


Ordered this 20th day of March, 2020



Hon. Jennifer R. Dorow
Chief Judge

STATE OF WISCONSIN

CIRCUIT COURT
THIRD JUDICIAL DISTRICT

WAUKESHA COUNTY
20-SO-09 (67)

**IN THE MATTER OF:
COVID-19 (CORONA VIRUS)
EMERGENCY PROCEDURES
APPLICABLE TO EVICTION MATTERS**

WHEREAS the World Health Organization declared a global pandemic of COVID-19 due to widespread human infection worldwide, and Governor Evers and Waukesha County Executive Paul Farrow have declared a public health emergency.

WHEREAS we are monitoring this situation and 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, jurors, other participants in court proceedings, and all other persons in court facilities.

NOW THEREFORE IT IS ORDERED that any individual or entity filing an eviction action as a plaintiff in Waukesha County shall be required to appear at the summons return date BY TELEPHONE ONLY.

IT IS FURTHER ORDERED that in this regard, the plaintiff must include a TELEPHONE CONTACT NUMBER that the Clerk of Courts will use to contact the plaintiff or plaintiff's representative and such individual MUST BE AVAILABLE to receive such call during a 60-MINUTE WINDOW commencing with the summons return date and time.

IT IS FURTHER ORDERED that ALL DOCUMENTATION alleging service of process or an appropriate notice of tenancy termination must be either uploaded to CCAP or filed with the clerk of courts at least 24 hours before the return date hearing.

IT IS FURTHER ORDERED that IN ADDITION to the service of eviction summons and complaint, the plaintiff shall also serve upon the defendant A COPY OF THIS ORDER OF EMERGENCY PROCEDURES and the TENANT-DEFENDANT'S RIGHT TO APPEAR BY TELEPHONE for the eviction return date. Copies of these documents are available from the Waukesha County Clerk, Civil Division office and at www.waukeshacounty.gov/CircuitCourts/Civil/SmallClaims/evictions/.

IT IS FURTHER ORDERED that a failure to follow the Emergency Procedures set forth in this Order, will constitute GROUNDS TO DISMISS AN EVICTION ACTION, without prejudice and without further notice to any entity or individual.

IT IS FURTHER ORDERED this Order is effective during the declared Public Health Emergency, currently extended to May 10, 2020, unless further extended by Order of the Circuit Court.