

Adams County Circuit Court Rules

(Seventh Judicial District)

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Rule 1 - Adoption, Amendment and Publication of Adams County Court Rules:

- 1.01** Effective September 8, 2025, these rules have been adopted by the Adams County Circuit Judges and supersede all previously adopted Adams County Circuit Court Rules.
- 1.02** Court rules and amendments thereto shall be adopted by written order of the Adams County Circuit Judges, subject to the approval of the Chief Judge of the Seventh Judicial District.
- 1.03** All rules and amendments thereto shall specify an effective date.
- 1.04** Once adopted, all rules or amendments shall be filed with the Adams County Clerk of Circuit Court. The clerk shall then provide copies of the adopted rules to those persons, offices or organizations listed in sec. 753.35, Wisconsin Statutes, and print and make available, at cost, all rules adopted or amended.

Rule 2 - Rules of Decorum:

- 2.01** The standards of courtesy and decorum in SCR Chapter 62 are hereby adopted in their entirety.
- 2.02** Whenever a jury is present, court shall be formally opened each day either by the bailiff, court security officer or clerk of court.
- 2.03** Lawyers shall never engage the court in a manner that would lessen the dignity of the proceedings in the eyes of the jury or public.
- 2.04** Witnesses shall be examined with courtesy and respect.
- 2.05** Witnesses shall be examined either from a position at or behind counsel table or from a lectern when one is provided, except when displaying an exhibit to a witness. In no case shall the witness be crowded during examination. This rule shall not preclude the court from setting additional or different requirements as necessitated by a particular case.
- 2.06** The administration of an oath or affirmation of witnesses shall be an impressive ceremony and not a mere formality.
- 2.07** When addressing the jury, a lawyer or party shall not crowd the jury box.
- 2.08** During examination of jurors on *voir dire* (questioning of the prospective jury panel), the lawyer or party conducting the examination shall show appropriate respect for each juror's privacy, avoid repetition, and seek only material information.

2.09 During court proceedings no lawyer or party shall exhibit familiarity with witnesses, jurors or opposing counsel. Except for references to minor witnesses and parties, or as otherwise permitted by the court, the use of first names shall be avoided.

2.10 All lawyers, and court staff shall, while in attendance upon the court, be attired in such a manner as not to lessen the dignity of the proceedings in the eyes of the jury or public. Male lawyers shall wear ties and jackets. Court staff shall not wear attire that includes a logo. Where circumstances require it, the presiding judge, in his or her discretion, may approve exceptions to this rule.

2.11 Lawyers shall advise their clients and witnesses of the formalities of the court and seek their full cooperation therewith. It is expected that lawyers will guide clients and witnesses as to appropriate attire.

Rule 3 - General and Procedural Rules:

3.01 Court Commissioner Proceedings. All proceedings before an Adams County court commissioner shall be considered proceedings before the circuit court and subject to these rules.

3.02 Remote Appearances. The rules of civil and criminal procedure that permit the use of telephone, live audiovisual or other electronic means of communication in proceedings are adopted in full.

a. Advance permission from the court is required for any remote appearance. Except as provided in secs. 885.58 and 885.60 Wis. Stats., and except as provided in paragraph b. herein, a party or attorney wishing to appear or to have a witness appear remotely shall, at least 96 hours before the hearing, do the following:

i. Contact the other party(s) and ask if there is any objection to the remote appearance.

ii. Submit a written request to the court explaining the basis for the request and whether the other party(s) object. Parties using these procedures shall be responsible for ensuring that all interested parties are available at the time of the scheduled proceeding. When reviewing requests for remote hearings, the court will consider the criteria in sec. 885.56 Wis. Stats.

b. Criminal Cases: Defense attorneys are authorized to appear remotely for bail hearings, initial appearances, bail modification hearings, and review hearings, provided notice of the intent to do so is e-filed in advance of the hearing. Except for emergencies, it is expected that such notice will be provided at least 24 hours before the hearing. The court expects that a notice will not be filed unless the attorney has discussed the same with his or her client. Paragraph a. herein applies to a request for a defendant to appear remotely.

