

Local Rules of the First Judicial District State of Wisconsin

Effective March 1, 2009

Rules Applicable to All Divisions

1.1 Amendments to These Rules

- A. These rules are subject to amendment by directive of the Chief Judge.
- B. Amendments to these rules shall be filed with the secretary of the Milwaukee Bar Association, the District Court Administrator for the First Judicial District, the Clerk of Circuit Court, the State Bar of Wisconsin, the State Law Library, and the Director of State Courts.
- C. Because these rules are continuously being improved, parties who rely on these rules should verify that they are relying on a complete current version of these rules. A complete, current version of these rules shall be made available to the public by posting on the Milwaukee County website (www.county.milwaukee.gov) and the State Bar website (www.wisbar.org).

1.2 Supremacy of State Statutes and Supreme Court Rules

These rules are intended to supplement, not supersede, state statutes and Supreme Court Rules. Rules that conflict with state statutes or Supreme Court rules shall not be enforced.

1.3 Plenary Power of Chief Judge over Case Assignment

The Chief Judge may order the assignment and reassignment of cases from branch to branch to facilitate the fair and efficient operation of any division. The Chief Judge may delegate this authority to the Presiding Judge.

1.4 Reassignment of Cases by Substitution and Recusal

- A. Requests for substitution shall be made in writing.
 - 1. In cases assigned to the civil and family divisions, the request shall be filed in the branch to which the case is assigned

2. In cases assigned to the criminal and children's divisions, the request may be made in intake court, preliminary hearing court or in the branch to which the case is assigned.
- B. After a judicial determination that the request is timely and valid, the case shall be reassigned as provided in paragraph E, except for small claims eviction and replevin cases, which are governed by Rule 3.75.B. (assignment of small claims cases to duty judge).
 - C. If a judge deems it necessary to disqualify himself or herself under Wis. Stat. § 757.19(2), the judge shall state in writing the reasons for disqualification on the form provided by the Chief Judge and request reassignment of the case. If approved by the Chief Judge, the case shall be reassigned as provided in paragraph E, except for small claims eviction and replevin cases, which are governed by Rule 3.75.B. (assignment of small claims cases to duty judge).
 - D. Parties who become aware of a reason for disqualification promptly shall notify the judge and the other parties in writing.
 - E. The Chief Judge's office and the Clerk of Circuit Court shall record the number of substitution requests and disqualifications filed in each branch and maintain even caseloads within each division and within the specialty subdivision (such as homicide/sexual assault, drug, domestic violence, etc.) by reassigning cases according to the following procedures:
 1. Transfer cases in which substitution is requested or in which the judge disqualifies himself/herself to the branch having the most cases so transferred, or, in the event of substitution requests or disqualifications in the branch with the most cases so transferred, the case shall be transferred to the branch having the second most cases so transferred.
 2. If all caseloads within the division are balanced, cases shall be transferred on a rotating basis.
 3. All reassignments are subject to Rule 1.3 (plenary authority of Chief Judge over case assignment).

1.5 Temporary Assignment of Cases to Pair Judges

- A. When a matter requires immediate judicial review and the assigned branch is unavailable, the matter is temporarily assigned to one of the pair judges assigned to that branch, except in cases assigned to the small claims branch of the civil division, which cases are temporarily assigned to the duty judge. The deputy court clerk shall assist the parties in locating a pair judge or duty judge.

- B. In cases assigned to the civil or family division, in the event no pair judge is available, the matter is temporarily assigned to the duty judge.
- C. The Chief Judge, in consultation with the Presiding Judge of each division, shall establish a list of pair judges from which such assignments may be made.
- D. A listing of pair judge assignments may be obtained from the Clerk of Circuit Court's office or the Chief Judge's office.
- E. All judges should notify their pair judge(s) of their absences from court for any length of time, planned or unplanned, as soon as is practical, so the pair judge has reasonable notice of the need for coverage.
- F. If a pair judge is not available at the time that a request is made for a hearing or other proceeding before a pair judge, and if the deputy court clerk in the branch to which the case is otherwise assigned has not assisted the parties in locating a pair judge or duty judge the deputy court clerk in the pair judge branch shall assist.

1.6 Assignment of Cases to Duty Judges

- A. For one week on a rotating basis, each judge assigned to the civil and family divisions shall serve as daytime duty judge pursuant to Rule 3.5. The duty judge schedule shall be issued by the Chief Judge.
- B. For one week on a rotating basis, each judge assigned to the felony and misdemeanor divisions shall serve as duty judge between 5:00 p.m. and 8:00 a.m. on weekdays and all day and evening during the weekend and on holidays. The duty judge schedule shall be issued by the presiding judge of the felony division. The schedule may be obtained from the Clerk's office or the Chief Judge's Office.
- C. The following proceedings are assigned to the nighttime duty judge:
 - 1. Emergency bail requests; and
 - 2. Requests for warrants and orders under Wis. Stat. Ch. 968.
- D. The nighttime duty judge is not assigned requests for emergency guardianship; such requests may be made to a judge in the civil/probate division during regular business hours.
- E. [Reserved for additional rules regarding Children's Court duty judge.]
- F. Upon substitution or recusal of the duty judge, the proceedings shall be transferred to the next available judge on the duty judge schedule.

1.7 Reassignment of Cases Upon Calendar Reassignment

Upon reassignment of a calendar from one branch to another, all cases assigned to the calendar are reassigned to the new branch, except for cases which, by law, or in the interest of justice and with the consent of the Chief Judge, remain assigned to the transferor branch.

1.8 Hours of Operation

Courts may not hear cases any earlier than 8:00 a.m. on weekdays and will stop hearing cases no later than 5:00 p.m. on weekdays, except with permission of the Chief Judge. Weekend hours, if any, shall be determined by the Chief Judge.

1.9 Supreme Court and Milwaukee County Circuit Court Forms

Parties shall use the Supreme Court forms and Milwaukee County Circuit forms specified by these rules, or, where permitted, a substantial equivalent. Supreme Court forms are available at <http://www.wicourts.gov/forms1/circuit.htm>. Milwaukee County Circuit Court Forms are contained in the Appendix to these Rules.

1.10 Format of Documents Acceptable for Filing

- A. Letters, pleadings, motions, briefs, affidavits and other documents shall conform to the provisions of this rule; if not, the document shall not be filed.
- B. All documents submitted for filing shall:
 - 1. be printed on 8 1/2 by 11 inch paper; exhibits exceeding those dimensions may be filed, but only if the paper is folded so as to reduce the size of the document to 8 1/2 by 11 inches or smaller;
 - 2. state the case number and names of the principal parties to the case;
 - 3. be double-spaced;
 - 4. be paginated at the bottom center of each page except for the first page of the document;
 - 5. when referring to published decisions of Wisconsin appellate courts, include the Callaghan reporter citation (Wis. 2d);
 - 6. prominently state the electronic mail address of the person signing the document, unless the person does not have an electronic mail address;

7. if signed by an attorney, state the attorney's State Bar Identification Number.
 8. be hole-punched at the head of the document with a standard two-hole punch, for efficient maintenance and preparation of the court record; the holes shall be set apart 2 3/4 inches center to center and have a diameter of no less than 9/32 inch;
 9. if consisting of more than one page, be stapled or otherwise bound at the top left-hand corner of the document; documents shall not be bound in such a way as to prevent them from being opened when they are bound to the court file through the holes punched at the head of the document;
 10. unless otherwise permitted by state statute or court order, include a certification signed by the party or an attorney for the party filing the document stating that a copy of the document has been served on all parties to the action, following the procedures set forth in Rules 1.12 and 1.13, identifying the name and address of each party served and stating the date and method of service; and
 11. conform to any page limitations on briefs or appendices set forth in these rules.
- C. The court may relieve self-represented litigants from some or all of the requirements of this rule.

1.11 Discovery Documents Shall Not be Filed

Discovery documents shall not be filed unless permitted by statute, offered in evidence, offered in support of a motion, or otherwise permitted by the court. The parties shall retain custody of discovery documents as specified in Wis. Stat. § 804.01(6).

1.12 Service of Papers Before Filing

Unless otherwise required by statute, these rules or court order, no document shall be filed until a copy of the document is served upon all parties who have appeared or otherwise must be served.

1.13 Methods of Service of Motions, Briefs, Affidavits, Notices and Other Such Documents

- A. Unless required otherwise by statute, these rules or court order, a copy of any document filed with the court shall be served upon all parties to the action.
- B. For parties represented by an attorney whose name appears in the court record, the copy shall be served on the attorney.

- C. Unless otherwise required by statute, these rules or court order, copies may be served by personal delivery, by mail, or by facsimile or electronic mail transmission, provided that a copy of the document also is mailed on the same day as the facsimile or electronic mail transmission.
- D. All documents served pursuant to this rule shall include a certification signed by the party or an attorney for the party filing the document stating that a copy of the document has been served on all parties to the action, identifying the name and address of each party served, and stating the date and method of service.
- E. Service of summonses, complaints and landlord-tenant notices shall be accomplished by the method stated in the applicable state statute.

1.14 Filing of Documents by Facsimile and Electronic Mail Prohibited

- A. The court does not accept for filing any document submitted by facsimile transmission or by electronic mail, except for correspondence with the court permitted under Rule 1.15 (correspondence with the court).
- B. Electronically stored information may not be filed in lieu of hard copy unless specifically permitted by the court.

