

**IN THE DISTRICT COURT OF THE THIRD JUDICIAL DISTRICT  
WITHIN AND FOR SWEETWATER COUNTY, WYOMING**

COVID-19 Operating Plan

General Order 2021-01

Courthouse: Sweetwater County Courthouse – Top Floor

Address: 80 West Flaming Gorge Way, Green River, Wyoming

Judges: Judge Richard L. Lavery

Judge Suzannah G. Robinson

FILED  
DISTRICT COURT  
THIRD JUDICIAL DISTRICT  
SWEETWATER COUNTY WY

SEP 21 2021

DONNA LEE BOBAK  
CLERK OF COURT

BY

DEPUTY CLERK

**This Operating Plan does not include jury trials.**

This Operating Plan has been reviewed and approved by Wyoming State and Local Public Health Officials. The following measures will be implemented for all court proceedings and court business excepting jury trials.

- Scheduling

District court schedules are published on the Clerk of District Court's website.<sup>1</sup>

**All court proceedings shall be presumed to be held BY MICROSOFT TEAMS VIDEOCONFERENCING unless counsel or pro-se litigants are notified by the court, or a motion is made and the court grants the motion that the matter be held otherwise.**

All participants and individuals intending on observing court proceedings by video scheduled for hearings occurring by videoconference shall read and follow all guidelines given in Attachment A of this Order.

**All court proceedings held in person and for other matters held on the Top Floor of the Sweetwater County Courthouse are subject to the following ORDERS OF THE COURT:**

---

<sup>1</sup> [https://www.sweet.wy.us/departments/clerk\\_of\\_district\\_court/district\\_court\\_schedule.php](https://www.sweet.wy.us/departments/clerk_of_district_court/district_court_schedule.php)

- Social Distancing

Notices will be posted that all individuals present on the Third Floor of the Sweetwater County Courthouse shall:

- Maintain social distance (six feet between persons not from the same household) at all times possible, including in hallways, lobbies, and courtrooms.

Seating in courtrooms will be marked with places to sit that are six feet apart. Courtroom access will be limited by courtroom capacity based on social distancing. Judges will be responsible for insuring social distancing in the courtrooms.

If courtroom capacity is exceeded, public, media, and all non-essential persons to a court hearing shall have access to public proceedings through video conferencing. In the event counsel or pro se litigants expect courtroom capacity to be exceeded, they shall notify the Court as soon as possible so the Court can provide video conferencing access.

Courtroom capacity in Courtroom 1 (Judge Robinson) is:

In the well (excepting security and court staff): 5

In the audience: 7

Courtroom capacity in Courtroom 2 (Judge Lavery) is:

In the well (excepting security and court staff): 12

In the audience: 20

Seating in hallways and lobbies will be separated to maintain proper social distance.

Hand sanitizer will be available in courtrooms and Clerk of District Court's offices.

Attorneys and parties will be expected to maintain proper social distance when possible. Counsel tables, the podium, etc. may be rearranged to allow for social distancing. Standards of courtroom decorum (standing or remaining seated, standing at the lectern) may be modified as each courtroom requires.

- Hygiene

Each courtroom will have a hand sanitizer dispenser and disinfecting wipes at counsel tables and courtroom entrance, if available. Hand sanitizer will also be available at security entrance and the Clerk of District Court's office(s).

Courtrooms will be cleaned before the start of the day and more frequently at the request of the District Judge if needed.

- Screening

It is the **RESPONSIBILITY OF ALL counsel**, officers of the court, employees working on the third floor of the Courthouse, and litigants to **NOTIFY THE COURT** at the earliest possible time if they, or another individual present or expected to be present for a court proceeding, has within the past 14 days tested positive for, is experiencing symptoms of, or been in close contact with another individual who has tested positive for or is presumed to be positive for COVID-19.

Notices will be posted that persons experiencing flu-like or known COVID-19 symptoms, have a fever, or are coughing or sneezing, may not enter the courthouse and must contact the Court and make arrangements to appear by video or teleconference as allowed by law, or contact the Clerk of District Court if the individual is attempting to reach the Clerk's office.

Court security or other employees as designated by the Sweetwater County Sheriff's Office will perform screening of all individuals entering through security.

All individuals entering through security shall be screened for COVID-19 symptoms.

There will be no waiting in line for security screening inside, unless social distancing can be maintained, except family members of the same household will be allowed to be screened together.

The following screening questions shall be asked:

- i. Are you experiencing any symptoms of COVID-19 such as fever or chills, cough, shortness of breath or difficulty of breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?