3.03 Motion Practice.

a. Except as provided in Rules 3.03c., 7.03, 8.08, 12 and 13, a party shall obtain a hearing date from the judicial assistant or, for a hearing before a court commissioner, the office of the clerk of circuit court, and include it on the motion before filing the motion. The hours, date and time will be held for 3 business days and will not be permanently reserved and placed on the court calendar until the motion is filed.

b. No party shall schedule a new motion at the time of a previously scheduled motion in a matter without first making a written request and obtaining leave of the court.

c. Motions for withdrawal of counsel may be filed without scheduling a hearing, provided the motion and supporting affidavit are sent to the applicable party with a cover letter giving said party 11 days in which to file written objection with the court. If an objection is timely filed, the judicial assistant will schedule a hearing.

3.04 Motion for Continuance/Rescheduling.

- a. Continuances may be granted only in the discretion of the court. Consent or stipulation of counsel or the parties will not be binding upon the court.
- b. The following procedure shall be used for rescheduling requests:
 - i. A request to reschedule a hearing must be made in writing, must explain the basis for the request, and, absent good cause, must be filed at least 96 hours before the hearing. The request is subject to the approval of the judge or commissioner for that hearing.
 - ii. Prior to submitting a rescheduling request, the requesting party shall contact the other party(s) and ask if there is any objection.
 - iii. In criminal cases, the district attorney's office shall contact the victim(s), if any, regarding a rescheduling request and advise the requesting party of any objection.
 - iv. When submitting the request to the court, the requesting party shall advise as to whether the other party(s) or victim(s) objects to the request.

Rule 4 – Civil Practice:

4.01 Determination of Proper Service. All civil cases will be reviewed by the judicial assistant for proof of service and answer 120 days after filing. If at that time the case file does not reveal that service has been effectuated, the court may initiate a dismissal order. All parties effectuating service shall file proof of service within 20 days after service is accomplished on a party.

4.02 Motions – Scheduling Procedure. Please see Rule 3.03

4.03 Motion Filing Procedure – Default Judgment, Confirmation of Sale and other routine motions likely to be uncontested.

a. Said motions and supporting affidavits shall be scheduled for a hearing. The hearing shall be not less than fourteen calendar days after the date of filing.

b. After filing, the moving party shall promptly send a copy of said motion and notice of the motion hearing to the other party(s).

c. Plaintiff may arrange for a remote appearance by contacting the court. A means of directly contacting plaintiff/plaintiff's counsel at the hearing time should be provided and plaintiff will only be contacted in the event that defendant appears in court. If defendant does not appear, the proposed order will be considered/executed following the hearing.

4.04 Motion Filing Procedure – Other non-summary judgment motions.

Please see Rules 12 and 13 regarding contempt and civil discovery motions.

Unless otherwise provided by these rules or order of the court:

a. The movant shall file with the clerk of court and serve upon all other parties the motion and all supporting documents at least forty (40) days before the hearing.

b. The opposing party may file with the clerk of court and serve upon all other parties a written response at least twenty (20) days before the hearing date.

c. The movant may file with the clerk of court and serve upon all other parties a written rebuttal at least ten (10) days before the hearing date.

4.05 Motions for Summary Judgment. Unless otherwise provided by these rules or order of the court, a party may file a motion for summary judgment. The motion shall be filed at least 60 days before the hearing on said motion. The movant's brief and affidavit(s) shall be filed with the motion. The notice of motion shall set forth, in bold print, the following:

a. The date and time of the hearing (which the moving party shall obtain from the judicial assistant).

b. A date certain for the filing of the response brief and affidavit(s), which date shall be 30 days after the motion filing date.

c. A date certain for the filing of the rebuttal brief, which date shall be 15 days before the hearing.

4.06 Scheduling Conference. Except as provided in Rule 4.01, approximately 120 days after a summons & complaint are filed, the judicial assistant shall set a telephone scheduling conference.