1.15 Correspondence with the Court by Facsimile and Electronic Mail

- A. Parties may not communicate with the court by facsimile transmission unless specifically invited by the court, on such terms as the court prescribes, and then only if all parties receive a copy of the transmission simultaneously with delivery of the transmission to the court.
- B. Parties may not communicate with the court by electronic mail unless specifically invited by the court, on such terms as the court prescribes, and then only if all parties receive a copy of the message simultaneously with delivery of the message to the court. If the court invites communication with the court by electronic mail, copies of all messages received by or sent by the court shall be printed in hard copy by the court and filed, unless the court directs one of the parties to print the message and submit it for filing.

1.16 Waiver of Certain Costs and Fees

- A. Except in cases in which a person seeks a harassment or domestic abuse restraining order or injunction (which cases are governed by paragraph C.), all applications for waiver of costs and fees under Wis. Stat. § 814.29 shall be made in the office of the Chief Judge.

- B. Persons, other than prisoners as defined in Wis. Stat. § 801.02(7)(a)2., who apply for the waiver of costs and fees shall:
1. complete and file a Supreme Court Form CV-410 affidavit demonstrating his or her indigency; and
 2. except as provided in paragraph A.3., appear in person and provide (i) proof of the applicant's identity (for example, a driver's license or picture identification card) and (ii) proof of income or proof that the applicant receives means-tested public assistance in his or her name (for example, AFDC, TANF, W-2; medical assistance; SSI; food stamps; Veterans Benefits under Wis. Stat. § 45.351; block relief under Wis. Stat. Ch. 49, county relief under Wis. Stat. § 59.53(21)) or (iii) proof that the applicant is otherwise unable, due to indigency, to pay costs and fees.
 3. The application may be made on behalf of the applicant without the applicant appearing in person if the application confirms the applicant's indigency and (i) the application is presented by an attorney of an organization that provides legal services only for indigent persons, or an attorney who represents the applicant *pro bono*; or (ii) the application is presented by an employee of such attorney and the application is accompanied by a letter on the letterhead of the attorney, firm or agency and a self-addressed, stamped return envelope for return of the signed order.
- C. All applications for waiver of costs and fees in cases in which the petitioner seeks a harassment or domestic abuse injunction or restraining order shall be submitted to the Family Court Commissioner through the office of the Task Force on Family Violence. If the application is denied, petitioner may request review by the Chief Judge. There is no filing fee for a domestic abuse petition.
- D. Prisoners, as defined in Wis. Stat. § 801.02(7)(a)2., who apply for the waiver of costs and fees shall submit to the Chief Judge's office the pleadings to be filed with the court together with:
1. a completed Supreme Court form CV-438 Affidavit of Indigency;
 2. a Department of Justice Certification of Three or More Dismissals;
 3. a certified copy of the prisoner's trust account for the previous six months from the prisoner's institution;
 4. a Department of Corrections Form 1930 Authorization to the agency having custody of the prisoner's trust account to release funds;
 5. when filing a new case, an original and at least one copy for each defendant who

must be served; when filing a writ of certiorari, an original and 2 copies; and

6. a self-addressed, stamped, return envelope with proper postage for return of filed documents.

E. The Chief Judge is not authorized to waive transcript charges or charges for photocopies made by the Clerk of Circuit Court.

1.17 Substitution or Withdrawal of Attorney

An attorney who has made an appearance in any case shall not withdraw, nor shall a substitute attorney appear, without permission of the court.

1.18 Admission *pro hac vice*

A. An attorney not a member of the state bar of Wisconsin may appear in a particular case pending in this court if the attorney (i) is admitted to practice in another jurisdiction, (ii) is in good standing, (iii) appears with a member of the state bar of Wisconsin in compliance with Supreme Court Rule 10.03(4), and (iv) obtains the permission of the court pursuant to paragraph B.

B. Permission to practice *pro hac vice* may be granted upon the filing and service under Rule 1.21 (the five-day rule) of:

1. a motion that complies with SCR 10.03(4) signed by an active member of the state bar of Wisconsin;
2. an affidavit of counsel or other proof that the attorney seeking permission is in good standing in the jurisdiction in which the attorney practices;
3. a signed, notarized statement of the attorney seeking permission that the attorney will comply with these local rules;
4. a proposed order granting permission; and
5. a self-addressed, stamped envelope for return of the signed order.

C. The court may require local counsel to personally appear and actively participate in certain proceedings, including a trial. If at any time the court revokes the permission granted under this rule, local counsel shall be prepared to appear immediately in all further proceedings.

1.19 Hearing Dates

- A. Unless otherwise ordered by the court, a party, before filing a motion that requires a hearing, shall contact the deputy court clerk of the branch to which the case is assigned in person or by telephone and request a hearing date. A motion filed without a hearing date may not be heard.
- B. Postconviction motions and petitions for writs of *habeas corpus* and *certiorari* do not require a hearing unless otherwise ordered by the court.
- C. All motions requiring a hearing shall be accompanied by a written notice to all parties of the date, time and place of the hearing.

1.20 Good Faith Effort to Resolve Differences Before Bringing a Motion; Notice to Court upon Resolution of Pending Motion

- A. Except as permitted by statute, by these rules or by court order, attorneys shall make a good faith effort to resolve differences informally before filing a motion.
- B. Except as permitted by statute, by these rules or by court order, all motions signed by an attorney, whether scheduled before a judge or a court commissioner, shall be accompanied by a written certification stating:
 - 1. that the attorney has made a sincere attempt to resolve the issues or differences that give rise to the motion;
 - 2. that the attorney spoke face-to-face or by telephone with the opposing party or, if represented, with the opposing party's attorney; or that written communication was necessary because reasonable attempts to make face-to-face or telephone contact failed; and
 - 3. the manner, date, time and place of such conference or communication, and the names of all the parties who participated.
- C. This rule does not apply when compliance cannot be had before the filing of a motion, as long as the attorney (i) states in the certification accompanying the motion the reasons why compliance cannot be had, (ii) continues to make a diligent attempt to resolve the differences between the parties prior to the hearing on the motion, and (iii), at the time of the hearing on the motion, files a written certification under oath with the court that complies with paragraph B.
- D. This rule does not apply to:
 - 1. dispositive motions, including motions to dismiss, for judgment on the pleadings or for summary judgment;

2. motions to suppress or postconviction motions;
 3. petitions for *habeas corpus* or for *certiorari*; or
 4. actions in which compliance with the rule would cause a party to violate a court order, including a no-contact order, domestic abuse injunction or harassment injunction.
- E. Whenever any scheduled motion is resolved or withdrawn before it is heard, the moving party promptly shall so advise the court and all parties.

1.21 Proposed Orders; the "Five-Day Rule"

- A. If the court invites the submission of a proposed written order, and unless the proposed order is stipulated in writing, the proposed order shall be:
1. filed with the court,
 2. served upon all parties (following the procedures set forth in Rules 1.12 and 1.13) under cover of a letter giving notice of the provisions of this rule, and
 3. held by the court for 5 business days after it is received.
- B. On or before the fifth business day after the order is received by the court, any party that objects to the form of the proposed order or any failure of the proposed order to express the court's intended or suggested order shall file a written objection accompanied by a proposed order consistent with the objection. The objection and counter-order shall be filed, served and held following the procedures in paragraph A. The provisions of this paragraph apply to objections to the counter-order.
- C. This rule does not apply to judgment documents submitted under Rule 5.____ (rule reserved for preparation of judgment document in contested divorces).

1.22 Issuance of subpoenas in civil and criminal cases venued outside Wisconsin

- A. A party to a civil case venued in a court outside Wisconsin ("the underlying case") may procure a subpoena for the attendance of a witness at a deposition and, if applicable, the production of documents or other things for inspection by compliance with Wis. Stat. §§ 887.24-887.26 completing the following requirements:
1. Obtain a certified copy of a certificate, commission, letters rogatory or other order of the court in the underlying case authorizing the issuance of a subpoena by this court.

2. File an original plus two copies of a petition requesting issuance of a subpoena.
 - a. The caption of the petition should be the same as the caption of the underlying case, except that the case number on the petition will be issued by the Clerk of this Court.
 - b. The petition shall be accompanied by:
 1. a copy of the reciprocal statute(s) governing the underlying case, in compliance with Wis. Stat. §§ 887.24 and 887.25(3);
 2. the certified copy of the certificate, commission, letters rogatory or other order to which paragraph 1 refers;
 3. if the witness is being commanded to appear in the court where the underlying case is pending, the subpoena issued by the court in the underlying case;
 4. a proposed order authorizing the issuance of the subpoena by this court;
 5. a proposed subpoena using Form GF-126 or its substantial equivalent, signed by an active member of the state bar of Wisconsin or presented to the Clerk of the Circuit Court for signature;
 6. the fee charged by the Clerk of the Court for the issuance of subpoenas; and
 7. a self-addressed, stamped envelope for return of the signed copies if they are submitted by mail.
 3. After the filing of the petition and payment of the required the fee, the petitioner shall bring the court file to the office of the Chief Judge for review and signature.
- B. A party to a criminal case venued in a court outside Wisconsin (“the underlying case”) may procure a summons for the attendance of a witness in proceedings in a court in another state by compliance with Wis. Stat. § 976.02(2).

1.23 Courtroom Attire and Decorum

- A. Lawyers shall, while in a courtroom or a commissioner’s hearing room for any court proceeding, be dressed in professional attire and in such a manner so as to show respect for the dignity of the court. Professional attire means that men will wear coats and ties

and women will wear dresses, suits or pantsuits. Each Judge and Court Commissioner may make exceptions to these rules as they think appropriate.

