

# Iowa County Circuit Court Rules

(Seventh Judicial District)

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## CHAPTER ONE: GENERAL RULES

### CIRCUIT COURT RULES

Court rules were adopted by written order of the Circuit Judge for Iowa County, and approved by the Chief Judge, Seventh Judicial Administrative District.

The “Code of Professional Responsibility, Courtesy and Decorum for the Courts of the State of Wisconsin, “ as developed by the Decorum Study Committee of the Judicial Conference, shall be observed as guidelines for the conduct of judges, attorneys, court personnel, parties and the public in Iowa County Circuit Court. A copy of this Code shall be posted for public view on the bulletin board in the law library. In the event of an egregious failure, or repeated failures, to adhere to one or more of these standards, the offending individual will be referred for appropriate disciplinary proceedings.

### RULES OF DECORUM

Court shall be formally opened each day in with court business is transacted, either by the court security officer or the clerk of court.

As the judge enters the courtroom, the bailiff or clerk of court shall require all present to rise and stand. When the judge has reached the bench, the bailiff or clerk of court shall say, “All Rise! The Circuit Court of Iowa County is now open. Silence is commanded.” All shall be seated and the business of the Court shall proceed.

In recessing, the Judge shall announce, “The Court is now in recess.”

The flag of the United States shall at all times while court is in session be displayed at, on or in close proximity to the bench or on standard to the right of the judge.

Lawyers shall never lean upon the bench or appear to engage the Court in a manner that would lessen the dignity of the proceedings in the eyes of the jury and public.

When the trial is to a jury, the parties, their attorneys, court personnel and the judge shall take their places in the courtroom before the jury is returned to the jury box. All present in the courtroom shall stand until the jury is seated.

Witnesses shall be examined from a position at the counsel table, except when handling exhibits unless a lectern is provided by the Court, in which case the examination shall be either from the position at the counsel table or the lectern. Persons examining witnesses may either stand while examining a witness from the counsel table or remain seated. In no case shall a witness be crowded during examination.

When a lawyer or party is addressing the jury, he or she shall not crowd the jury box.

During examination of jurors on voir dire, the lawyer or party conducting the examination shall, insofar as practical, use collective questions, avoid repetition and seek only material information.

During trial, no lawyer or party shall exhibit familiarity with witnesses, jurors, or opposing counsel and generally the use of first names shall be avoided. In jury trial, no juror shall be addressed individually or by name.

Lawyers and court officers shall, while in attendance upon the Court, be attired in such a manner as not to lessen the dignity of the Court or of the proceedings in the eyes of the jury.

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.

Witnesses shall be examined with courtesy and respect, and their good faith presumed until the contrary appears.

The Judge shall wear a robe while presiding on the bench, provided that judicial discretion may be exercised otherwise in proper situations.

There shall be no unnecessary conversation, loud whispering, newspaper or magazine reading or other distracting activity by anyone in the courtroom while Court is in session. Food, tobacco, and drink in any form shall not be used in the courtroom. The court security officer/bailiff shall provide water for officers of the Court and the jury during jury trials.

Hats and caps shall not be worn in the courtroom.

Attorneys conduct before the Court and with other counsel should be characterized by candor and fairness. All personality conflicts between attorneys and colloquies between attorneys should be avoided.

All local Court rules apply to pro se litigants unless excused by the presiding Judge.

## ATTORNEY'S AUTHORITY

In all pre-trial matters, attorneys must have the authority to negotiate in the absence of their clients or, if authority is not granted, immediate telephonic access to the clients shall be required.

## CALENDARS IN COURT

All attorneys are required to have the calendars with them in court and at all scheduling conferences so that dates can be set. In the event that an attorney does not have his or her calendar in court, a date will be set in accordance with the judge's calendar.