4.07 Final Pre-Trial Conference.

a. In all civil matters, the court will schedule a final pre-trial conference prior to setting a trial date. At the pre-trial conference, personal appearances by the parties and counsel shall be required unless otherwise directed by the court. The court will schedule the trial date(s) at the final pre-trial conference.

b. Unless otherwise provided for in a scheduling order, not less than 15 days prior to the pre-trial conference the parties shall file and serve a pre-trial report. The pre-trial report shall include the following:

i. A detailed summary of the facts of the case, issues, theories of liability or defense, and evidentiary issues. **The summary should not exceed five pages.**

ii. Identification of each trial witness and a specific summary not exceeding one page per witness of the anticipated testimony of each lay and expert witness.

iii. A list of all proposed stipulated facts.

iv. Identification of each exhibit (except those to be used for impeachment only), including any objections (and the grounds therefor) regarding the admissibility of the other party's exhibits.

v. An estimate of the probable length of the trial in half-day increments.

vi. Designation of all depositions or portions thereof to be read into the record at trial as substantive evidence, unless used only for impeachment purposes.

vii. **If a jury trial**, provide: (a) all proposed jury instructions, numbers only unless requesting modified or special instructions; (b) proposed special verdict form(s) and (c) motion(s) in limine; a brief in support of all motions in limine may be filed but shall not exceed four pages in length.

viii. **If a court/bench trial**, provide: proposed findings of fact and conclusions of law.

ix. Certification that alternative dispute resolution, if ordered, occurred. In addition to completing a report, parties are expected to confer and make a good faith effort to settle the case. Parties are also expected to arrive at stipulations that will save time during the trial. The pre-trial report shall itemize any stipulations.

c. Not less than seven days prior to the final pre-trial conference, a party may file and serve a response to a foregoing submission from another party.

d. At the final pre-trial conference, the parties shall be prepared to discuss the following:

- Settlement
- Motions in limine
- Stipulations and evidentiary questions that may arise
- Length of trial, *voir dire* (jury examination) issues, jury strikes and similar issues

- Instructions and special verdict forms
- Other matters which may aid in trial of the action

4.08 Trial and Hearing Procedures.

- a. Each party shall bring sufficient copies of the party's exhibits so that copies are available for the witness, the court and the opposing party(s).
- b. The court shall be informed of all agreed facts and issues in writing prior to trial.
- c. The deadline for the parties to notify the court of a settlement agreement resolving the case is two (2) business days before the date set for trial. The court retains the discretionary authority to assess jury costs under Sec. 814.51, Wis. Stats., for failure to comply with this section.

4.09 Continuance of Trial Date.

- a. All stipulated requests for continuance of trial date shall require the consent of the attorneys and the named parties in writing or on the record and must be for good cause shown.
- b. All other requests for continuance must be made by motion and for good cause shown by the party making the request. Please see Rule 3.04.
- c. All requests for continuance are subject to the approval of the court.

Rule 5 - Media Coverage of Court Proceedings and Cameras in the Courtroom:

5.01 All Adams County Circuit Court proceedings shall be open to the public and media coverage unless prohibited by statute or court order.

5.02 All media coverage of court proceedings shall be in accordance with Supreme Court Rule (SCR) Chapter 61 and this rule.

5.03 Cameras and recording equipment shall not be allowed in a courtroom or hearing chamber unless approved in advance by the presiding court official. All requests for use of cameras and/or recording equipment shall be submitted to the presiding court official at least 72 hours in advance of the hearing for which the request is made. The notice requirement may be waived or reduced, in his or her discretion, by the presiding court official.

5.04 The court official presiding at the time of hearing shall designate the location within the courtroom of any and all cameras or other recording equipment so that said equipment will not obstruct the view of persons located in the public areas of the courtroom or otherwise interfere court operations.

5.05 The size and configuration of the courtrooms in Adams County may require limitations on the number of cameras and other recording equipment. In cases where more media organizations wish to have equipment present than space permits, those media representatives who are allowed in the courtroom shall share footage or audio recording with those not permitted inside the courtroom with their equipment.

5.06 Cameras and other recording equipment shall be set up prior to the commencement of any hearing and may not be removed until the next recess.