- B. Absent specific authorization from the Judge or Court Commissioner presiding in that courtroom, all electronic communication devices (including, but not limited to, cellular or mobile phones, pagers, iPods) shall be turned off when in a courtroom or a commissioner's hearing room and microphones or earpieces for such devices shall not be worn in a courtroom or commissioner's hearing room.
- C. Lawyers, litigants, witnesses and all other members of the public shall conduct themselves in a manner which demonstrates sensitivity to the necessity of preserving decorum and the integrity of the judicial process. Only attorneys and members of their staffs may be seated in front of the bar while waiting for their case(s) to be called. Absent specific authorization from the Judge or Court Commissioner presiding in the courtroom, the following are prohibited from courtrooms and commissioner hearing rooms:
 - 1. the reading of newspapers; and
 - 2. food or beverages, except water.

1.24 Notice of Need for Interpreter

- A. If, at the time of filing any action, the party filing the action knows of a need for a language or sign interpreter for any party, witness, guardian or any person specified in Wis. Stat. § 885.38, the party shall notify the Clerk of the Court.
- B. If after the filing of any action, any party learns of the need for a language or sign interpreter for any party, witness, guardian or any person specified in Wis. Stat. § 885.38, the party shall notify the court as soon as reasonably possible and no later than 2 weeks before any evidentiary hearing or trial.

1.25 Jurors

- A. No branch may request more than 50 prospective jurors, except with the permission of the Chief Judge.
- B. The jury manager may recall from the branch a jury panel that is requested by the branch but is not seated for jury selection within 30 minutes after the panel leaves the jury assembly area.

1.26 Photography in Courtrooms

No photography of any kind or by any means, including still and video photography, is permitted

in any courtroom, except of a wedding or adoption or as provided by SCR Chapter 61 or a court order in a particular case.

1.27 John Doe and Inquest Proceedings

- A. Requests for John Doe examination and inquests shall be submitted in writing and be filed directly with the Chief Judge's office.
- B. The Chief Judge shall assign the matter for hearing pursuant to Rule 1.3 (plenary authority of Chief Judge to assign cases).

1.28 Courthouse Security Passes

- A. Attorneys in good standing with the State Bar may apply for a pass permitting entrance to the courthouse during normal business hours without submitting to security screening.
- B. To obtain a courthouse security pass, the attorney shall file an application in person for approval by the Chief Judge accompanied by personal identification and a check in the amount of \$25.00 made payable to the Milwaukee County Sheriff's Department, and be photographed by the Sheriff's Department during designated hours.
- C. An attorney whose privilege to practice law in Wisconsin is suspended or revoked shall return the courthouse security pass to the Chief Judge's office.

Rules Applicable to the Civil Division

3.1 Case Processing Goals

- A. Large Claims: Ninety percent (90%) of all cases classified as personal injury/property damage should be resolved within 540 days. Eighty percent (80%) of all cases classified as contracts/real estate or other civil cases should be resolved within 360 days.
- B. Small Claims: Except as otherwise provided by statute, eighty percent (80%) of all contested small claims cases should be resolved within ninety (90) days of the return date or, when trial de novo is requested, within ninety (90) days of the request.

3.2 Assignment of Cases

Subject to Rule 1.3 (plenary authority of Chief Judge), all civil actions shall be assigned electronically by lot among the large claims branches, except that small claims, replevin and eviction actions shall be assigned to the small claims calendar.

3.3 Consolidation of Cases

- A. Cases pending in a single branch that satisfy the prerequisites of Wis. Stat. § 803.04 may be consolidated by the court on its own motion.
- B. Subject to Rule 1.3 (plenary power of Chief Judge over case assignment), cases pending in more than one branch that satisfy the prerequisites of Wis. Stat. § 803.04 may be consolidated in the branch to which the case with the lowest case number is assigned:
 - 1. upon the motion of that branch with the written consent of the other branch or branches;
 - 2. upon stipulation of all parties and the written consent of each branch; or
 - 3. if contested, upon a motion filed in the case with the lowest case number; the only relief the court may grant is consolidation in the branch to which the case with the lowest case number is assigned.
- C. Upon consolidation, all further proceedings shall take place in the branch in which the cases have been consolidated regardless of when any of the cases is resolved.

3.4 Dismissal Calendar

In cases which are not being diligently prosecuted, including without limitation (1) cases in which no party has been served with process within the applicable period and (2) cases in which no timely answer has been filed and no motion for default judgment has been filed within a reasonable time, the court shall give notice that the case will be dismissed unless cause is shown why dismissal is not appropriate. If good cause is not shown, the case shall be dismissed without further notice.

3.5 Daytime Duty Judge

- A. For one week on a rotating basis, each judge assigned to the family and civil divisions shall serve as daytime duty judge. The duty judge schedule may be obtained from the Calendar Clerk's office or the Chief Judge's Office.
- B. The following proceedings are assigned to the duty judge:
 - 1. Petitions for writs of *habeas corpus*;
 - 2. *De novo* appeals from proceedings before court commissioners concerning injunctions and restraining orders under Wis. Stat. Chapter 813;
 - 3. Small claims cases, if the judge assigned to the small claims branch is unavailable;
 - 4. Petitions for change to vital records;

5. Matters concerning the issuance of marriage licenses; and
 6. Proof of age applications under Wis. Stat. § 889.28.
- C. The daytime duty judge shall preside in proceedings in which immediate judicial review is necessary and the branch to which the case is assigned is not available, including the small claims branch, nor is a pair judge available. In the absence of the duty judge, the next available judge, in the order listed on the duty judge schedule, shall preside.
 - D. Upon substitution or recusal of the duty judge, the proceedings shall be transferred to the next available judge on the duty judge schedule.

3.6 Filing Papers

- A. In addition to the general rules governing format and filing stated in Rules 1.10 through 1.13, the following rules govern filings made in the civil division:
- B. The summons and complaint and all papers filed contemporaneously with them, and all papers the filing of which requires the payment of a fee, shall be filed in Room 104. All other papers shall be filed with the deputy court clerk of the branch to which the case is assigned, unless the courtroom is closed, in which case the papers may be filed with the Calendar Clerk's office.
- C. The first page of the summons and complaint shall state the case classification type and code number, as designated by the Director of State Courts (available at <http://wicourts.gov/about/filing/circuitcodes.htm>); subsequent filings need not.
- D. Notice of appeal shall be filed with the Civil Appeals Division in Room G-8. The appropriate fees should be included with the notice of appeal.
- E. Unless the court grants permission in writing and in advance, the clerk shall not accept for filing any affidavit, including exhibits, which exceeds 250 pages in length, except affidavits in actions contesting insurance coverage to which the attached exhibits consist only of insurance policy documents.

3.7 Filing of Garnishment Actions

- A. Each action for garnishment on property other than earnings shall be commenced as a separate action and be assigned a separate case number. Regarding actions for garnishment on earnings, however, each notice issued to the same garnishee shall bear the number of the case in which the judgment was entered.
- B. The Clerk's office may issue earnings Garnishment forms upon payment of the appropriate fee and prior to the filing of the earnings garnishment notice provided that the

earnings garnishment notice is filed with the Clerk's office no later than 5 business days after the date the garnishee is served.

3.8 Scheduling Conferences and Scheduling Orders

- A. Within a reasonable time after the case is filed, the court shall conduct a scheduling conference pursuant to Wis. Stat. § 802.10(3).
- B. Before the scheduling conference, the parties shall submit a written description of the factual background and issues presented by the case on a form prescribed by the court.
- C. The court may issue a scheduling order in a standard form prescribed by the chief judge.
- D. Before issuing a scheduling order governing deadlines for the filing of dispositive motions, the court shall ask the parties whether they agree to be bound by the local rules governing briefing deadlines under Rule 3.15.

3.9 Payment of Jury Fee

Unless the court orders otherwise, the jury fee shall be paid within 30 days after the court issues the scheduling order pursuant to Rule 3.8. Payment of the jury fee by any party preserves the right to a jury for all parties, consisting of the number of jurors for which the fee has been paid. If no party pays the jury fee, the right to a jury is waived by all parties.

3.10 Hearing Dates

Subject to the provisions of Rule 1.19 (obtaining hearing dates), motion hearings shall be scheduled on Monday mornings, except as otherwise provided by law or scheduled at the discretion of the court.

3.11 Non-dispositive Motions

- A. Except for motions to dismiss, for judgment on the pleadings and for summary judgment or partial summary judgment (see Rules 3.14 and 3.15) and motions for temporary restraining orders (see Rule 3.13), all motions and supporting papers shall be filed not less than 15 days before the hearing date.
- B. All papers filed in opposition to such motions shall be filed no later than 7 calendar days (including Saturdays, Sundays and holidays) before the hearing date.
- C. No reply briefs shall be considered without the permission of the court.

- D. The court may modify these deadlines upon a showing of good cause.
- E. Briefs in support or in opposition to such motions shall not exceed 10 pages in length, except that briefs filed in support or opposition to a motion for class certification shall not exceed 25 pages. Briefs in excess of the permitted length may be disregarded by the court. The court may modify these limitations upon a showing of good cause.

3.12 Venue Motions

Rulings upon motions for change of venue under Wis. Stat. §§ 801.51 or 801.52 shall employ Supreme Court Form GF-120 “Order for Change of Venue.”

3.13 Motions for Temporary Injunctions and Restraining Orders

- A. Any *ex parte* motion for temporary injunction or restraining order shall be accompanied by the certification required by Rule 1.19 and a written, signed certification that:
 - 1. a good faith effort was made before filing the motion to contact the party against whom relief is sought (or counsel for the party, if known) to inform the party of the time and place of the anticipated hearing; or
 - 2. good cause exists for excusing the party from the requirement in paragraph A.1.
- B. Before issuing an *ex parte* temporary injunction or restraining order, the court shall attempt to contact by telephone the party against whom relief is sought (or counsel for the party, if known), unless the court finds good cause for not doing so.
- C. This rule does not apply to petitions filed under Wis. Stat. §§ 813.12, 813.122, 813.123 and 813.125.
- D. Briefs in support or in opposition to motions for temporary injunctions or restraining orders shall not exceed 10 pages in length. Briefs in excess of the permitted length may be disregarded by the court. The court may modify these limitations upon a showing of good cause.