## APPEARANCES BY TELEPHONE

Appearances, argument and testimony may, with prior approval, in limited circumstances, be made by telephone in the Circuit Court of Iowa County, subject to the requirements of Sec. 807.13, Wis. Stats. The party or attorney requesting such proceedings shall arrange for the telephone call to the court number after consultation with the Judicial Assistant, other counsel and any non-represented parties in the action. Except for scheduling and pretrial conferences conducted in chambers, proceedings by telephone shall be conducted in the courtroom. Personal appearances are preferred.

## SCHEDULING CONFERENCES

The Court upon request of any party will conduct scheduling conferences after 90 days have elapsed from the filing of the summons and complaint. Scheduling conferences will be conducted off the record, in court or chambers, unless any party or counsel requests otherwise.

## DAY TO DAY CALENDAR ASSISTANCE

During a judge's temporary absence or inability to act due to temporary court congestion, illness or other reason, any other full time circuit judge, having a general assignment for the county, not previously disqualified, shall have jurisdiction to provide assistance when appropriate under the circumstances.

## COURT CALENDAR AND SCHEDULING

CCAP Calendar shall be the primary resource for scheduling court matters.

All matters shall be entered in to the CCAP Calendar at the time of scheduling or as soon thereafter, as is practicable.

The Clerk of Court, Judicial Assistant, or designated deputies, shall have the primary responsibility for scheduling traffic and small claims returns. The Register in Probate shall have primary responsibility for

scheduling all probate matters and matters filed under Chapters 48, 51, 55, ~\_80 and 938. Except for matters scheduled by the Circuit Court Judge during in-court proceedings or scheduling conferences, the Judicial Assistant shall have the primary responsibility for scheduling all other circuit court matters.

## WEAPONS IN COURTROOMS

No weapons shall be permitted in the courtrooms, or court-related areas, except for those carried by sworn peace officers pursuant to the policies of applicable law enforcement departments.

## CAMERAS IN THE COURTROOM

A notice of intent to bring cameras or recording equipment into a courtroom or other hearing chamber, pursuant to SCR 61.02(2), shall be made orally or in writing to the office of the judicial officer conducting the hearing or trial. If possible, this notice shall be at least three days in advance of the hearing/trial. The Court may waive this requirement if good cause for waiver is demonstrated.

A notice by one media representative shall be sufficient for all subsequent hearing and trial in said case. Each media organization must provide an individual notice; one notice shall not suffice for all other media representatives.

The clerk of secretary of the judicial officer conducting the hearing or trial shall make diligent effort to notify the attorneys and any unrepresented parties by telephone as soon as reasonably possible of the notice, and place a copy of the Media Request for Cameras in the Courtroom form in to the file indicating the time of doing so.

A party moving to close to the news media any judicial proceeding required by law to be public, should be closed to the news media, must notice the Court and the media Coordinator three (3) days prior to the hearing/trial, if possible. The Court may waive this requirement if good cause for waiver is demonstrated. The motion will be heard before the commencement of the hearing. The burden shall be upon the moving party to show why Wis. Stats. 757.14 should not apply.

The name of the Media Coordinator and Deputy Media Coordinator will be on file in the District Court Administrator's office.

## USE OF ELECTRONIC EQUIPMENT

Electronic equipment, including but not limited to, cellular phones, beepers, lap-top computers and recording devices, may not be used in the courtroom or jury deliberations room without specific permission of the Judge.

## ADA ADVISORY

The following language shall be included on all summons, small claims trial notices, warrants, subpoenas and jury questionnaire and summons:

“If you require the assistance of auxiliary aids or services because of a disability, call (608) 935-0399 or (TDD (608) 935-????) and ask for the Court ADA Coordinator.”

## LENGTH OF BRIEFS

Briefs of a party or guardian ad litem in civil and administrative review cases will be limited in length to 40 pages if typeset, 50 pages if typewritten, or 20,000 words if printed by other means, unless otherwise ordered by the Court. Reply briefs and briefs by non-parties shall be limited in length to 10 pages if typeset, 13 pages if typewritten or 4,000 words if printed by other means, unless otherwise ordered by the Court.