5.07 There shall be no visual photography or videotaping of any jurors, prospective jurors, juveniles, crime victims, undercover law enforcement agents or confidential informants unless authorized by the court upon advance request.

5.08 Cameras shall not focus on any of the following:

- * Documents on counsel tables;
- * Private conversations at counsel tables;
- * Sidebar conferences with the court.

In addition, audio recording/transmission equipment shall not record or transmit private conversations at counsel tables or sidebar conferences.

5.09 The use of motorized cameras while court is in session is prohibited unless the motor is silent. No flashes or strobe lights may be used.

Rule 6 - Facsimile Transmission and Filing of Documents with the Court:

6.01 Attorneys and others subject to mandatory e-Filing shall comply with all rules applicable to e-Filing.

6.02 Attorneys and others subject to mandatory e-Filing may not submit filings by facsimile. Facsimile documents transmitted by pro se parties to the court shall be accepted for filing only if permission is given in advance by the responsible court official, the clerk or the judicial assistant. If such permission is granted, the filing shall be subject to the following provisions:

a. The document, inclusive of cover letter, shall not exceed 15 pages in length. Multiple transmissions in order to exceed such limit shall not be allowed.

b. The transmission shall include a cover letter that clearly identifies the document(s) being filed and that assures all parties and/or counsel are receiving the same communication.

c. The circuit court must not incur any fee or charge for accepting or receiving the facsimile document.

d. The regular business hours of the Adams County Circuit Court are Monday through Friday from 8:00 a.m. to 4:30 p.m. Documents and papers will be considered filed on the date that they are received by facsimile, provided that the facsimile transmission is completed within these business hours. Facsimile transmissions completed after regular business hours shall be considered filed on the next business day.

e. The party transmitting the papers or documents shall not send additional or "hard copies" of the facsimile transmission.

f. Parties who have transmitted documents by facsimile to the court shall retain the "original" document used for the facsimile transmission within their own file.

g. Any issue regarding the authenticity of the document submitted by facsimile shall place the burden of establishing authenticity upon the party who transmitted it.

h. The responsibility for timely and complete receipt of a document or paper submitted by facsimile shall rest solely with the party who submitted it.

i. Facsimile filing shall be kept to a minimum and shall only be requested when necessitated by unforeseen time constraints or other special circumstances. It shall not be used as a substitute for timely filing of original documents.

Rule 7 – Criminal Law Practice:

7.01 Initial Appearances. In all misdemeanor cases in which bond has previously been set and the defendant has been booked, defense counsel may submit a letter to the court in lieu of the presence by counsel and the defendant at the initial appearance if all of the following requirements are met:

a. The letter acknowledges receipt of the complaint and waives its formal reading.

b. The letter enters a not guilty plea or references standing mute to the charge(s) in the complaint.

c. The letter is accompanied by an authorization under sec. 971.04(2) Wis. Stats. that is signed by the defendant. Upon filing of such a letter from counsel and a signed authorization from the defendant, the presence of both counsel and the defendant at the initial appearance will be waived. The matter will then be set for a pre-trial conference and status report deadline; notice of the same will be electronically filed.

7.02 Pre-Trial Conference/Status Report. At the initial appearance in all misdemeanor cases, and in all felony cases in which the preliminary hearing is waived outright or if the time limits have been waived, the court shall schedule the case for a pre-trial conference with the district attorney and set a deadline for the defense attorney to e-file a status report. The pre-trial conference shall be scheduled for a date and time that is as soon as practicable. The status report deadline shall ordinarily be eight weeks after the pre-trial conference. It is the court's expectation that:

a. A preliminary hearing will only be requested in a status report if the defense attorney and defendant have communicated and such a hearing is desired.

b. A plea/sentencing will not be set unless the necessary details for a plea agreement have been settled between the state and the defendant.

c. A motion hearing can be requested. Follow procedure in Rule 3.03.

d. If a defense attorney loses contact with a defendant, a review hearing rather than a preliminary hearing should be requested.

e. Pro se defendants may call the judicial assistant to provide a status report and request a next activity. The district attorney should remind them of this requirement during the pre-trial conference. The district attorney may file a status report on behalf of a pro se defendant, but is not required to do so.