3.14 Motions to Dismiss or for Judgment on the Pleadings

- A. Motions to dismiss or for judgment on the pleadings shall be filed not less than 45 days before the hearing date, except as provided in paragraph D.
- B. Briefs or other papers in response to such motions shall be filed not less than 25 days before the hearing date.

- C. Reply briefs or other papers in support of such motions shall be filed not less than 15 days before the hearing date.
- D. In actions which allege the failure to pay a debt and in which the answer does not deny the debt, a motion for judgment on the pleadings shall be filed not less than 15 days before the hearing date. All papers filed in opposition to such a motion shall be filed no later than 7 calendar days (including Saturdays, Sundays and holidays) before the hearing date.
- E. The court may modify these deadlines upon a showing of good cause.
- F. Briefs in support or in opposition to such motions shall not exceed 20 pages in length and reply briefs shall not exceed 10 pages in length, exclusive of exhibits. Briefs in excess of the permitted length may be disregarded by the court. The court may modify these limitations upon a showing of good cause.

3.15 Summary Judgment Motions

- A. The Civil Division Scheduling Order shall designate whether the parties agree to comply with the briefing deadlines set forth in this rule in place of the briefing deadlines set forth in Wis. Stat. § 802.08(2).
- B. Motions for summary judgment shall be filed not less than 45 days before the hearing date.
- C. Briefs or other papers in response to such motions shall be filed not less than 25 days before the hearing date.
- D. Reply briefs or other papers in support of such motions shall be filed not less than 15 days before the hearing date.
- E. The court may modify these deadlines upon a showing of good cause.
- F. Briefs in support of or in opposition to such motions shall not exceed 25 pages in length and reply briefs shall not exceed 10 pages in length, exclusive of affidavits and exhibits. Briefs in excess of the permitted length may be disregarded by the court. The court may modify these limitations upon a showing of good cause.
- G. Briefs in support shall state plainly and succinctly the material undisputed facts which support judgment, together with specific references to the record. Failure to comply with this rule may result in denial of the motion.
- H. Briefs in opposition shall plainly and succinctly state, together with specific references to the record, which facts stated in the brief in support, if any, are disputed. Failure to

comply with this rule may result in granting of the motion.

- I. Affidavits in support of or opposition to a motion for summary judgments shall comply with the page limitations stated in Rule 3.6.E.

3.16 Default Judgments

- A. A party entitled to judgment by default due to the failure of an adverse party to answer the complaint may submit a motion for default judgment under Rule 1.21 (the five-day rule).
- B. If the action in which judgment is sought is subject to service of a summons pursuant to Wis. Stat. § 801.11, proof of service shall be made as follows:
 1. If the party against whom judgment is sought is a natural person and is served personally within the State of Wisconsin, the motion shall be supported by a Form CV 1 Affidavit of Personal Service, or its substantial equivalent, printed on green paper.
 2. If the party against whom judgment is sought is a natural person and is served by substitute service within the State of Wisconsin, the motion shall be supported by a Form CV 2 Affidavit of Substitute Service, or its substantial equivalent, printed on blue paper.
 3. If the party against whom judgment is sought is a corporation or limited liability company and is served personally within the State of Wisconsin, the motion shall be supported by a Form CV 3 Affidavit of Personal Service on Corporation or Limited Liability Company, or its substantial equivalent, printed on green paper.
 4. This rule does not apply to proof of service furnished by a county sheriff's department located in Wisconsin or to service that is effected outside Wisconsin.
 5. If the party against whom judgment is sought is served by publication, within or outside Wisconsin, the motion shall be supported by a Form CV 4 Affidavit of Reasonable Diligence, or its substantial equivalent, printed on yellow paper, and proof of publication and mailing of the publication summons.
 6. The court will accept an original affidavit printed on paper whose color does not conform with these rules if the affidavit is accompanied by a photocopy of the affidavit on the paper of the required color.
- C. In tort actions subject to Wis. Stat. § 802.02(1m), the motion for default judgment shall itemize the damages and shall be supported by documentary evidence of the damages sought. If the damages cannot be documented (e.g., pain and suffering damages), the party seeking judgment shall request a hearing.

3.17 Briefing of *Habeas* Petitions and *Certiorari* Petitions in Criminal Matters

Briefs in support or opposition to petitions for *habeas corpus* or *certiorari* in cases arising from or related to criminal convictions shall not exceed 20 double-spaced pages in length and shall comply with Rule 1.10 (format). Reply briefs shall not exceed 10 pages. Motions and briefs exceeding these page limits shall be disregarded. The court may modify these limitations upon a showing of good cause.

3.18 Citation to Non-Wisconsin Legal Authorities

Unless the court orders otherwise, if a brief contains a citation to an authority other than the Wisconsin Statutes or a decision of the Wisconsin Supreme Court or the Wisconsin Court of Appeals, a copy of the authority shall be appended to the brief. Copies of such authorities shall not be made part of the record on appeal.

3.19 Form of Discovery Responses

Responses to interrogatories, requests for production of documents and requests to admit, including responses consisting solely of objections, shall restate the interrogatory or request to which the response or objection refers.

3.20 Limitations on Interrogatories

- A. Except as provided in paragraph B., no party may serve more than a total of 35 interrogatories in any one case.
 - 1. Each sub-part of an interrogatory shall be counted as 1 interrogatory.
 - 2. Parties represented by the same attorney or law firm shall be regarded as 1 party.
 - 3. Interrogatories inquiring about the names and location of parties, expert witnesses, and other persons having knowledge of discoverable information, or about the existence, location, or custodian of documents or physical evidence shall not be counted toward the limit.
- B. Parties may agree to permit additional interrogatories to be served. Upon compliance with Rule 3.22 (meeting and conferring before bringing a discovery motion), a party may request permission from the court to serve additional interrogatories.

3.21 Timely Completion of Discovery

Except for good cause, the court shall not compel a party to respond to an interrogatory, document request or request to admit that is served less than 30 days before a discovery deadline set forth in the scheduling order.

3.22 Meeting and Confering before Filing Discovery Motions

- A. Before a party may move to compel discovery, or for permission to serve interrogatories in excess of the limitation stated in Rule 3.20 (limitations on interrogatories), the party shall confer in person or by telephone with the party against whom relief is sought and make a sincere attempt to resolve the issue.
- B. No motion to compel or for permission to serve interrogatories in excess of the limitation stated in Rule 3.20 will be heard unless the motion demonstrates compliance with this rule, including a statement of the date and place of the conference and the names of all parties participating therein.

3.23 Trial Depositions

A deposition taken for the purpose of preserving testimony for use at trial pursuant to Wis. Stat. § 804.07(1)(c) may be taken after the deadline for completion of discovery set forth in the scheduling order, but not later than 10 days before the commencement of trial. Such depositions may be taken at any time upon stipulation of the parties or upon leave of the court.

3.24 Filing of Learned Treatises

A party giving notice of the intended use of a learned treatise under Wis. Stat. § 908.03(18) shall append a copy of the document to the notice served on other parties but shall not append a copy to the notice filed with the court. A copy of the document offered in evidence shall be filed only if the document is offered in evidence during trial or if the party's right to offer the document is contested before trial.

3.25 Argument and Examination of Witnesses by Multiple Attorneys

Only one attorney for a party may argue motions or objections or examine a witness, unless permitted by the court.

3.26 Presence of Counsel and Parties during Deliberations and upon Return of Jury Verdict

If the court permits counsel, or any party not represented by counsel, to leave the courtroom during deliberations and specifies a time within which the parties or counsel must return to the courtroom upon receipt of a verdict, a question from the jury or a request for further instructions, such counsel or party shall leave with the deputy court clerk the telephone number where he or she can be reached. A failure to return within the prescribed time period may be deemed a waiver of the party's right to be present.

3.27 Appearances by Telephone in Non-Evidentiary Proceedings

- A. The court, in its discretion, may conduct non-evidentiary proceedings by telephone. The court may assign responsibility to one party for arranging the conference call, notifying all parties, and the costs of the call. The court may permit some parties to appear in person.
- B. In proceedings involving scheduling in cases in which a party is represented by an attorney whose office is located outside Milwaukee County, and unless the court deems the matter too complex or unmanageable for teleconferencing, the court may permit all parties to appear by telephone, provided that the attorney whose office is located outside Milwaukee County arranges the call, notifies all parties, and bears the cost of the call.

3.28 Appearances by Telephone and Videoconference in Evidentiary Proceedings

The court shall permit oral testimony to be communicated to the court by telephone or videoconference if (a) a request is made at least 1 day before the scheduled testimony (exclusive of weekends and holidays); (b) the court finds that the equipment available to the court will enable the court to make a sufficient record; and (c)(1) all parties agree or (c)(2) the court grants the request after considering the objection of any party unwilling to agree.

3.29 Petitions for Approval of Minor Settlements

- A. A petition for approval of a minor settlement shall concisely state the age of the minor, the nature and extent of the injury giving rise to the claim and whether the injury is permanent, the cause of the injury and the circumstances in which the injury was suffered, and the proposed distribution of the settlement funds.
- B. The court shall presume that sums distributed for the payment of attorney fees will not exceed 25% of the settlement but may approve a larger portion if extraordinary circumstances so justify.