## LAW CLERK MEMORANDA

Law clerk memoranda are judicial work product. All such memoranda will be prefaced with a clear and express statement identifying them as “judicial work product” and said memoranda shall remain confidential.

Courtroom rules apply to all those in attendance in the courtroom and adjoining service and conference room including the Law Library and clerical and report support facilities.

## BONDS

**Effective January 9, 2002**

This Local Court Rules shall confirm the pre-existing policy of returning bond money to defendants. If a defendant is found guilty, the posted bond money shall be distributed as follows:

- a. Payment of any fine or forfeiture
- b. Payment of any court costs, including restitution
- c. Pay of attorney fees
- d. Any remainder shall be returned to payor

If a defendant is found not guilty or the case is dismissed, the posted bond money shall be used to pay any outstanding fine, forfeiture of attorney fees of the defendant. Any balance shall be returned to the payor.

## PATERNITY ACTIONS AND ATTORNEY FEES

**Effective February 26, 2010**

Iowa County shall not appoint counsel for parties in paternity actions. Iowa County will refer said parties to Western Wisconsin Legal Services or the State Public Defender, or supply the parties with a toll-free telephone number of a free legal service.

## PAYMENT OF DEAN APPOINTMENT BILLS

**Amended February 24, 2021**

In all criminal actions in which an attorney has been appointed to represent the defendant by the Court, that attorney shall file final billing statements with the Court for all fees incurred within thirty (30) days after sentencing. Any statements received by the Court after the thirty days has passed, will not be paid by Iowa County and will be returned to the attorney for collection directly from the defendant.

Clarification of DEAN Appointments:

The attorney shall be compensated at the \$100 hourly rate for professional services.

The Court will not pay costs incurred in commuting to the Court either local or out-of-county, i.e. we cannot pay time or mileage in commuting to court.

Travel to investigate or travel to client conferences, i.e. interviews in prison or jail, will require advance approval for reimbursement for travel. Payment for mileage will be made at State of Wisconsin mileage rates. Travel time will not be paid.

Approval for use of investigators, experts, etc. is required in advance of their use.

Telephone, copy services, fees incurred in discovery, etc., may be approved. When filing required for reimbursement you must break down the request in 10-minute segments.

## TELEPHONIC APPEARANCES

**Revised May 14, 2013**

Due to the inadequacies of the Iowa County telephone system and the increased constraints a telephonic hearing places on the Court, the parties and the court staff, telephonic appearances will only be allowed in the Iowa County Circuit Court upon receipt of a written request to appear telephonically and upon Court approval.

## DOCKETING OF JUDGMENT FOR UNPAID RESTITUTION/FORFEITURES IN JUVENILE ACTIONS

**Effective January 8, 2002**

There is no provision in the Clerk of Circuit Court office for the waiving of the docket fee for Judgments for Unpaid Restitution/Forfeitures in juvenile actions. It is this Court's understanding that it was the intent of the Wisconsin Legislature that there was to be no docket fee paid in juvenile judgments. That being the case, the Iowa County Clerk of Circuit Court will be directed to waive all docket fees in juvenile judgments.

## UNDERAGE DRINKING VIOLATIONS FOR CHILDREN AGED 15 & 16

**Effective January 8, 2002**

The bond book states assessments and costs for underage drinking violations for children ages 15 and 16 are discretionary with the court.

The following guidelines will be followed:

Ages 15 & 16:

1<sup>st</sup> Offense: \$30.00 plus costs (\$125.90) and 90-day suspension

2<sup>nd</sup> Offense: \$50.00 plus costs (\$150.50) and 120-day suspension

3<sup>rd</sup> Offense: \$100.00 plus costs (\$212.00) and 180-day suspension

Others will be per bond book and statute.

Guidelines are subject to discretion of the Court.

