Child in Need of Protection and Services (CHIPS) Hearings

Filing of TPC Requests

1. Filing of TPC Requests
   1. The District Attorney’s office shall be responsible for e-filing all TPC requests and related documents as a “GJ” case.
   2. Court staff will be responsible for ensuring that the following parties are provided a copy of all documents filed in the “GJ” case, the:
      1. Intake Attorney: by email to attorney assigned on specific day
      2. Legal Aid Society: by email at: [dweiss@lasmilwaukee.com](mailto:dweiss@lasmilwaukee.com)
      3. Child’s Attorney: by email at: [milwjuveclericals@opd.wi.gov](mailto:milwjuveclericals@opd.wi.gov)
      4. Parent(s): by email if available.

Assignment of Counsel for Parents

1. Initial Assessment Social Workers (IASW) shall provide court staff with any available contact information for a parent by calling 414-257-6632 the morning of the scheduled hearing.
   1. Court staff shall ensure that such information is provided to the intake attorney assigned to represent parents that day and the intake attorneys shall attempt to contact each parent.
2. IASW who have contact with a parent/guardian shall advise the parent/guardian that appearances at court hearings will be conducted remotely via Zoom and that the parent/guardian is encouraged to call 414-257-6632 the morning of the hearing to obtain information on how to participate.
   1. Court staff who receives a call from a parent/guardian wishing to participate in a hearing shall obtain the parent’s/guardian’s contact information and advise the parent/guardian that he/she will be contacted prior to the start of the court hearing with additional information on how to participate in the hearing.
   2. Court staff shall also provide the IASW worker with the intake court check in number.
3. Any parent who appears at court shall be directed to call court staff at 414-257-6632.
4. The court staff shall be responsible for the following:
   1. Receiving calls from parents who would like to participate in the CHIPS TPC hearing and obtaining the parent’s contact information.
   2. Contacting an intake attorney and assigning the parent to the attorney.
   3. Providing the intake attorney with the parent’s contact information and ensuring that the attorney is able to connect with the parent.
   4. Ensure that the intake attorney receives a copy of the request for TPC and CHIPS petition if applicable.
5. Once the assigned attorney has reviewed the paperwork and discussed the request with the parent, the attorney shall contact the intake court check in clerk to advise the court that the case is ready to proceed. The court staff will provide the check in clerk phone number for the assigned intake court to the intake attorney.

Assignment of Counsel for Kids age 12+

1. Initial Assessment Social Workers (IASW) shall be responsible for ensuring that all children age 12 and above are available to be contacted by phone by their assigned attorney on the day of the court hearing. Such contact shall occur via a working phone number to provide the child with the opportunity to speak with his/her attorney confidentially.
   1. The IASW shall contact the Public Defender’s office the day of the hearing at 414-266-1182 and provide the Public Defender’s office with the child’s name and contact number as well as the IASW’s name and contact information.
2. In the event that the attorney for the child is not able to contact the child, it shall be the IASW’s responsibility to facilitate such contact.

CHIPS Court Hearings

* + - 1. Temporary Physical Custody (TPC) hearings shall occur over Zoom teleconference or videoconference. Relative to these hearings:
  1. All parties shall contact the check in clerk via phone to check in for their hearing.
  2. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.

1. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
2. For hearings where the court has determined that an in person hearing is appropriate.
   1. The court shall make a specific record which shall be noted in the judgment roll as to which parties will appear in-person in the courtroom and which parties will appear via Zoom.
   2. When the Clerk is providing notice (either verbally or in writing) for the in person hearing, the clerk shall notice for the 1422 In-Person Calendar and document the judicial officer in the notice. In addition, the clerk shall provide the Zoom information for all parties required to appear via Zoom as instructed by the court.
   3. Witnesses, if appearing in person, will only physically appear in the court when necessary.
      1. If a witness needs to be present in court, the party offering that witness will contact him/her via the phone number provided. All witnesses shall be encouraged to remain outside of the building until their appearance is required.
      2. When the witness is called they will proceed through security and practice social distancing to the appropriate court.
      3. There will be limited seating in the waiting areas to avoid gatherings and promote 6 foot distancing.
      4. Once at the check in station they will be instructed when to enter the court.
   4. For all other parties that the court has determined should appear in person:
      1. Upon arrival at the VPYFJC, the party should contact the check in clerk and provide a number at which the party may be reached. All parties are encouraged to remain outside of the building until their appearance is required due to limited waiting room space.
      2. When the check in clerk is advised that the matter is ready to proceed, the check in clerk will notify the party to enter the VPYFJC and proceed through security and practice social distancing requirements to the appropriate court.
      3. Once at the check in station the party will be instructed when to enter the court.
      4. Once in the courtroom each party will be seated at their assigned table. Each table will have a County laptop that will be logged into Zoom.
   5. For the parties who a determination has been made by the court to allow them to appear remotely:
      1. The parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
      2. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
      3. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
3. At the end of any CHIPS hearing where a subsequent hearing needs to be scheduled, the judicial officer will be specific as to which parties are to appear either in person or via Zoom. The clerk will provide the Zoom meeting ID and meeting password to parties for the next hearing. If a party is not at the hearing the court will order the clerk to send written notice.
4. If written notice is required the clerk’s office will send out the appropriate notice for either in person or Zoom appearance. If the person is to appear via Zoom the notice should also include the instructions for how to appear remotely for Zoom. When providing notice (either verbally or in writing) for the in person hearing, the clerk shall notice from the 1422 Calendar and document the judicial officer in the notice.

**Procedures Applicable to Termination of Parental Rights (TPR) hearings**

TPR Court Hearings

1. Initial Appearance and Adjourned Initial Appearance for TPR hearings shall occur over Zoom.
   1. All parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
   2. Attorneys who have hearings in more than one court during the same period of time shall contact the check in clerk and let them know in which courts they will be appearing.
   3. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
   4. When the case is ready to be called, the check in clerk shall call the parties that checked in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
2. For hearings post Initial Appearance that the court has determined will occur via Zoom:
   1. All parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
   2. Attorneys who have hearings in more than one court during the same period of time shall contact the check in clerk and let them know in which courts they will be appearing.
   3. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
   4. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
3. For hearings where the court has determined that an in-person hearing is appropriate.
   1. The court shall make a specific record which shall be noted in the judgment roll as to which parties will appear in-person in the courtroom and which parties will appear via Zoom.
   2. When the clerk is providing notice (either verbally or in writing) for the in person hearing, the clerk shall notice for the 1422 Calendar and document the judicial officer in the notice. In addition, the clerk shall provide the Zoom information for all parties required to appear via Zoom as instructed by the court.
   3. Witnesses, if appearing in person, will only physically appear in the court when necessary.
      1. If a witness needs to be present in court, the party offering that witness will contact him/her via the phone number provided. All witnesses shall be encouraged to remain outside of the building until their appearance is required.
      2. When the witness is called they will proceed through security and practice social distancing requirements to the appropriate court.
      3. There will be limited seating in the waiting areas to avoid gatherings and promote 6 foot distancing.
      4. Once at the check in station they will be instructed when to enter the court.
   4. For all other parties that the court has determined should appear in person:
      1. Upon arrival at the VPYFJC, the party should contact the check in clerk and provide a number at which the party may be reached. All parties are encouraged to remain outside of the building until their appearance is required due to limited waiting room space.
      2. When the check in clerk is advised that the matter is ready to proceed, the check in clerk will notify the party to enter the VPYFJC and go through screening.
      3. All parties shall practice social distancing requirements to the appropriate court.
      4. There will be limited seating in the waiting areas to avoid gatherings and promote 6 foot distancing.
      5. Once at the check in station, the party will be instructed to enter the court.
      6. Once in the courtroom the court will instruct the parties where to be seated.
   5. For the parties who a determination has been made by the court to allow them to appear remotely:
      1. The parties, except the attorneys shall contact the check in clerk via phone to check in for their hearing.
      2. Parties shall provide the check in clerk with a phone number where they can be reached when the hearing is ready.
      3. When the case is ready to be called, the check in clerk shall call the parties that checked-in, as well as the attorneys. The check in clerk will provide the Zoom hearing access information including the Meeting ID and password to those parties who do not have it.
      4. Parties should connect to Zoom and remain in the virtual waiting room until the hearing is ready to proceed.
4. At the end of any TPR hearing where a subsequent hearing needs to be scheduled, the judicial officer will be specific as to which parties are to appear either in-person or via Zoom. The clerk will provide the Zoom meeting ID and meeting password to parties for the next hearing. If a party is not at the hearing the court will order the clerk to send written notice.
5. If written notice is required the clerk’s office will send out the appropriate notice for either in-person or Zoom appearance. If the person is to appear via Zoom the notice should also include the instructions for how to appear remotely for Zoom. When providing notice (either verbally or in writing) for the In-Person hearing, the clerk shall notice from the 1422 In-Person Calendar and document the judicial officer in the notice.