- C. Unless the court orders otherwise, the minor, his or her attorney, and at least one of the parents or guardians shall attend in person the hearing on the petition.
- D. Proceeds of a minor settlement to be deposited or invested for the benefit of the minor shall be paid into a restricted account that will not permit any withdrawal from the account until the minor's 18th birthday or upon further order of the court. The court shall not approve a settlement that proposes to deposit the settlement funds into a bank account that does not bear interest.
- E. No guardian ad litem may be relieved of responsibility on any case until he or she files with the court written confirmation that the funds have been deposited or invested as provided in the court's order.

Rules Applicable to the Probate Branches of the Civil Division

3.50 Assignment of Cases to Civil/Probate Branches

- A. Two branches of the civil division shall be assigned probate and mental health proceedings, including proceedings concerning trusts, guardianship, protective services, protective placement, adoption of adults and individuals at risk.
 - 1. The children's division shall have jurisdiction of all petitions concerning the appointment and removal of a guardian of the person of a child under Wis. Stat. Chapter 54, and proceedings there from, except that if such a petition is uncontested and a petition for guardianship of the estate of the child is filed, the proceedings shall be assigned to one of the civil/probate branches. If a petition concerning the appointment and removal of a guardian of the person of a child is disputed but the dispute is resolved, proceedings concerning the guardianship of the person and the estate of the child shall be transferred to the civil/probate branches.
 - 2. The civil/probate branches shall be assigned petitions for restraining orders and injunctions concerning individuals at risk.
- B. Odd-numbered cases shall be assigned to the civil/probate branch located in Room 206. Even-numbered cases shall be assigned to the civil/probate branch located in Room 208.

3.51 Nonresident Personal Representative

- A. A person who is not a resident of Wisconsin may be appointed as personal representative with bond if a resident agent is appointed to accept service of process.
- B. A person who is not a resident of Wisconsin who is nominated by a will to serve as

personal representative without bond may be appointed as a co-personal representative without bond if an otherwise eligible Wisconsin resident (1) is appointed as co-personal representative and (2) retains control and possession of all assets within Wisconsin until final distribution.

3.52 Appointment of Guardians ad Litem, Advocate Counsel and Successor Fiduciaries

- A. The court or probate registrar may dispense with appointment of a guardian ad litem:
1. if, upon a petition, the court or probate registrar is satisfied that a party fulfills the requirements of Wis. Stat. § 879.23(5); or
 2. for a minor whose interest is limited to that of a contingent beneficiary of a revocable *inter vivos* trust.
- B. Attorneys appointed as guardian ad litem shall have training and experience deemed sufficient by the appointing judge. The court may select from a list of qualified candidates maintained as follows:
1. Attorneys may apply to the Register in Probate for inclusion on the list. The application shall state the attorney's relevant experience and whether the attorney meets the qualifications stated in paragraph B.3. An application shall be approved if either of the two judges assigned to the civil/probate branches determines that the applicant has sufficient experience and qualifications to serve as a guardian ad litem.
 2. The list shall designate whether the attorney listed will accept assignments in the following categories:
 - a. estate and trust proceedings generally;
 - b. guardianship and protective placement proceedings;
 - c. annual reviews of protective placement; and
 - d. individual at risk injunction proceedings.
 3. Attorneys named on an appointment list shall maintain the following qualifications:
 - a. Attorneys seeking appointments in estate and trust proceedings shall have attended continuing legal education relating to estate or trust proceedings, in courses approved for credit by the Board of Bar Examiners. Attendance shall consist of at least (i) 30 hours of credit earned at any time, or (ii) 6 hours of credit earned during the current or most recent preceding reporting period.
 - b. Attorneys seeking appointments in guardianship or protective placement proceedings shall have attended continuing legal education relating to

guardianship and protective placement proceedings, in courses approved for credit by the Board of Bar Examiners consisting of at least (i) 30 hours of guardian ad litem education approved under SCR 36.03, or (ii) 6 hours of guardian ad litem education approved under SCR 36.03 during the combined current reporting periods specified in SCR 31.01 (7) (consisting of the period during which the appointment is accepted and the immediately preceding period).

3.53 Signing Fiduciary Bonds

An attorney, employee or associate of an attorney shall not sign a corporate surety bond as “attorney in fact” when the attorney is acting as personal representative, attorney for the personal representative or as other fiduciary or attorney for the fiduciary.

3.54 Uncontested Proceedings

All proceedings may be scheduled for hearing and disposition by the circuit court commissioner assigned to assist with probate matters unless an objection or cross-petition is filed.

3.55 Contested Proceedings

- A. Proceedings are contested when an interested person files an objection or cross-petition. Objections may not be raised by filing a motion.
- B. All objections and cross-petitions shall comply with these rules:
 - 1. All objections and cross-petitions shall be filed in the Register in Probate Office, Room 207 of the Courthouse.
 - 2. Any objection or cross-petition filed in an estate being administered informally shall be accompanied by a demand for formal proceedings.
 - 3. All required fees shall be paid before or at the time of filing.
 - 4. Objections and cross-petitions shall be accompanied by proof that the objection has been served upon the attorney of record for each party who has appeared in the proceeding (for example, the petitioner, guardian, trustee, claimant or personal representative) or upon the party if not represented by an attorney.
 - 5. Service may be accomplished by any method authorized under Rule 1.13 (methods of service).
- C. Upon filing, all objections and cross-petitions shall be reviewed by a deputy register in

probate and assigned to either Track I or Track II. Track I contests are assigned for pretrial before a deputy register in probate/acting circuit court commissioner. Track II contests are assigned to a circuit judge.

- D. Contested proceedings assigned to Track II are scheduled by the deputy court clerk in the civil/probate branch to which the case is assigned.
- E. Upon securing a date and time for a hearing in a contested proceeding, the party who filed the objection or cross-petition shall serve written notice of the scheduled proceeding upon all interested parties. Service may be accomplished by any method authorized under Rule 1.13 (methods of service). The original notice and proof of service of the notice shall be filed before the scheduled hearing in the civil/probate branch to which the case is assigned.

3.56 Continuances

- A. A request for a continuance in a contest assigned to Track I shall be filed with the assigned deputy register in probate/acting circuit court commissioner.
- B. A request for a continuance in a contest assigned to Track II shall be filed in the civil/probate branch to which the case is assigned.
- C. Requests for continuance shall be filed within 10 days after service of notice of a scheduled proceeding. If a request for continuance is filed more than 10 days after service of notice of a scheduled proceeding, the request may be granted only upon a personal appearance before the judge or circuit court commissioner and a showing of good cause. Agreement of counsel shall not, of itself, be considered good cause for a continuance.

3.57 Proposed Orders (Thirty Day Rule)

- A. All orders, certificates, and judgments, other than final judgments, shall be submitted to the judge or circuit court commissioner for signature not later than 30 days after the date on which the subject of the order is heard or was to be heard by the court. A proposed order embodying a ruling by the court shall be prepared and filed by the prevailing party.
- B. Attorneys shall promptly notify the deputy clerk of the assigned court or the acting circuit court commissioner of a settlement or dismissal of a contest and shall file a stipulation and order not later than 30 days after the scheduled hearing date.
- C. If a proposed order has not been filed as required by this rule, the objection and/or the case may be dismissed without further notice. Further proceedings may not be held in contested proceedings unless the dismissal is vacated.

- D. Orders submitted under this rule are subject to review and objection under Rule 1.21 (the five-day rule).

3.58 Timeliness of Claims against Estates

- A. For purposes of determining the claims filing deadline in cases where the order limiting time for filing claims does not specify a day but merely specifies a month (e.g., the third or fourth month from the date of the order), the deadline is the last date in the specified month (e.g., February 28 or 29, April 30, June 30, September 30 or November 30).
- B. When a claim is filed after the deadline for filing claims but within one year after the decedent's death, a receipt for payment of the claim, a release of the claim or an objection to the claim shall be filed.

3.59 Proof of Ownership

Evidence of assets is required in the verification of guardianship accounts. The following evidence of title is satisfactory evidence of ownership:

- A. Real estate: original or certified copy of deed.
- B. Registered stocks, bonds, certificates of deposit: original or photocopy of certificates or letters from transfer agent or financial institution.
- C. Bearer securities: physical possession.
- D. Bank accounts: original or photocopy of account statement or passbook, or letter from financial institution.
- E. Refunds, cash items, and miscellaneous intangibles: original or photocopy of check, letter, or other documentary evidence.
- F. Automobiles, boats, snowmobiles, and other licensed vehicles: original or photocopy of registration.
- G. Unregistered tangible personal property: testimony as to ownership and physical possession.

3.60 Summary Assignment Where Decedent Executes an Apparently Valid Will

An order for summary assignment may assign assets according to an apparently valid will where the will contains a valid attestation clause.

3.61 Closing Estates

- A. Estates in which no claims are filed or where no objection to any claim has been filed shall not be closed until at least 14 days after the deadline for creditors to file claims.
- B. Estates shall be closed within a reasonable time without unnecessary delay and within 18 months from filing the petition or application unless the court extends the time for closing the estate. A petition for extension of time shall be filed before the end of the 18-month period, and shall be supported by an affidavit setting forth reasons why the estate cannot be closed. The petition for an extension of time may be executed by the person having knowledge of the reasons for delay, including the personal representative or attorney. The petition may be reviewed without notice or testimony.
- C. If an estate is not closed on a timely basis or an inventory is not filed on a timely basis, and if an attorney representing the estate or the personal representative fails to respond to notice issued by the court, the court may remove the attorney or personal representative and may appoint a successor attorney or personal representative. The pendency of a contest does not stay the court from issuing such a notice or an order to show cause.
- D. An attorney found by the court to repeatedly have been delinquent in closing estates may be barred from filing any new proceedings in probate, including applications for informal administration, until all delinquencies have been remedied. The court or register in probate may refer the matter to the Office of Lawyer Regulation.