7.03 Motion Practice.

a. See Rule 3.03c.

b. In order to allow both sides adequate time to subpoena witnesses and prepare, every motion (other than motions in limine) shall be filed with the court through the e-filing system. The court will then review the same and respond through one or more of the following options:

i. Set a motion hearing;

ii. Set a telephone conference for the scheduling of a motion hearing;

iii. Set a briefing schedule;

iv. Deny the motion, with an explanation provided.

7.04 Rescheduling Requests: See Rule 3.04.

7.05 Jury Trials:

a. Deadline for Settlement. The deadline for settlement of a jury trial will be two (2) business days prior to the time set for the start of the trial. Pursuant to sec. 814.51, Wis. Stats., the court reserves the right to assess one day's jury fees plus mileage if settlement is reached and the trial is canceled after that deadline. These sanctions will only apply if settlement is accepted on the basis of an offer that was tendered at least two weeks before the trial date.

b. Rescheduling. For trial dates with stacked cases, the court will determine at the final pre-trial conference the priority of a case in relation to the other cases. If a case with a higher priority remains on the calendar as of 12:00 Noon on the Friday immediately preceding the trial, any case(s) with a lower priority will, subject to the discretion of the court, be removed from the calendar and a jury status hearing will be set so that a new trial can be scheduled.

7.06 Statement of Plea Agreement. At least two business days prior to the plea or plea and sentencing hearing in any case that includes a charged crime of a Class D felony or higher, counsel shall electronically file a statement of plea agreement identifying the agreement including the offense(s) to which the defendant will be pleading and the terms of any agreement as to sentencing.

7.07 Victim Notice/Rights. In order to comply with and facilitate the "Marsy's Law" amendment to the Wisconsin Constitution (Art. I, sec. 9m), the following provisions are adopted:

- a. Except for notices to victims that the clerk of court is statutorily required to provide, the district attorney's office shall be responsible for notifying victims of all court proceedings, including jury status conferences and any other off-the-record conferences.
- b. If a victim was not given notice of a proceeding and the victim states that he or she would have liked to have been present and heard, the victim may provide a written statement and the court can then decide whether to modify or reconsider any decision made at that proceeding.
- c. If a victim is present at a hearing and wants to be heard, the district attorney's office shall endeavor to notify the court before or during the hearing.
- d. Any request for a remote appearance at a hearing by a victim shall be filed, in writing, at least 48 hours before the hearing and shall specify a reason for the request.
- e. The clerk of court shall certify to the Department of Revenue any unpaid restitution debt. Unless a victim notifies the DA's office of an intent to opt out, the certification shall be routinely made upon a defendant's discharge from supervision and the entry of a civil judgment for unpaid restitution.
- f. Victims have the right to assert their rights and, if violated, to seek enforcement of such rights. In order to ensure notice to others, enforcement requests must be submitted in writing and detail what right(s) was violated and when/how the violation occurred. (See form CR-246.)

7.08 Probation Cases:

- a. 'No new crimes' and 'full-time employment' will not be recommended as court-imposed conditions. (They are standard DOC rules of supervision.)
- b. A condition of domestic violence treatment will be the norm in all DV cases.
- c. A condition of an AODA assessment and any follow-up treatment will be the norm in alcohol or controlled substance-related cases.
- d. Sex offender assessment and any follow-up treatment will be the norm for sex offenses.
- e. Imposed and stayed sentences will be the norm for misdemeanor probation cases.
- f. Probation review hearings will be scheduled, at the sentencing hearing, approximately nine months out:
 - i. In all cases in which a probation term of more than 18 months is ordered;
 - ii. In all cases in which restitution of \$1,000 or more is ordered; or,
 - iii. In all cases in which DV or sex offender treatment is ordered.
 - iv. The review hearing date and time will be set forth in the JOC and in a notice of hearing that is sent by the clerk of court to the local probation office;
 - v. The agent will be expected to attend the review hearings in person or by telephone. If unable to attend, the agent may file a written report in advance of the hearing;
 - vi. If probation is transferred to another county, the local probation office will endeavor to forward notice of the review hearing to the appropriate office.