## E-MAIL TRANSMISSIONS

**Effective January 8, 2002**

The only recipient of correspondence on Iowa County Circuit Court business is the Office of the Clerk of Circuit Court.

This will serve to advise you that correspondence, i.e. mail, fax and electronic mail received by your office or agency need not be forwarded to the Clerk of Circuit Court. You are not required to serve as a message relay resource. Those people with business for the Court must contact the Clerk of Circuit Court.

## SHARING INFORMATION

**Effective January 8, 2002**

When pursuing persons who have outstanding bills with Iowa County, it is ordered that the clerk may utilize the information in any files that are on in the possession of the Iowa County Clerk of Circuit Court office, the Iowa County Register in Probate office or the Iowa County Child Support office.



## JURY TRIALS

Effective January 8, 2002

In any action filed in Iowa County where a jury trial has been requested, Counselor for the parties shall notify the Court in writing at least 5 working days prior to the jury trial date whether or not the jury trial will proceed on the scheduled date.

Failure to notify the Court may result in an assessment of costs.

## COSTS FOR RE-OPENING TRAFFIC & FORFEITURE ACTIONS

Effective January 8, 2002

According to Section 814.07, the court has the discretion to allow a filing fee on a motion.

Effective immediately, any party requesting to re-open a civil traffic or forfeiture action is required to pay a \$50.00 filing fee.

## GUARDIAN AD LITEM PAYMENT GUIDELINES

### I. Amount

\$2,000 shall be posted within 10 days following the court order of appointment (subject to the exceptions below). Fees shall be divided equally between the parties unless the court orders otherwise for reasons placed on the record. Payment shall be made as follows:

- a. \$1,000 per party
- b. Upon showing of need and approval by the court, a party may have option of posting \$500 plus \$50 per month via wage assignment for 10 months. Monthly payments would be court ordered and subject to contempt orders if not paid.

### II. Claims of Indigency

- a. Parties retain the right to petition the court for relief from standard payment orders.
- b. Claims for relief from payment order would be made in writing and accompanied by a financial statement.
- c. If a party is low income, but not fully indigent (i.e. court determines that there is some ability to pay), the court may temporarily suspend or reduce the lump sum deposit and enter an order for monthly installment payments. Wage assignments will be required where there is employment. These orders shall require notice of change in address, employer or earnings.
- d. If the party is fully indigent, the court may order the other party to pay the GAL fees. The indigent party may be required to reimburse the fees from the division of property. If both parties are indigent, the court may require county payment.

e. Indigency shall be defined as per Sec. 814.29(1).

III. Mechanics

- a. The moving party or petitioner shall submit an order appointing a GAL in conformance with the policy, along with any proposed liens and/or wage assignments. A party claiming low income or indigent status shall serve on the court and parties a request for relief from the payment policy and a financial statement.
- b. The court need not hold a hearing on relief from GAL fee requirements, but may enter an order based upon the written request for relief and financial statement. If further information is needed by the court, the court may request it or hold a hearing.
- c. A GAL shall send the parties monthly fee statements. When fees reach the level of \$1,000, the GAL shall send a statement to the court and may request an interim payment. Fees shall be paid by certification of the Clerk of Circuit Court and guaranteed by the county.
- d. Any GAL whose bill will exceed \$2,000 shall notify the court and parties before they have spend 25 billable hours on the case, or when the case is set for a final hearing, whichever occurs earlier. Failure to notify the parties may result in fees being limited to \$2,000. The court, upon receiving such a notice, may enter a further order concerning payment that shall require further deposits consistent with the guidelines stated above.

### USE OF ELECTRONIC EQUIPMENT IN THE COURTROOM

When an attorney or counsel wishes to use the electronic equipment in the Iowa County Courtroom, it is each attorney's responsibility to operate the equipment, not the court staff.

The court requires anyone intending to use the Iowa County Courtroom electronic equipment to familiarize themselves with the courtroom and the equipment no less than 3 days prior to its intended use so that the equipment may be appropriately managed and operated.