3.62 Review Prior to Hearing on Estate Final Account

Before the hearing on a petition for approval of a final account in administration of an estate proceeding, the petition and the proposed final account shall be reviewed by a deputy register in probate for compliance with procedural requirements and as to form and content.

Rules Applicable to the Small Claims Branches of the Civil Division

3.75 Assignment of Small Claims Cases; Recusal; Substitution; Duty Coverage of the Small Claims Branch

- A. One branch of the civil division shall be assigned all cases governed by Wis. Stat. § 799.01, which cases are referred to generally by these rules as “small claims.”
- B. Upon a valid recusal or valid request for substitution of the judge assigned to the small claims branch, all proceedings over which a judge must preside shall be assigned to another judge in the civil division pursuant to Rule 1.4.E. (reassignment of cases), except that eviction proceedings shall be transferred to the duty judge.

- C. The duty judge shall preside in cases in which immediate judicial review is necessary and the judge assigned to the small claims branch is not available.
1. In the absence of the duty judge, the next available judge, in the order listed on the duty judge schedule, shall preside.
 2. The duty judge shall hear all cases calendared for hearing before the small claims judge, including any trials, and any emergency cases assigned to the small claims judge.
 3. During a planned absence, the judge assigned to the small claims branch will calendar matters in consideration of the duty judge. In anticipation of a planned absence, the judge assigned to the small claims calendar will give the duty judge and the presiding judge of the division as much notice as possible.
 4. The duty judge shall calendar matters in consideration of the need to hear cases in the small claims branch.

3.76 Issuance, Filing and Service of Small Claims Summons and Complaint

- A. An action shall be commenced by the issuance by the Clerk of Circuit Court, upon payment of the filing fee, of a summons form or payment seal for use on a summons form approved by the court.
- B. After the summons form is completed, the original shall be filed with the Clerk of Circuit Court. An authenticated copy of the original shall be served on the defendant.
- C. The Clerk of Courts shall not accept the summons for filing unless
1. the pertinent portions of the form appear complete, and
 2. the summons is verified.
- D. Service shall be made pursuant to Sec. 799.12, Wis. Stats., except that service by mail is not authorized.
- E. An affidavit of service of the summons shall be filed on the return date.

3.77 Answering the Small Claims Complaint

- A. A defendant who resides in Milwaukee County shall appear in person or by an attorney on the return date specified in the summons. Answering or appearing by mail, by facsimile or by telephone is not permitted.

- B. A defendant who does not reside in Milwaukee County may
1. appear in person or by an attorney on the return date specified in the summons, or
 2. on or before the return date, serve a written answer on the attorney who represents the plaintiff, or on the plaintiff if the plaintiff is not represented by an attorney. A copy of the answer shall be filed on or before the return date.

3.78 Order in which Small Claims Cases are Called

The judicial court commissioner presiding in the small claims branch shall have discretion to determine, based upon efficiency and fairness, in what order the cases should be called, subject to the supervision of the judge assigned to the small claims branch and the presiding judge of the civil division.

3.79 Procedure upon Calling Cases on the Return Date

- A. If the plaintiff fails to appear on the return date or any adjourned date, the case shall be dismissed.
- B. If the defendant fails to appear on the return date or any adjourned date, default judgment shall be entered in favor of the plaintiff.
- C. If both parties appear, the court may accept from them a written stipulation disposing of the case if the stipulation is signed by each party. The stipulation of the tenant in an eviction action is not binding unless approved by a judicial court commissioner.
- D. In the absence of a stipulation, and unless the action is subject to immediate dismissal, the judicial court commissioner shall personally inquire of the defendant whether the defendant claims any defense. If no defense is claimed, the court may accept a written stipulation under paragraph C.
- E. If it appears to the commissioner that the defendant claims a defense to the action, the commissioner shall attempt to resolve the dispute through informal mediation.
- F. If the dispute cannot be resolved through informal mediation, the commissioner shall schedule a hearing before a judicial court commissioner of all contested issues, except that eviction and replevin cases shall be transferred to the judge assigned to the small claims branch. Eviction cases shall be called on the next available date on the afternoon docket of the small claims branch, unless the parties and the court agree to a later date.

3.80 All Contested Small Claims Proceedings Conducted Initially before Judicial Court Commissioners

Except as required by Wis. Stat. Ch. 799 or by these rules, all contested small claims proceedings shall be heard before a judicial court commissioner.

3.81 Motions for Summary Judgment and to Reopen

Motions for summary judgment and motions to reopen shall be heard in the first instance by the judge assigned to the small claims branch, except that if it is plain on the face of a motion to reopen, without need for response, that the motion lacks merit, the motion may be denied by a judicial court commissioner.

3.82 Civil Contempt and Civil Bench Warrants

Requests for civil contempt and civil bench warrants shall be heard initially by a judicial court commissioner assigned to the small claims branch. If the commissioner recommends a finding of contempt and the issuance of a civil bench warrant, the recommendation shall be heard forthwith by the judge assigned to the small claims branch. Civil bench warrants issued in small claims cases shall be returned to the small claims branch.

3.83 Jury Trial of Small Claims Cases

Upon a timely, proper demand for a jury trial under Wis. Stat. § 799.21 and upon payment of the fee, the case shall be transferred by tab to a civil division branch to which large claims civil actions are assigned, except that evictions actions shall be transferred to the duty judge for expedited scheduling.

3.84 Effective Date of Notices Terminating Tenancy for Failure to Pay Rent or for Other Breach

- A. The court cannot issue a writ of restitution in an eviction action for failure to pay rent or other breach unless the landlord provides at least 5 days or 14 days (whichever is applicable by statute) after the date the notice is given to cure the breach or vacate the premises. The notice period must have concluded no later than the day before the eviction action is filed. (For example, if a 5-day notice is given on September 2, the tenant may pay rent or otherwise cure the breach at anytime until the end of the day on September 7; the first date on which the eviction action may be filed is September 8.)
- B. If the 5-day or 14-day notice is served by certified or registered mail to an address within Wisconsin, the notice is considered by the court to have been given on the second day after the day of mailing. (For example, if a landlord sends a five-day notice by certified mail on September 2, then the notice is considered by the court to have been given on September 4 and the tenant may pay rent or otherwise cure the breach at anytime until

the end of the day on September 9; the first date on which the eviction action may be filed is September 10.)

Rules Applicable to the Felony and Misdemeanor Divisions

4.1 Case Processing Goals

- A. Ninety percent (90%) of all felony cases should be resolved within 180 days.
- B. Ninety-five percent (95%) of all misdemeanor, criminal traffic and contested traffic forfeiture cases should be resolved within 180 days.
- C. Attorneys whose schedules prevent the court from meeting these goals in a given case may be disqualified and a party may be ordered to retain substitute counsel.

4.2 Courtroom Operations

- A. Courtroom doors shall be opened at 8:15 a.m. and 1:15 p.m. when the court is in session.
- B. Branches shall not unnecessarily restrict movement of attorneys between branches and, in particular, shall not secure courtroom exits in such a way as to detain attorneys merely for convenience and without regard to the need for attorneys to attend proceedings in other branches.
- C. Proceedings other than jury trials requiring the transportation of defendants from outside Milwaukee County shall not be scheduled to begin on Mondays, Fridays or weekdays immediately following or preceding a holiday, except upon a finding of extraordinary circumstances.

4.3 Assignment of Cases When Defendant Named in More than One Case

- A. Except as provided in paragraph C., when there is more than one felony case pending against the same defendant, all the cases shall be transferred to the felony branch in which the case with lowest case number is pending.
- B. Except as provided in paragraph C., when there is more than one misdemeanor or traffic case pending against the same defendant, all the cases shall be transferred to the misdemeanor branch in which the case with the lowest case number is pending.
- C. Cases involving charges of homicide, sexual assault, drug offenses, gun offenses and/or domestic violence, which may be assigned to a specialty court, may be assigned

according to different procedures necessary to the fair and efficient operation of those specialty courts.

- D. The assignment of proceedings relating to reconfinement and sentencing after revocation proceedings are governed by Rule 4.16. The assignment of postconviction motions is governed by Rule 4.17.

4.4 Resolution of Misdemeanor Cases in Felony Branch

If a defendant in a case pending in a felony branch agrees with the State to resolve all cases pending in the felony branch as well as any cases pending against the defendant in any misdemeanor branch other than a domestic violence specialty branch, and if the judge presiding in the felony branch agrees, the misdemeanor case shall be transferred forthwith to the felony branch without further proceedings in the misdemeanor branch.

4.5 Assignment of Cases Upon Remand from the Appellate Courts

Cases remitted from the appellate courts shall be assigned to the judge who presided over the case when the notice of appeal was filed, or to that judge's successor, unless the case is assigned to a specialty court (homicide, sexual assault, drug offenses, etc.) and the judge who presided over the case when the notice of appeal was filed is, at the time of remand, assigned to a specialty court of the same specialty.

4.5 Assignment of Petitions for Return of Property

- A. All petitions under Wis. Stat. § 968.20 for return of firearms, dangerous weapons or ammunition shall be assigned to the Gun Court.
- B. Petitions for return of property other than firearms, dangerous weapons or ammunition shall be assigned as follows:
 - 1. If the property is held in connection with a previously-filed felony case, the petition shall be assigned on the same basis as the previously-filed case, *e.g.*, petitions for return of property relating to homicide cases shall be assigned in the same manner as homicide cases.
 - 2. If the property is held in connection with a previously-filed misdemeanor case or if the property is not held in connection with any previously-filed case, the petition shall be assigned randomly to a general misdemeanor branch.

