



DANE COUNTY CLERK OF CIRCUIT COURT

Court Commissioner Center

Dane County Courthouse

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Lead Circuit Court Commissioner

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Deputy Lead Circuit Court Commissioner

Anton S. Jamieson

Court Manager

Holly Kuhl

March 25, 2020

Temporary Emergency Procedures for Family Court

1. Certain communications with the commissioner by email will be permitted. Parties may be contacted by email for scheduling and procedural purposes. Parties may be asked to provide summaries of positions, proposed calculations, or proposed language for findings and orders by email. No motions or pleadings will be accepted by email.
2. Responsive pleadings, financial disclosure statements, proof of service and exhibits for hearings must be uploaded electronically at least 48 hours prior to the hearing.
3. Attorneys must certify to the court that they have conferred and consulted with the other party in an attempt at settlement prior to any hearing proceeding. Counsel shall inform the court whether their clients wish to participate, whether testimony must be taken, whether the matter may be handled through counsel's offers of proof, and if the matter would best be handled in person post-pandemic.
4. All requests for emergency hearings or ex-parte relief must be accompanied by a sworn affidavit with sufficient facts demonstrating the need for extraordinary court intervention.
5. Referrals to Family Court Services will still be made in a limited number of cases. However, until further notice Parent Education sessions are suspended and there will be no face-to-face meetings between counselors and parties. Mediation and Study appointments may still be arranged electronically at the discretion of the director.
6. All local rule timelines for Family Court are suspended until further notice. Hearings may be adjourned at the discretion of the Commissioner.

Reviewed and approved by Chief Judge Thomas Vale, Presiding Judge Valerie Bailey-Rihn, and Family Court Presiding Judge Rhonda Lanford