g. Civil Judgment Petitions: If a petition for civil judgment on a restitution order is filed by the Department of Corrections, the clerk will automatically schedule a hearing prior to expiration of the probation term so that a determination can be made on whether the probationer has made a good faith effort to pay the restitution amount and so the district attorney and victim have the opportunity to be heard. The probationer and the probation agent will be expected to attend the hearing; the agent may appear by telephone.

h. Expunction Hearings: When expunction is authorized upon successful completion of probation, an expunction hearing will be set at the sentencing hearing.

7.09 Sentence Credit Correction. When the Department of Corrections (DOC) provides notice of a discrepancy in the sentence credit calculation, the follow procedure will apply:

a. If the difference between the judgment of conviction (JOC) and the DOC is one week or less:

i. If too much credit was granted, the JOC will not be changed.

ii. If too little credit was granted, the clerk will amend the JOC to reflect the DOC amount.

iii. In either case, the judge will not need to be notified.

b. If the difference between the JOC and the DOC is MORE than one week:

i. The clerk's office will notify the DA's office and defense counsel of the filing of the DOC letter.

ii. Either counsel will have one week to object to the same.

iii. After that week has passed, the clerk's office will forward the DOC letter to the judge for approval.

iv. If an objection is timely filed, the DOC letter and the objection will be sent to the judge for further consideration.

Rule 8 - Family Law Practice:

8.01 Divorce Education Program. In all divorce, legal separation, annulment, paternity or other family actions filed in which there are minor children of the parties, the parents shall be required to attend a parent education program approved by the court prior to the scheduling of any contested hearing or trial. Upon a showing of good cause this requirement may be waived by the court. The family court commissioner shall provide information and procedural guidelines concerning this program.

8.02 Mediation. Unless undue hardship or danger to the health of one of the parties is shown, or unless otherwise excused by the court, the parties shall attend mediation pursuant to sec. 767.405, Wis. Stats., prior to the appointment of a guardian ad litem.

8.03 Guardian ad Litem. Upon the appointment of a guardian ad litem in any action affecting the family, the parties shall be required to make a deposit to the clerk of court to defray guardian ad litem fees and expenses. The amount of the deposit shall be \$200 from each parent. Both parties shall be required to reimburse Adams County for the full cost of the guardian ad litem fees and expenses; payment plans that are based on a party's ability to pay may be arranged with the clerk of court.

8.04 Family Court Commissioner (FCC). The following matters shall be referred to the family court commissioner:

- Temporary orders on motions or orders to show cause in new cases
- Establishment of paternity and/or support
- Motions for revision of custody/placement decisions previously made by the FCC
- Motions for modification of support

- Matters directed by the judge to be heard by the family court commissioner

8.05 Final Pre-Trial Conference. Prior to the scheduling of a final hearing, a final pre-trial conference shall be scheduled. All parties and counsel shall attend the conference and each party shall file the following by the deadline set by the court:

- Updated financial disclosure statement
- Partial marital settlement agreement setting forth all terms upon which the parties have agreed
- A short brief (no more than five pages) addressing the contested issues – a proposed property division worksheet should be attached to the brief
- A list of anticipated trial witnesses and a brief summary of their anticipated testimony

8.06 Marital Settlement Agreement. Unless waived by the court official, a property division worksheet for all marital assets, including values, shall be attached to the marital settlement agreement.

8.07 De Novo Review. A motion for de novo review of a decision of the family court commissioner that is made pursuant to sec. 767.17 must be filed within 20 days of the date the decision was rendered; 10 days if it involves an order regarding a motion to relocate a child.