Notices:

**All notices shall include the following information.**

MEETING LINK: <https://wicourts.zoom.us> or <https://zoom.us>

Meeting ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parties may appear at the hearing either by video or by phone using Zoom, a remote conferencing service provided for free.

**Instructions to Appear by Video Using a Computer**

1. Copy and paste the Meeting Link shown above in your web browser OR go to zoom.us, click “JOIN A MEETING,” and enter the Meeting ID shown above.

2. Enter the Meeting Password shown above.

Note: To appear by video using a computer, you are not required to download any software to use Zoom. You will need a web camera and microphone connected to your computer. If you do not have a microphone connected to your computer, follow the directions to appear by phone provided below. If you have a microphone connected to your computer, do not also call in by phone. Doing so will create audio feedback during the session.

**Instructions to Appear by Video Using a Smart Phone**

1. Download the ZOOM Cloud Meetings app to your smartphone. (The app is free.)

2. Click “JOIN A MEETING.”

3. Enter the Meeting ID shown above.

4. Enter the Meeting Password shown above.

Note: To appear using a smartphone, download the app in advance of the scheduled court hearing. Be sure your phone is adequately charged because using Zoom will significantly drain the phone’s battery life.

**Instructions to Appear by Telephone Only**

1. Call the following number: 1-312-626-6799 (phone number for the Zoom Central Time Zone)

SHOULD YOU HAVE QUESTION REGARDING HOW TO PARTICIPATE IN THE ABOVE REFERENCED HEARING, PLEASE CONTACT THE CHECK IN CLERK AT 414-257-\_\_\_\_\_\_\_.

If exhibits are to be utilized at a hearing, the exhibit should be e-filed, if able to be e-filed, in the assigned case at least 48 hours prior to the hearing.

STATE OF WISCONSIN, CIRCUIT COURT, MILWAUKEE COUNTY

CHILDREN’S DIVISION

In the Interest of: Case No:

Date of Birth: Branch:

**Waiver of Physical Appearance in Courtroom**

Governor Evers has declared a public health emergency for the State of Wisconsin in connection with the COVID-19 (coronavirus) pandemic. The Wisconsin Supreme Court has determined that, in light of the existing public health emergency and to protect the health of the public and the individuals who come into the courts of this state, it is necessary to temporarily limit the number of individuals who are physically present within the courtroom.

Despite the public health emergency, I understand that I have the right to be physically present in the courtroom for a hearing where an admission is made to facts in a delinquency petition as set forth in Wisconsin Statutory Section 938.30(10).

I understand that if I am not physically present in the courtroom I will be able to participate in the hearing by phone.

I understand that if I appear for and participate in the hearing by phone, the other parties to the case including my attorney, the assistant district attorney, the human service worker, and any victim (if applicable) will also be participating and appearing by phone.

I understand that my attorney will continue to represent me just as he/she would if I were physically present in the courtroom and that if at any time during the hearing I need to talk privately with my attorney I will ask the court and the judge will make arrangements for me to speak with my attorney.

I am making this decision to waive my right to be physically present in the courtroom knowingly and voluntarily. No one has made any promises or threats to me, and no one has used any influence, pressure, or force of any kind to get me to not appear in person.

Name of Juvenile Signature of Juvenile Date

Name of Attorney Signature of Attorney Date