



State of Wisconsin
NINTH JUDICIAL DISTRICT
2100 STEWART AVENUE, SUITE 310
WAUSAU, WISCONSIN 54401
TELEPHONE (715) 842-3872 FAX (715) 845-4523

NEAL A. NIELSEN III
Chief Judge
Vilas County Courthouse
300 Court Street
Eagle River WI 54521-0369

GREG HUBER
Deputy Chief Judge
Marathon County Courthouse Br 2
500 Forest Street
Wausau WI 54403-5588

SUSAN BYRNES
District Court Administrator
2100 Stewart Avenue, Ste 310
Wausau WI 54401
Susan.byrnese@wicourts.gov

Rule #2 Visiting Judges

201: Effective date: November 1, 1991, revised June 1, 2010, August 3, 2012, and October 31, 2014

202: Contact Person and Support Services for Visiting Judge

To ensure visiting judges have adequate support services, the clerk of court, or the clerk's designee, shall be the contact person by which courtroom assignment and judicial support services are arranged. Judicial support services include, but are not limited to, court room clerk, bailiff, court security, and Judicial Assistant secretarial services. Should complications arise in the scheduling of support services for a visiting judge, the presiding judge in the county the case is assigned should be consulted for resolution.

203: Court Room for Visiting Judge

If court room facilities cannot be arranged for a visiting judge, the clerk of court, or the clerk's designee, shall contact the judge or his/her Judicial Assistant, no later than five (5) days prior to the trial or other proceeding to make alternative scheduling arrangements.

204: Scheduling for Visiting Judge

No trial or proceeding shall be set without participation of the clerk of court's office and/or the designated contact person for the courthouse in which the trial or proceeding is to be held, at the time of scheduling.

205: Notices for Visiting Judge

The assigned judge, by the assigned judge's home county staff, shall send out all notices or verify that all notices have been sent, for trials and other proceedings to the parties and/or attorneys involved, and to the clerk of court's office for the county in which the proceeding is to be held.

206: Prohibition on "Telephone Clerking"

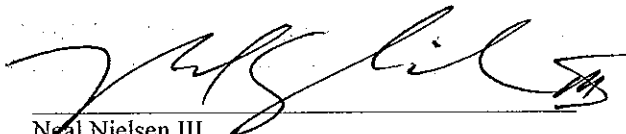
If a judge conducts an extended out-of-county proceeding in his or her home county, a court room clerk from the assigned judge's home county will serve as a court room clerk. This will be necessary for hearings scheduled for more than 20 minutes in duration. On the rare occasion that a court room clerk from the judge's home county is unavailable, either a court room clerk from the county the case is filed in will travel to the assigned judge's home county and attend the hearing in person, or the matter shall be rescheduled. At no time will a single court room clerk attend a proceeding via a telephone connection where exhibits are received.

207: Applicability

This rule applies to all judges, including but not limited to, supplemental judges on general assignment, specific assignment judges, reserve judges, and judges selecting an out-of-county jury.

208: Out-of-District Assignments

If a judge presides over a case out of his or her judicial district, the judge shall notify his/her District Court Administrator, pursuant to Trial Court Administration Rule (TCA) #5.



Neal Nielsen III
Chief Judge, Ninth Judicial District

DATE: 10/27/14