It is further ordered that counsel shall prior to the day of its intended use and during the break preceding it's introduction to courtroom use, shall make sure the equipment is ready for operation so it may be used in a timely manner and so that case flow is not interrupted.

It is the parties' duty to present its video, computer and/or documents in properly usable condition and to meet reasonable standards and statutory requirements for audio and video use.

### JUVENILE ORDERS

It is hereby ordered that the juvenile clerk shall send all Consent Decrees, Dispositional Orders and Extension Orders in juvenile matters to the school district where the child/juvenile attends school.

## PAST DUE OBLIGATIONS

Defendants who have been allowed time to pay their court obligations and who have become delinquent in their payments shall be mailed a Reminder Notice. If the Reminder Notice is returned undeliverable, the defendant's drivers license shall be suspended as ordered at the time of disposition.

## RELEASE OF ARRESTED PERSONS ON BOND BY LAW ENFORCEMENT AGENCIES

**Effective January 1, 2006**

All persons released by a law enforcement agency with or without the posting of cash bail shall be required to execute a Bail/Bond Form CR-203, as may be revised from time to time. For a person arrested for misdemeanors, including traffic misdemeanors, and released on a signature bond, i.e. without cash bail, the amount of the signature bond shall be the amount designated in the Uniform Misdemeanor Bond Schedule for such offense, as amended from time to time by the Judicial Conference. The bond amount, whether cash bail or signature, for persons arrested for multiple offenses shall be the total amount of the bond deposits required for all of the offenses added together.

When any of the following factors are found to be present by the investigating officer(s), including jailers, and documented on the Iowa County Circuit Court Law Enforcement Referral, bonds issued pursuant to this local court rule shall have such of the following specific conditions attached as are indicated by the presence of such factors:

**Weapons:** If a charge involves the use of a dangerous weapon as defined in Wisconsin Statutes 939.22(10), the arrestee shall be prohibited from possessing a dangerous weapon while free on bond.

**Alcohol:** If alcohol is a contributing factor in a charge, the arrestee shall be prohibited from possessing or consuming alcohol, and shall be required to submit to a portable breath test (PBT) or other breath, blood or urine test, at the request of any law enforcement officer.

**No Contact:** If there are identifiable victims of the crime(s) for which the person has been arrested, the arrestee shall be prohibited from having contact with the alleged victim(s) named on the bond, directly or indirectly, in person, or in writing, by telephone, by computer, through a third person other than an attorney, or in any other manner.

**Operating While Suspended or Revoked:** If a charge involved operating a motor vehicle without a valid license, the arrestee shall be prohibited from driving or operating a motor vehicle unless and until such person is lawfully licensed and currently valid.

**Substances:** Shall be prohibited from possessing any controlled substance (except via a valid prescription).

**Take Prescribed Medications:** Shall be required to take all prescribed mental health medications.

Sworn deputies or non-sworn correctional officers of the Iowa County Sheriff on duty as jailers at the Iowa County Jail are hereby authorized pursuant to this local court rule to sign Bail/Bond Form CR-203 and Addendum to Bail/Bond Custody Release from Jail. Revisions to the Addendum must be approved

by court order, but revisions to Form CR-203 promulgated by Supreme Court Rule need not be approved by order of this court prior to their use.

Copies of Bail/Bond Form CR-203 and Addendum to Bail/Bond – Custody Release from Jail are attached in the form they exist on the date of the promulgation of this rule, and are incorporated herein.

### ACCOUNTS FOR MINOR GUARDIANSHIPS

**Effective August 2, 2006**

In any minor guardianship action filed in Iowa County, it shall be required that the guardian of the person of a minor shall file an annual report with the Iowa County Probate Court on or before the 15<sup>th</sup> of April each year. The report shall include the present address of the ward and guardian, the school district the ward attends, and the general physical and mental health of the ward.

Failure to file an annual report with the Court may result in termination of the guardianship or removal of the guardian.

