

Vilas County Circuit Court Rules

(Ninth Judicial District)

[Rule 1: Facsimile Transmission of Documents to the Court](#) February 2014

[Rule 2: Foreclosure Mediation Program](#) October 2011

[Rule 3: Service of Process in Small Claims Actions](#) February 2014

[Rule 4: De Novo Hearing For Family Matters](#) February 2014

Facsimile Transmission of Documents to the Court

Effective Date: July 1, 2001; Revised February 26, 2014

Facsimile documents transmitted directly to the Vilas County Circuit Court shall be accepted for filing only at (715) 479-3636 pursuant to the following provisions:

- a. The document does not exceed twenty-five (25) pages in length.
- b. No filing fee is required.
- c. No additional fee or charge must be paid by the Circuit Court for accepting or receiving the facsimile document.
- d. Papers filed by facsimile transmissions completed after regular business hours of the Clerk of Circuit Court's office are considered filed the next business day. The regular business hours of the Vilas County Circuit Court are 8:00 A.M. to 4:00 P.M.
- e. Facsimile papers are considered filed upon receipt by the Clerk of Circuit Court and are the official record of the Court and may not be substituted. The transmitting party shall send no additional copies of the facsimile transmission. The Clerk of Circuit Court shall discard any duplicate papers subsequently received by the Clerk of Circuit Court, assigned Judge or Court Commissioner. Parties who have transmitted documents by facsimile to the Court shall retain in their own files any "original" document that was used for the facsimile transmission. In the event the authenticity of the faxed document is challenged, the party who faxed the document to the Court shall have the burden to show authenticity.
- f. The party transmitting the facsimile document is solely responsible for ensuring its timely and complete receipt. The circuit court, judge or clerk is not responsible for:
 1. Error or failures in transmission that result in missing or illegible documents.
 2. Periods when a circuit court facsimile machine is not operational for any reason.
- g. A judge assigned to a particular matter may authorize in advance the filing of particular documents in that case that do not conform to these rules if good cause is shown and they are in conformance with SCR 801.16. Facsimiles exceeding 15 pages in length must certify that the assigned Judge or Court Commissioner has

approved the facsimile transmission.

- h. Documents that are not to be filed but are to be used by the Court for reference or other purpose may be transmitted by facsimile transmission to the Judge.

[Back to top](#)

Foreclosure Mediation Program

Effective Date: October 1, 2011

Alternative Dispute Resolution:

- a. Unless otherwise directed by the court, ADR will be used pursuant to section 802.12 Wis. Stats. (Alternative Dispute Resolution) in all areas where appropriate.
- b. In foreclosure actions, the Court shall require the plaintiff to inform the Defendant in writing, using the forms adopted by the Court, at the time of service, that ADR procedures (Sec. 802.12 Wis. Stats.) may be requested by either party. This rule shall apply only to homestead property that is owner occupied.

Service of Process in Small Claims Actions

Effective Date: February 26, 2014

- a. Service of Summons in small claims actions, except actions for eviction or replevin, may be by mail as provided in Secs. 799.12(2),(3), Wis. Stats.
- b. Service in eviction actions shall be by personal service.
- c. Service in replevin actions may be by certified mail, return receipt requested, or by personal service.
- d. Service in contempt proceedings authorized by Sec. 799.26(2), Wis. Stats., shall be by personal service at least 72 hours prior to hearing.

De Novo Hearing For Family Matters

Effective Date: February 26, 2014

If a party seeks to have the assigned Circuit Court Judge conduct a hearing de novo under s. 757.69(8) of a determination, order, or ruling entered by the Family Court Commissioner in an action affecting the family, a written motion requesting the hearing de novo shall be filed with the Court within 30 days following entry of the Family Court Commissioner's signed determination, order, or ruling.