4.7 Expedited Guilty Plea Hearings

A defendant in custody in Milwaukee County may request a speedy guilty plea hearing. Subject to victim notice requirements, the hearing shall take place within 2 business days after the filing of a written request in the branch to which the case is assigned and service of a written notice upon the District Attorney, whichever occurs later.

4.8 Huber Privileges for Work and Work Release from Confinement Time as a Condition of Probation

- A. Regarding court records, judgments of conviction and forms issued at sentencing, the designations “Huber work” and “Huber work privileges” (regarding jail sentences) and “work release privileges” (regarding condition time) shall be construed by the House of Correction to permit release, without further order, for the following purposes:
1. attendance at work at no more than two (2) places of employment;
 2. seeking employment;
 3. participating in employment training, new employment orientation or tours and programs open to the public that address employment-related needs and barriers, including programs that assist in the reinstatement of driving privileges;
 4. obtaining clothing, tools and equipment appropriate to job-seeking or commencing employment, as well as haircuts;
 5. obtaining proof of identity needed for employment, including birth certificate and social security documentation;
 6. attending court proceedings, including proceedings necessary to clear warrants and make or revise arrangements for payment of fines and court costs; and
 7. laundry.
- B. The total time that an inmate may be released to enjoy Huber privileges and release privileges shall not exceed seventy-two (72) hours over six (6) days per week, including travel time.
- D. The designations “Huber work,” “Huber work privileges” and “work release privileges” do not include release for child care (see Rule 4.9), elder care (see Rule 4.10), medical treatment and counseling (see Rule 4.11), participation in the Community Justice Resource Center (see Rule 4.12), school attendance, community service or any other purpose, unless the court record and judgment of conviction so specify.
- E. In individual cases, a court may expand or limit these privileges, or the time period set forth in subsection B, by written order or by explicitly so stating on the record.

- F. The court may cancel or modify Huber work privileges and work release privileges at any time with or without notice.

4.9 Huber Privileges for Child Care and Child Care Release from Confinement Time as a Condition of Probation

- A. A defendant who requests Huber privileges or release privileges for child care shall submit to the court at the time of sentencing, for each child for whom care is to be provided:
 - 1. the name, age and address of the child and whether the child or the defendant is subject to any current order of the children's or family division regarding custody or placement, together with a copy of the order(s);
 - 2. if the defendant is a custodial parent, a copy of the child's birth certificate demonstrating that the defendant is the child's parent;
 - 3. if the defendant is not a custodial parent, a written, signed request from the custodial parent:
 - a. requesting child care from the defendant;
 - b. stating whether or not the defendant has previously provided child care for the child; and
 - c. stating that the custodial parent is not receiving W-2 child care services and/or a child care stipend; and
 - 4. a copy of the custodial parent's work schedule from that parent's employer(s).
- B. Regarding court records, judgments of conviction and forms issued at sentencing, the designations "Huber child care" and "Huber child care privileges" (regarding jail sentences) and "release privileges for child care" (regarding condition time) shall be construed by the House of Correction to permit release, without further order, for the following purposes:
 - 1. child care;
 - 2. shopping for food and other supplies needed for the child;
 - 3. transporting the child to and from and attending medical appointments; and
 - 4. laundry.
- C. The court may cancel or modify Huber child care privileges and child care release privileges at any time with or without notice.

4.10 Huber Privileges for Elder Care and Elder Care Release from Confinement Time as a Condition of Probation

- A. A defendant who requests Huber privileges or release privileges for elder care shall submit to the court at the time of sentencing, for each elder for whom care is to be provided, a written, signed statement of the elder's doctor that the defendant is needed in the home to provide care for the elder.
- B. Regarding court records, judgments of conviction and forms issued at sentencing, the designations "Huber elder care" and "Huber elder care privileges" (regarding jail sentences) and "release privileges for elder care" (regarding condition time) shall be construed by the House of Correction to permit release, without further order, for the following purposes:
 - 1. elder care;
 - 2. shopping for food and other supplies and conducted errands needed by the elder;
 - 3. transporting the elder to and from and attending medical appointments; and
 - 4. laundry.
- C. The court may cancel or modify Huber elder care privileges and elder care release privileges at any time with or without notice.

4.11 Huber Privileges for Medical Treatment and Counseling and Medical Treatment/Counseling Release from Confinement Time as a Condition of Probation

- A. Regarding court records, judgments of conviction and forms issued at sentencing, the designations "Huber medical care," "Huber counseling care," "Huber medical care privileges" and "Huber counseling privileges" (regarding jail sentences) and "release privileges for medical care" or "release privileges for counseling" (regarding condition time) shall be construed by the House of Correction to permit release, without further order, for the following purposes:
 - 1. medical care, including a visit to a doctor, dentist, clinic or emergency room;
 - 2. obtaining prescriptions;
 - 3. obtaining health insurance or other assistance for payment of health services; and
 - 4. counseling and treatment provided by an approved public treatment facility, including attendance at a substance abuse assessment or substance abuse treatment.

- B. The court may cancel or modify Huber medical care and counseling privileges and medical care and counseling release privileges at any time with or without notice.

4.12 Huber Privileges for Attendance at the Community Justice Resource Center and Community Justice Resource Center Release from Confinement Time as a Condition of Probation

- A. A defendant who requests Huber privileges or release privileges for attendance in programming at the Community Justice Resource Center (“CJRC”) shall submit to a risk assessment, an addiction severity index assessment and an academic assessment.
- B. The court may permit the defendant to participate in programming recommended by the CJRC without specifying the particular programming. Regarding court records, judgments of conviction and forms issued at sentencing, the designations “Huber CRJC” (regarding jail sentences) and “release privileges for attendance at CJRC” (regarding condition time) shall be construed by the House of Correction to permit release, without further order, for the following purposes:
 1. programming conducted at the CJRC;
 2. counseling and treatment not provided by the CJRC but provided at an approved public treatment facility, including domestic violence, grief and sexual abuse counseling;
 3. medical care, including a visit to a doctor, dentist, clinic or emergency room;
 4. mental health care, including evaluation and counseling;
 5. obtaining prescriptions;
 6. obtaining health insurance or other assistance for payment of health services;
 7. seeking employment;
 8. participating in employment training, new employment orientation or tours and programs open to the public that address employment-related needs and barriers, including programs that assist in the reinstatement of driving privileges;
 9. obtaining clothing, tools and equipment appropriate to job-seeking or commencing employment, as well as haircuts;
 10. obtaining proof of identity needed for employment, including birth certificate and social security documentation;

11. attending school, if the defendant is 17 years old and is registered at Milwaukee Area Technical College;
 12. GED testing;
 13. attending court proceedings, including proceedings necessary to clear warrants and make or revise arrangements for payment of fines and court costs; and
 14. visiting government offices for purposes of securing W-2 benefits, obtaining transitional housing assistance before the completion of the sentence or the confinement, meeting with agents of the Department of Corrections.
- C. The court may cancel or modify Huber privileges and release privileges for attendance in programming at the CJRC at any time with or without notice.

4.13 Failure to Report to Serve Huber Sentence

Upon notice that a defendant has failed to report at the time designated by the House of Correction to begin serving a sentence in the Community Correctional Center, the court shall issue a commitment for the defendant's arrest and shall cancel all Huber privileges and electronic monitoring privileges.

4.14 Good-Time Credit Against Condition Time

If the court determines that the defendant shall be eligible for good time credit against a jail term being served as a condition of probation, the judgment of conviction shall so state, or the defendant shall not be entitled to such credit.

4.15 Juvenile Traffic Offenses

If a juvenile is convicted of a traffic offense and is treated by the court as an adult for sentencing purposes pursuant to Wis. Stat. § 938.17, and if the court imposes a jail sentence of 6 months or more, the court shall submit the required petition to the administrator of the Clerk of Circuit Court-Children's Division, whereupon the case will be transferred to a branch of the Children's Division for disposition. If the defendant is out of custody and if the court remands the defendant, the defendant shall be transported to the juvenile detention facility.

4.16 Reconfinement and Sentencing After Revocation

All proceedings relating to reconfinement hearings and sentencing after revocation shall be

assigned to the judge who presided at sentencing, or to that judge's successor, except that when such proceedings are commenced against a defendant against whom another case is pending in the same division, such proceedings shall be assigned to the branch in which the pending case is assigned.

4.17 Postconviction Motions

- A. The following rules apply to all postconviction motions, including without limitation those brought pursuant to Wis. Stat. §§ 809.30, 973.19, 974.02 and 974.06, as well as motions to modify or adjust sentence, to withdraw a guilty plea, for sentence credit and for new trial, as well as petitions for writs of certiorari, for conditional release or re-examination or to administer medication involuntarily.
- B. The motion, including any accompanying brief, shall not exceed 20 double-spaced pages in length and shall comply with Rule 1.10 regarding format. Responsive briefs shall not exceed 20 pages in length. Reply briefs shall not exceed 10 pages. Motions and briefs exceeding these page limits may be disregarded. Upon a showing of good cause made at or before filing a motion or brief, the court may permit the filing of a motion or brief exceeding these page limits, except that in no event may a motion brought pursuant to Wis. Stat. § 974.06 exceed 20 pages in length.
- C. All motions, except petitions for writs of certiorari, shall be filed with the appellate section of the criminal division of the Clerk of Court (Room 117, Safety Building). Before filing, a copy of the motion shall be served upon the State. A petition for a writ of certiorari shall be filed in the civil division.