### SMALL CLAIMS SERVICE

**Effective January 15, 2014**

Certified mail service of small claims pleadings has long been an accepted and approved procedure in Iowa County, Wisconsin. This will affirm the procedures as provided by small claims statutory authority and specifically allow service by mail pursuant to Section 799.12(2) and (3) Wisconsin Statutes. The previously entered local court rule dated November 11, 2006 is hereby replaced.

### WATTS REVIEWS

**Effective January 7, 2008**

In Guardianship cases where a protective placement order has been established, the first WATTS Review shall be held prior to the first year anniversary of the original protective placement order. All subsequent WATTS Reviews shall be held prior to the year anniversary of the previous review.

### FORECLOSURE ACTIONS

**Effective May 5, 2011**

Pursuant to Section 802.12 Wis. Stats. (2005/2006) Alternative Dispute Resolution (ADR) is available to parties in civil actions including those seeking money judgments and foreclosures.

In actions of foreclosure, credit card collections and money judgments the court requires plaintiff to inform defendant that mediation or Alternative Dispute Resolution (ADR) procedures (cited above) may be requested by either party. Upon request of either party, the Court will determine whether the case is appropriate for use of settlement alternative and the judge may order the parties to seek a settlement alternative.

Use of the ADR procedure may extend the time for filing a responsive pleading until the applicability of a settlement alternative is determined. Upon request of either party, the Court will order a scheduling conference to set trial dates, discovery and other appropriate dates.

In foreclosure actions, plaintiff shall determine whether and by whom the subject real estate is occupied and, if occupied by persons other than the defendant, plaintiff shall give notice of the pending action to foreclose to the occupants.

**RE: BOND MODIFICATION**

**Effective December 7, 2009**

When modifying bonds in Iowa County, it is ordered that all previous conditions ordered by the Court will remain in effect except the condition(s) that is specifically addressed by the Court.

**RE: APPOINTMENT OF GUARDIAN AD LITEM AND PAYMENT OF FEES IN JUVENILE GUARDIANSHIP CASES AND TERMINATION OF PARENTAL RIGHTS CASES**

**Effective October 29, 2010**

When a party files a petition for juvenile guardianship or a petition for termination of parental rights, the Wisconsin Statutes direct the Court to appoint a guardian ad litem to represent the rights of the juvenile involved. The guardian ad litem will submit a bill for payment to the Court at the conclusion of the case.

IT IS HEREBY ORDERED that petitioning party shall pay to the Iowa County Juvenile Clerk \$300 as an advance payment for the guardian ad litem fees, unless otherwise ordered by the Court. If the guardian ad litem fees are over \$300, the Court shall conduct a hearing to see how the additional fees will be repaid to Iowa County. If the guardian ad litem fees are less than \$300, the clerk is directed to verify the payor does not owe any other fees to Iowa County. If the payor owes Iowa County Circuit Court for any other fees, the remaining fees will be used to pay said outstanding fees. Any remaining balance will be returned to the payor.

**RE: WORTHLESS CHECK CASES AMENDED TO COUNTY ORDINANCE VIOLATIONS**

**Effective February 23, 2011**

In worthless check cases filed as criminal misdemeanors, the defendant is required to reimburse Iowa County for any service fees. This is only on cases that are amended to county ordinance violations.

**RE: PROOF OF PUBLICATION**

**Effective October 12, 2011**

The affidavit of printing required by Sec. 895.12 Wis. Stats. may be satisfied by affixing an electronic or machine copy of the Notice as published to the affidavit and affixing an original sworn signature.

