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**ORDER REGARDING EMERGENCY TEMPORARY MEASURES**

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The Village of Howard 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 18, 2020 until April 28, 2020, or upon further order of the Court.

The Village of Howard Municipal Building will have a status determined by the Village Board. Check with the Village at its website for updates. <https://www.villageofhoward.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 follow social distancing practices; and temporarily suspend some non-essential court functions.

The Village of Howard Municipal Court HEREBY ORDERS:

1. There shall be no court hearings before April 28, 2020.
2. Effective March 18, 2020, all traffic, ordinance and juvenile court dates are suspended.
  - a. Those people with previously issued citations with appearance dates of March 31, or April 28, 2020 shall be granted the opportunity to submit a plea in writing.
  - b. A mailing to these parties with plea instructions will be mailed for parties to return
  - c. Any person failing to respond shall still be found in default as if they did not appear.

3. The Village of Howard Municipal Court Offices will remain open so long as the Village keeps the Municipal Building open for essential services such as payments and receipts.
4. All parties are encouraged to submit payment by
  - a. Mail to: Village of Howard; 2456 Glendale Ave; Green Bay, WI 54313
  - b. Online via: <https://www.govpaynow.com/gps/user/plc/5234>
  - c. drop boxes at the Municipal Building
5. These ORDERS shall be evaluated and revised by April 15, 2020 for extension, modification, or revocation.

Dated this 18<sup>th</sup> Day of March, 2020

Brian T Stevens

Hon. Brian T Stevens  
Village of Howard Municipal Judge