4.18 Search Warrants Outside Milwaukee County

[Reserved for revised procedure regarding warrants for searches of property or persons located outside Milwaukee County]

4.19 Attendance of Inmates at Funerals and Wakes

The court will not consider a request to attend a funeral or wake by an inmate of the Criminal Justice Facility or at the House of Correction unless the inmate completes the form required by the Clerk of Court, files the form and serves a copy upon the Sheriff. The Sheriff may require the inmate to pay for the cost of an escort to the funeral home and the Sheriff may limit the attendance to a brief visit before the public is allowed to attend the funeral or wake. If granting the request would require the assignment of bailiffs to the escort and would prevent a branch from being in session in compliance with Rule 4.2.A., the request shall be denied.

Rules Applicable Only to the Felony Division

4.20 Assignment of Cases to Specialty Courts

Cases shall be assigned as follows:

- A. To homicide/sexual assault courts, all cases charging homicide, sexual assault, or offenses arising under Chapter 948, except those charging failure to support or weapons possession or receiving stolen property from a child;
- B. To drug courts, all cases charging felony drug offenses;
- C. To the gun court, only cases charging possession of a firearm by a felon, possession of a short-barreled shotgun, reckless injury involving the use of a firearm, recklessly endangering safety involving the use of a firearm, other felony possession of firearm, or explosives offenses, except that cases charging carrying a concealed weapon may be assigned if another charge described in this paragraph also is charged; and
- D. To general felony branches, all other felony cases, and all failure to support and extradition cases.
- E. [Reserved for rules regarding assignment of domestic violence and Section 980 cases.]

4.21 Probable Cause Determinations

- A. No detainee held in custody as a result of a probable cause determination (“PCD”), including those detained by felony summary warrantless arrest or by probation/parole/extended supervision holds, warrants and commitments, and including those who are hospitalized, may be held for more than 72 hours without being charged or without a further PCD, which, if approved, shall extend the period by which the detainee must be charged or released for no more than 72 hours.
- B. The Sheriff’s Department shall notify the District Attorney’s Office no later than 48 hours after the PCD if a detainee has not been charged. The Sheriff’s Department shall notify the District Attorney’s office prior to the release of any uncharged detainee.
- C. A detainee may be held in custody beyond 72 hours only if:
 - 1. the Sheriff’s Department shall present arrest and detention reports (ADR) to a court commissioner; and
 - 2. a Court Commissioner in Intake Court after a full bail hearing on the record with the detainee present, together with the usual bail investigation services, determines that there is probable cause for continued detention for up to an additional 72 hours. If no action is taken to extend detention beyond 72 hours, or if the court determines that there is no probable cause for doing so, the detainee shall be released. If a signed

complaint is filed before the 72-hour period elapses and the detainee is merely awaiting an initial appearance in intake court, the detainee shall not be released.

- D. A detainee who is hospitalized need not be produced for a hearing under paragraph C.2.

4.22 Intake Court Rules

- A. All bail hearings before the preliminary hearing shall be conducted in intake court. The presiding judicial officer shall determine whether the defendant is produced to attend the hearing.
- B. If a misdemeanor case relating to a felony case is assigned to a felony court, the defendant shall make his or her initial appearance in intake court and the case shall be scheduled for a status hearing on the same date in preliminary hearing court as the felony case to which it relates.
- C. The defendant may waive preliminary hearing in intake court; if so, the defendant shall be arraigned without delay, or the case may be transferred to the assigned judge for arraignment and scheduling.

4.23 Preliminary Hearing Court Rules

- A. Preliminary hearings shall be scheduled during the week following the initial appearance, except for good cause shown or upon the consent of the parties.
- B. Preliminary hearings in cases charging escape, failure to support and domestic violence offenses shall be conducted in the branch to which the case is assigned.
- C. A preliminary hearing may not be waived unless the defendant completes a preliminary hearing questionnaire and waiver form.
- D. If the preliminary hearing is waived, the defendant shall be arraigned without delay, except that, upon a showing of good cause, arraignment may be scheduled in the branch to which the case is assigned.
- E. If the defendant is arraigned in preliminary hearing court, a scheduling conference shall take place in the branch to which the case is assigned no later than the second Friday following the preliminary hearing or waiver.
- F. Immediately following the preliminary hearing or waiver, the State shall provide all available discovery materials to the defendant.
- G. Bail motions shall be served and filed in writing at least 48 hours in advance of the scheduled hearing, unless the parties agree to shorten this notice period. If either party

objects to the lack of reasonable notice pursuant to Wis. Stat. § 968.08, the motion shall be scheduled and heard within a reasonable period of time in the branch to which the case is assigned.

- H. The judicial officer presiding in the preliminary hearing court shall have the primary responsibility for handling search warrant applications between 8:00 a.m. and 5:00 p.m. on the days that the court is in session.

4.24 Arraignment

- A. Upon arraignment, the State forthwith shall make a plea offer to the defendant.
- B. If the arraignment occurs before the judge presiding in the branch to which the case is assigned, a scheduling conference shall be conducted immediately upon arraignment, except if good cause is shown that it should occur on another date.

4.25 Scheduling Conference

- A. In any case scheduled for trial, whether to a jury or to the court, a Pretrial Scheduling Order, in a form prescribed by the felony division, shall be completed and filed.
- B. At the scheduling conference, the parties shall notify the court of any issues concerning the availability of lay or expert witnesses or need for interpreters, of joinder or severance, or of a need for scientific tests which might prevent the court from trying the case on the scheduled date.

4.26 Trial Scheduling

- A. In order to attain the case processing goals stated in Rule 4.1, trials shall be scheduled no more than 90 days after the date of the initial appearance.
- B. The court may schedule trials outside these time limits whenever the interests of justice require.
- C. In computing the time within which the trial shall be scheduled, the court may exclude any period of time:
 - 1. during which proceedings are suspended for competency evaluation or for evaluations following the entry of an NGI plea;
 - 2. during which a bench warrant for a defendant who fails to appear has been issued but not served;

3. during an interlocutory appeal that has been accepted for review.

4.27 Motions

- A. All motions other than postconviction motions (see Rule 4.17) shall be filed in the courtroom of the branch to which the case is assigned.
- B. All motions shall comply with the format requirements of Rule 1.10.
- C. The party filing the motion shall obtain a hearing date from the court before or at the time of filing the motion. The court may ignore motions filed without a hearing date.
- D. Discovery demands, including without limitation demands made pursuant to Wis. Stat. § 971.23(1), and motions relating to them, shall not be filed unless the demand is contested and the defendant requests that the demand or motion be heard by the court.

4.28 Special Rules Applicable to Drug Courts

- A. The preliminary hearing shall be scheduled no later than 10 days from the date of initial appearance, regardless of whether the defendant is in custody.
- B. The scheduling conference shall be conducted no later than the second Friday after the date of the preliminary hearing.
- C. Motions for severance or consolidation shall be filed at or before the scheduling conference. Such motions shall be made in writing and shall be filed no later than at the scheduling conference. Such motions are exempt from briefing requirements of standing pretrial orders.

4.29 Restraining Defendants

- A. During all sentencing hearings, in-custody defendants shall be restrained by hand-cuffs and belly-chains, or by such other means as the bailiff shall prescribe.
- B. When the verdict is received, in-custody defendants shall be restrained by ankle cuffs secured to the floor, or by such other means as the bailiff shall prescribe, unless the judge presiding determines that a greater or lesser level of security is appropriate. In making such determination, the judge shall take into consideration the safety of all participants, as well as potential prejudice to the defendant's presumption of innocence.
- C. The judge presiding, after consultation with the bailiff, may order the defendant restrained during any other proceeding if the defendant is in custody and the circumstances warrant restraints.

- D. If a deputy sheriff assigned to the courtroom as a bailiff or additional security determines that, in his or her opinion, the proceedings are not secure, the deputy sheriff shall inform the judge and recommend steps to assure security. If the judge decides to proceed in a way that does not meet the concerns of the deputy sheriff, the deputy sheriff shall immediately inform his or her supervisor who shall notify the Chief Judge's Office. At that point, the proceedings shall be halted until the Sheriff's Department, the Chief Judge's Office and the trial judge agree on appropriate measures to ensure security in the courtroom.

Rules Applicable Only to the Misdemeanor-Traffic Division

4.33 Procedure Upon Failure to Appear

- A. If a defendant fails to appear for a scheduled court proceeding, and if the court issues a bench warrant, the court shall stay the bench warrant for at least 7 calendar days but no more than 14 calendar days, shall schedule a proceeding on the day that the stay elapses, and shall contact the court's pretrial service agency to attempt to locate the defendant and encourage the defendant to return to court.
- B. If the pretrial service agency cannot locate the defendant, the agency shall so report to the court and the court may lift the stay.
- C. If the defendant fails to appear on or before the date on which the stay elapses, the court may lift the stay.
- D. If the defendant appears on or before the date on which the stay elapses, the warrant shall be cancelled and further proceedings may be scheduled.

4.34 Procedure Upon Report of a Violation of Bail Conditions

- A. If the pretrial agency detects a violation of the defendant's bail conditions while the defendant is in the courthouse complex, the agency shall escort the defendant to the branch to which the defendant's case is assigned for immediate review of the conditions of bail. If the judge to whom the case is assigned is not available, the defendant and the case file shall be escorted to a pair judge, or to the presiding judge if no pair judge is available, or to the intake commissioner if the presiding judge is not available.
- B. If the defendant is not in the courthouse complex at the time the pretrial agency reports a violation of the defendant's bail conditions to the court, the court promptly shall decide whether and when to modify the conditions of bail and shall inform the agency.