**7<sup>TH</sup> JUDICIAL ADMINISTRATIVE DISTRICT: ORDER IN THE MATTER OF GERNAL  
ASSIGNMENTS TO CIRCUIT JUDGES**

**Effective January 3, 2012**

WHEREAS, it is necessary to provide for effective case flow management in the Seventh Judicial District;  
and

WHEREAS, the proper and timely conduct of the district's judicial business requires the issuance of an appropriate order; and

NOW, THEREFORE, IT IS HEREBY ORDERED that each sitting circuit court judge is given a general assignment to every branch of circuit court within this judicial district. This order shall cover both routine and emergency judicial absence including, but not limited to the following: vacation, attendance at continuing judicial education courses, illness, family/medical leave, congestion, expediting litigation and/or providing assistance to any branch of circuit court.

IT IS FURTHER ORDERED that judicial assignments under this order will be through the district court administrator's office.

**RE: E-MAIL TRANSMISSION OF DOCUMENTS TO THE COURT (AMENDED)**

**Effective June 28, 2012**

Except by express permission on a case-by-case basis, no person shall submit any pleading or correspondence to a Circuit Court Judge, Court Commissioner, Clerk of Circuit Court, Register in Probate, or his or her staff through electronic mail (e-mail). Documents intended for filing must be submitted to the Clerk of Circuit Court, as required by Wis. Stats. 801.16(1). All correspondence shall be made in writing, with the exception of daily business operations between the District Attorney's office and the Clerk of Court's office.

**RE: COLLECTION OF FEES IN ALL CASE TYPES**

**Effective November 16, 2015**

The Iowa County Circuit Court allows parties 30 days to pay a fine/forfeiture in traffic matters, and costs in criminal matters, as well as guardian ad litem and mediation fees in family actions. As a natural course of business, all case types are given 30 days to pay.

IT IS HEREBY ORDERED that failure to make payment may result in judgment, tax intercept and/or driver's license suspension of the non-paying party without further hearing.

**POLICIES AND INSTRUCTIONS FOR APPOINTED COUNSEL**      **Effective February 21, 2001**

Appointment of counsel completes an agreement between appointed counsel, the client and the Court. Subject to conditions set forth, the Court will pay reasonable fees upon ethical and complete representation in each case assigned.

Each appointment will cover trial level representation. Any questions on scope of appointment shall be immediately referred to the Court.

Upon conclusion of the case, a complete, itemized petition and order to the court shall be submitted within 30 days of the Judgment of Conviction or Dismissal Order. Failure to submit billing within 30 days will disallow signing of the order. Counsel shall mail copies of all bills, petitions, orders to their client.

The Court reserves the right to verify the accuracy of time, totals, and expenses reported. The Court may approve or reject a bill in whole or in party if it does not meet all requirements.

Prior approval of the Court is required for the following: use of experts, use of investigators, computer assisted research, travel – by attorney, expert or investigator, any other expense greater than \$50.00.

The full LCR, with all requirements of counsel, billing, reimbursable items, non-reimbursable items, time parameters, standards and annual hours limits are available from the Clerk of Circuit Court. It is responsibility of appointed counsel to know and understand all policies prior to appointment.

**FACSIMILE RULES**      **Effective September 11, 1991**

Facsimile documents transmitted to the courts will be accepted for filing only if:

- a. The Court has a facsimile machine capable of reproducing documents that meet the SCR 72.01 concerning retention of filed documents.
- b. The Clerk of Court or Register of Probate as a facsimile machine physically located within the offices of the aforementioned.
- c. The document does not exceed six (6) pages in length, excluding cover sheet.
- d. No filing fees is required for said document.
- e. No additional fee or charge to be paid by the Clerk of Court or Register of Probate for acceptance of the filing.

The circuit court, judge or clerk is not responsible for errors or failure in transmissions that may result in missing or illegible documents or periods when a circuit court facsimile machine is not operational for any reason. The court may make exceptions to this rule on an individual basis.

## RE: RULES OF MEDIA COVERAGE IN IOWA COUNTY

**Effective August 26, 2019**

A notice of intent to bring cameras and/or recording equipment into the courtroom or other hearing chamber or plans to livestream any hearing, pursuant to SCR 61.02(2), shall be made orally or in writing to media coordinator who will work with the Judge and/or Court Security. If possible, any requests shall be made 72 hours in advance of the hearing. This requirement may be waived by the court if good cause is found.