8.08 Motions for Modification of Custody and/or Placement.

a. In order to ensure that only motions with merit are set for a hearing, any motions to modify custody and/or placement shall be reviewed by the court official prior to a hearing being set. The court official will then review the same and respond with one or more of the following options:

- Set a motion hearing;
- Set a telephone conference for the scheduling of a motion hearing;
- Set a briefing schedule;
- Deny the motion, with an explanation provided;
- Order mediation;
- Appoint a guardian ad litem.

b. The court official will then review the affidavit and, taking into consideration the requirements and factors referenced in sec. 767.451 Wis. Stats., determine if a hearing is warranted.

c. In the event a hearing is set, the court will send notice of hearing to the parties.

Rule 9 - Guardian ad Litem and Advocate Counsel Appointments and Fees:

9.01 Attorney List. The register in probate shall maintain a list of attorneys who are willing to accept guardian ad litem (GAL) or advocate counsel appointments in guardianships, civil commitments, and other probate matters. The juvenile clerk shall maintain a list of attorneys who are willing to accept such appointments in children in need of protection or services (CHIPS) and other juvenile matters. The clerk of court shall maintain a list of attorneys who are willing to accept such appointments in all other matters. An attorney who wishes to be included on one or more of the lists as a GAL shall confirm in writing eligibility under SCR Chapter 35.

9.02 Compensation. A GAL shall be compensated at the hourly rates established by the Supreme Court Rule governing such rates. Any exceptions to this rate must be presented to and approved by the judge. The appointing judge shall review each request for compensation sought by a court-appointed attorney.

9.03 Termination of Duties. The duties and appointment of a GAL shall terminate upon completion of the proceedings or upon the minor child reaching the age of majority unless the court orders otherwise.

9.04 GAL Reimbursement. The petitioner and/or party for whom a GAL has been appointed may be responsible for reimbursing the county for the compensation of the GAL.

Rule 10 - Small Claims Practice:

10.01 Forms, Filing Summons/Complaint. Forms may be obtained from the clerk of court without charge. The summons/complaint is to be filed in the clerk's office with the proper filing fees.

10.02 Mail Service; When Allowed. A small claims summons/complaint for a money demand may be served by regular mail at a rate to be determined by the clerk of court, if the defendant resides in Adams County. Regular mail service is not allowed in eviction actions.

10.03 Certified Mail Service. Pursuant to sec. 799.12(3) Wis. Stats., the summons/complaint in eviction actions may be served by certified mail, return receipt requested, to a defendant residing in Adams County. The cost of said service shall be determined by the clerk of court and shall be paid to that office.

10.04 Eviction Actions.

a. The complaint shall identify the parties, the real property that is the subject of the action, and state the facts that authorize the removal of the defendant(s).

b. The following are required to be filed with the eviction complaint:

- A copy of the Notice Terminating Tenancy that was given to the defendant(s); and,
- A written statement as to how and when the Notice Terminating Tenancy was given to the defendant(s); and,
- A copy of the written lease agreement OR, if there is an oral lease agreement, a written explanation of the agreement and its terms, including rental period and payment schedule.

c. The clerk's office is authorized to refuse any filing that does not include the above items. In the alternative, the clerk's office has discretion to accept the filing and advise the plaintiff that the above documents must be filed by the time of the Return Date or the matter will be dismissed.

d. The commissioner is authorized to dismiss any action at the Return Date that does not have the above documents filed. In the alternative, the commissioner is authorized to adjourn the Return Date to give the plaintiff an extension for filing the required documents.

e. A court trial should not be set until the required documents are filed.

10.05 First Appearance. (return date)

a. Unless represented by counsel, plaintiff is required to appear in person before the court commissioner on the return date. Plaintiff's counsel may appear in person or in writing on plaintiff's behalf. Pursuant to sec. 799.22(4)(b)1. Wis. Stats., if a defendant has filed a written answer pursuant to par. b. herein, plaintiff's actual appearance shall be excused.

b. A defendant may file a written answer in lieu of a personal appearance. Such an answer must be filed at least 48 hours before the first appearance.

10.06 Small Claims Commissioner. The small claims commissioner shall hear all matters pursuant to Ch. 799, Wis. Stats., except court trials in eviction and replevin actions, and jury trials.

