

**ORDER REGARDING TEMPORARY PROCEDURES
FOR DANE COUNTY SMALL CLAIMS COURT**

In light of the necessary and critical efforts to minimize the risk of spreading the COVID-19 virus by having Dane County residents remain at home as much as possible, the Court is initiating Temporary Emergency Procedures for Small Claims Court. These procedures shall remain in effect until further notice

1. Certain communications with the commissioner by email may be permitted. Parties may be contacted by email for scheduling and procedural purposes. No motions or pleadings will be accepted by email. It is anticipated that all hearings will be conducted by telephone, video conferencing or by Zoom until the end of April at the earliest. All parties are encouraged to have direct contact telephone numbers and email addresses on file with the Clerk of Court's office.

2. For hearings not conducted in person, exhibits must be uploaded electronically at least 48 hours prior to the hearing. All parties are encouraged to use e-filing. For any party who has not opted in for e-filing, copies of all exhibits uploaded shall be mailed to that party by the party seeking to introduce the exhibits.

3. New eviction filings will be scheduled before June 1, 2020 only if they involve significant property or personal safety concerns. Such filings will be screened by a circuit judge and scheduled as deemed necessary and appropriate. Landlords are required, if filing

an eviction action, to include an affidavit stating the extraordinary circumstances for which they believe the Court should act before June 1, 2020. Failure to pay rent is not sufficient grounds for an eviction before June 1, 2020, although rent will continue to accrue and be due and payable.

4. The usual timelines for small claims court, whether established by court rule or common practice, are suspended until further notice.

5. Hearings may be adjourned at the discretion of the presiding Judge or Commissioner. All evictions currently pending will be scheduled after June 1, 2020. All motions seeking a bench warrant, an order to show cause, or a request for an appearance in person for a supplemental examination will be placed on hold. These motions will not be heard at this time with the parties able to refile their motion after July 1, 2020.

Dated: April 2, 2020.

BY THE COURT:

/s/ Electronically Signed V. L. Bailey-Rihn
Dane County Presiding Judge
V.L. Bailey-Rihn