Only one camera (first outlet to request) shall be permitted in the courtroom during a hearing. All other media outlets shall pool off the one camera.

A party moving to close any proceeding that is required by law to be open to the public, must provide notice to the Court and the media coordinator 72 hours prior to the hearing, if possible.

The name of the media coordinator will be on file in the District Court Administrator's office.

There shall be no visual photography or videotaping of any jurors, prospective jurors, juveniles, victims of sex crimes, undercover law enforcement agents or confidential informants unless authorized by a court order in advance of the hearing. No media personnel shall attempt or interview anyone in the courtroom before or after a hearing. No camera or audio equipment shall focus on any court documents, conversations between attorney and client or attorney and co-counsel, sidebar conferences, conversations of court staff or any security measures taking place.

The court officers presiding at the time of hearing shall designate the location of the media and/or their equipment and the media shall not, in any way, obstruct the view of anyone in the public areas of the courtroom. All equipment will need to be set up prior to the start of the hearing and may not be removed until the court is in recess.

Media credentials may be required to be displayed. Any violation of the rules may result in immediate exclusion from hearing.

## RE: REQUIREMENT OF WEARING OF FACE MASKS IN THE COURTROOM

**Effective June 23, 2020**

WHEREAS, it is necessary to establish a Local Court Rule in the Iowa County Circuit Court requiring all persons who are in the courtrooms, with the exception of a witness testifying on the stand, to wear face masks per the Wisconsin Supreme Court orders;

AND WHEREAS, this requirements is due to the current COVID-19 Coronavirus Pandemic;

Now, therefore,

IT IS HEREBY ORDERED: that all persons entering into the Iowa County courtroom, jury room and other court-related rooms with the exception of a testifying witness, are required to wear a facemask to ensure the health and safety of all persons in the courtroom.



IT IS FURTHER ORDERED that anyone, with the exception of a testifying witness, who fails to wear a face mask while in the courtroom or court-related spaces shall be held in contempt of court, with a minimum jail sentence of 10 days. Purge of this sentence can be made by complying with this order.

This order shall be in effect until further order of the Court or until the Wisconsin Supreme Court terminates its requirement for face masks in Wisconsin Circuit Court Courtrooms, whichever occurs last.

**RE: LIVESTREAMING OF COURT PROCEEDINGS**

**Effective June 23, 2020**

The Iowa County Courtroom is open to the public during regular business hours. Due to the COVID-19 Pandemic, seating capacity in the Iowa County Court Courtroom, and until further order, is limited to 30 persons. When the seating capacity has been reached, the Clerk of Court will livestream all courtroom proceedings.

**RE: USE OF RESTRAINTS ON A DEFENDANT DURING THE TIME OF TRIAL**

**Effective October 22, 2020**

In general, a defendant shall be free of restraints during trial to ensure a fair trial. However, a court may exercise its discretion to require restraints when necessary to maintain order, decorum and safety in the courtroom. If a court determines that a defendant should be restrained, the court must set forth reasons justifying the need in that particular case. A hearing shall be held to allow counsel to file any further motions in regards the use of restraints. All use of restraint decision shall be made to ensure safety in the courtroom.

A trained deputy or security personnel will be in charge of administering any restraint equipment.

Prior to use of a R.A.C.C. Belt in the courtroom, the following forms shall be completed and on file:

- a. Nova Remotely Activated Custody Control Belt III;
- b. Detainee Notification; and
- c. Medical Clearance.

**RE: MEDIA PUBLICATION OF ANY/ALL EXHIBITS IN TRIAL**

**Effective May 2, 2022**

Except by express permission on a case-by-case basis, no media outlet shall publish, film or stream any trial exhibit offered as evidence in any trial. If permission is requested, it must be in written form and presented to the Court.

