



ARCADIA MUNICIPAL COURT

CITY OF ARCADIA

203 West Main St., Arcadia, WI 54612 • Phone: 608-323-3359 ext. 33 FAX: 608-323-3242

Honorable David R. Hesch, Municipal Judge



ARCADIA MUNICIPAL COURT REOPENING PLAN

Due to the need for all of us to take extra precautions during the Coronavirus Pandemic, we want to let you know the precautions we are taking for everyone's safety:

- Facemasks are **required** prior to entering the courtroom. If you don't have one, one will be provided for you.
- Defendants will be checked for temperature prior to entering the courtroom. If you have a temperature, your case will be rescheduled to the next court date.
- A designee will be located prior to the entrance of the courtroom. This person will be asking screening questions provided by the CDC as well as making sure everyone has a facemask on before entering. This person will be able to assist everyone in English and in Spanish.
- Hand sanitizer will be available prior to entering the courtroom, within the courtroom and available upon exiting the courtroom.
- Social distancing will be in place with chairs spaced 6 feet apart in the waiting area of the courtroom. You may have to wait in your vehicle or outside, weather permitting, until it is your turn to appear in court.
- Pens will be provided for defendants if they need to sign any documents.
- Disinfecting and sanitizing of tables, chairs, clip boards, door handles etc. will take place in between each defendant.
- If you have any questions, please call City Hall at (608) 323-3359 ext. 33.