

ORDER REGARDING EMERGENCY TEMPORARY MEASURES

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The City of Kaukauna 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 16, 2020 until May 30, 2020, or upon further order of the Court.

The City of Kaukauna City Hall remains open and any change in status will be noticed on the city website at <https://cityofkaukauna.com>.

The World Health Organization declared a global pandemic of COVID-19 due to widespread 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, judges, court staff and 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, judges, 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 City of Kaukauna Municipal Court **HEREBY ORDERS:**

1. There shall be no trials held on, or before, May 30, 2020.
2. Effective March 16, 2020, all traffic, ordinance, and juvenile intake dates are suspended.  
Any previously filed citations will be adjourned to a date and time beyond May 30, 2020.

**Dated this 16<sup>th</sup> day of May, 2020**

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**The Honorable Carley N. Windorff  
City of Kaukauna Municipal Judge**