Rule 11 – Billing Practices:

11.01 All court-appointed attorneys and guardians ad litem are retained on an hourly basis plus reasonable costs and expenses, unless otherwise specifically noted in the appointment order. Unless otherwise approved by the court, billings shall not be submitted until case closure. No later than **30 days** from the date of case closure, the attorney shall submit a detailed statement to the court and to all interested parties (does not include the State in criminal case appointments) containing (at a minimum) the following information:

- The court case number and party name.
- The date on which work was performed.
- A detailed description of the work performed.
- The amount of time spent on each item of work in increments of one-tenth hour.
- An itemized listing of costs and expenses incurred on the matter and date incurred.
- Total amount currently due.
- A statement of payments received and/or credits applied.

11.02 The statement shall be accompanied by a draft payment order in the format required by the court. Attorneys should please contact the clerk or register in probate for a sample format.

11.03 Failure to timely comply with this rule may result in denial of payment.

Rule 12 – Remedial Contempt Procedure:

12.01 Service. Pursuant to sec. 785.03 Wis. Stats., the last sentence of sec. 801.14(2) Wis. Stats., and this rule, personal service of notice of the contempt hearing on the alleged contemnor is required.

12.02 Required Information.

a. An affidavit in support of the contempt request must be filed detailing the nature of the alleged contemptuous conduct. The affidavit must include an averment that formal demand for compliance was made; the date and manner of making such demand; and that there was no timely compliance.

b. Affidavits in support of motions for contempt shall be submitted in draft form PRIOR to the scheduling of a hearing. The court will then review the affidavit and determine if a hearing is warranted.

c. The above requirements do not apply to contempt actions initiated by the child support agency or for post-judgment enforcement of a failure to timely file a financial disclosure statement or attend a supplemental examination.

12.03 Proposed Orders. Written orders shall be submitted to the court for signature and filing after any contempt hearing in which a finding of contempt is made. The order shall set forth the contempt findings made, the length of the order, the sanctions imposed and the purge conditions set by the court.

12.04 Request to Impose Sanctions. Any request for the imposition of sanctions due to noncompliance with purge conditions subsequent to a contempt finding shall be made in the form of a petition or motion to the court setting forth the basis upon which the request for the imposition of sanctions is made. A copy of the same shall be provided to the contemnor and his or her counsel, with a cover letter noting an 11-day period for requesting a hearing prior to the imposition of the sanction.

Rule 13 – Civil Discovery:

13.01 Motions to Compel Discovery. Affidavits in support of motions to compel discovery shall be submitted in draft form PRIOR to the scheduling of a hearing. The court will then review the affidavit and determine if a hearing is warranted.

13.02 Attempt to Remediate. A motion to compel discovery shall not be filed unless the moving party has first contacted the other party to request compliance. The details of such request must be included in the affidavit in support of the motion.

Rule 14 – Filing of Vital Records Prohibited:

14.01. Pursuant to sec. 69.30 Wis. Stats., the copying of vital records, including, but not limited to, birth and death certificates, is generally forbidden. The filing of vital records in court files is hereby prohibited.

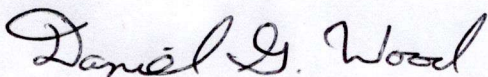
14.02. In lieu of filing such records, court staff shall:

- a. Make a note in the court file that a certified copy of the record has been reviewed;
- b. Prepare an annotation form (see court forms GF-158 and GF-162);
- c. Return the record to the filing party.

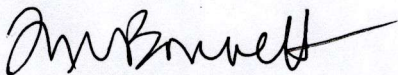
IT IS ORDERED that the preceding Adams County Circuit Court Rules are hereby adopted and approved and these rules do supersede all prior Adams County Circuit Court Rules.

Adopted this 8th day of September, 2025.

BY THE COURT:

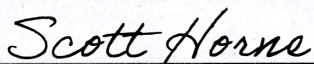


Daniel G. Wood, Circuit Court Judge, Branch I



Tania M. Bonnett, Circuit Court Judge, Branch II

Approved:



Scott L. Horne, Chief Judge, Seventh Judicial District of Wisconsin