**Instructions**

This form should be completed following any threat or security incident involving court officials, court staff, court facilities, or court-related activities.

An incident is any adverse event that threatens court security or causes significant disruption to court functions. This includes, but is not limited to, threats to harm a person or property, disorderly conduct, physical assault, escape attempts, or any other serious situation that severely disrupts court activities or threatens personal safety.

This form should be used to report incidents that occur in or near a courthouse as well as threats/incidents that occur at a non-courthouse location, such as at a private residence, business, or public place. Threats posted online or communicated by phone should also be reported. This includes, but is not limited to, internet-based threats or threatening language posted on social media or other websites, and threats communicated by phone, voicemail, electronic mail (e-mail), text message, or by any other means of communication.

**How to complete the form:** In the section “Brief Description of Incident,” provide a short but thorough description of the event. Include who was involved, what happened, and what the response/outcome was. Attach law enforcement reports or other supporting documentation if needed.

**When and how to submit:** This form should be submitted to the Office of Court Operations within 10 business days following an incident. Forms may be submitted via mail, fax, or email:

Send to: Kelly Vujnovich

Address: Office of Court Operations Email: kelly.vujnovich@wicourts.gov

 110 East Main Street, Suite 410 Fax: (608) 267-0911

 Madison, WI 53703 Phone: (608) 266-3121

 **Note:** This form is for data collection purposes. Contact law enforcement as needed per local procedure.

This form is for data collection purposes only. Contact law enforcement per local rule or procedure.

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| **1. Person Completing This Form:** |
| Last First | Area Code and Phone |
| Title | Email |
|  |
| **2. County:**      | **3. Incident Date:**       **Time:**     [ ]  AM [ ]  PM |

|  |  |
| --- | --- |
| **4. Type of incident (check all that apply):**[ ]  Disorderly Behavior [ ]  Assault[ ]  Threat against person [ ]  Escape attempt[ ]  Threat against building/facility [ ]  Bomb threat[ ]  Vandalism/property damage[ ]  Other:      **5. If a threat, how was it communicated:** [ ]  In-person/verbal [ ]  Telephone/Voicemail [ ]  Letter/Package [ ]  Text message [ ]  Email [ ]  Online (website/social media) [ ]  Referred from law enforcement/CrimeStoppers, etc. [ ]  Other:      **6. Who was the target of the threat or incident (if known)?** [ ]  Judge [ ]  Court Commissioner[ ]  Court staff [ ]  Witness or juror[ ]  Litigant [ ]  Supreme Court Justice[ ]  Attorney (DA, SPD, private bar, etc.)[ ]  Family member of judge/judicial officer[ ]  Other:      **7. Name of person(s) threatened/targeted (if known):**       **8. Physical location of Incident (if applicable):**[ ]  Courtroom[ ]  Hallway/public area of court/county building[ ]  Clerk of Court Office [ ]  Other staff office (DCA, RIP, Juv. Clerk, Corp. Counsel, etc.) [ ]  Home/private residence[ ]  Law enforcement custody/holding area[ ]  Non-courthouse location:      [ ]  Other:      **9. Was a weapon involved?** [ ]  No [ ]  Unknown[ ]  Yes  Type:       | **10. Person making threat or causing incident (if known):**      **11. Was local law enforcement notified?** [ ]  No [ ]  Yes [ ]  Unknown [ ]  N/A **12. Was the individual arrested?**[ ]  No [ ]  Yes [ ]  Unknown [ ]  N/A **13. Was the Supreme Court Marshal notified?** [ ]  No [ ]  Yes [ ]  Unknown [ ]  N/A **14. Was this threat/incident related to a court case?**[ ]  Criminal [ ]  Civil [ ]  Mental Health [ ]  Family [ ]  Probate [ ]  Juvenile [ ]  Other:      [ ]  Not related to a particular case**15. Brief Description of Incident (attach additional pages if needed):**      |