

VILLAGE OF SHOREWOOD MUNICIPAL COURT
OPERATIONAL PROCEDURES THROUGH SEPTEMBER 30, 2020

With guidance from the Supreme Court of Wisconsin, the Chief Judge of the First District, and the North Shore Health Department, the court will follow the following procedures:

1. Written pleas in advance of hearing date are encouraged to reduce the number of people attending court. Those with pending citations are encouraged to plead in writing in advance of their court dates using the form available [here](#). If you plead in writing in advance of your court date you will NOT also have to appear in person.
 - If you plead guilty or no contest, you may tell the judge in writing what you would have said in court. The judge will consider your statements and decide the case without you having to appear in person. A decision will be mailed to you.
 - If you plead not guilty you will be told how to contact the village attorney to discuss your case in advance of the court hearing date. If you reach a stipulation with the village attorney, the judge will review the terms of the stipulation without you having to appear and will issue a decision in writing. That decision will be mailed to you. If you do not reach a stipulation following a not guilty plea in writing, you will be notified by mail of your trial date.
2. Temporary new court location. All court proceedings are moved to the Village Center on the lower level of the Shorewood Library.
3. Mandatory masks. Following guidance of the Supreme Court of Wisconsin, the court requires all persons in the courtroom to wear masks. If conditions allow, trial witnesses may be permitted to remove their masks while testifying.
4. Social distancing.
 - Signage and staff will direct you where to go.
 - Chairs will be spaced at least 8 feet apart; family members will be allowed to sit together but all others will be separated; markings on the floor will space those waiting outside the courtroom; some attendees may be asked to wait in their cars until called.
 - Markings on the floor will indicate where to stand while appearing before the judge.