



STATE OF WISCONSIN JUDICIAL COUNCIL

Suite 822, Tenney Building, 110 East Main Street, Madison, WI 53703-3328 (608) 261-8290

PUBLIC RECORDS POLICY

This policy is provided pursuant to § 19.34, Wisconsin Statutes. The public has a right to inspect and copy certain records under Wisconsin's Public Records Law, §§ 19.31-19.39, Wis. Stats.

DEPARTMENT DESCRIPTION

The Wisconsin Judicial Council is a 21-member body whose principal statutory responsibilities are to study and make recommendations relating to: (1) court pleading, practice and procedure; and (2) organization, jurisdiction and methods of administration and operation of Wisconsin courts.

The Council is comprised of a Supreme Court justice; a Court of Appeals judge; four circuit Court judges; one district attorney; three members of the board of governors of the state bar; two citizen members; and all of the following individuals (or their designees): the Director of State Courts, the chairs of the Senate and Assembly standing committees with jurisdiction over judicial affairs, the Attorney General, the chief of the Legislative Reference Bureau, the deans of the law schools of the University of Wisconsin and Marquette University, the State Public Defender, and the president-elect of the state bar. The Judicial Council appoints an attorney to provide staff services to the Council.

PROCEDURE FOR MAKING REQUESTS

To facilitate access to records, the Judicial Council's attorney has been designated legal custodian of the Council's records. Requests for access to public records, and questions concerning the application of the public records law, should be directed to:

Wisconsin Judicial Council
Attn: April Southwick
110 E. Main Street, Suite 822
Madison, WI 53703
(608) 261-8290
april.southwick@wicourts.gov

Requests may be made during the Council's normal office hours of 9 a.m. to 6 p.m., Tuesday through Friday, exclusive of legal holidays. Requests may be made orally or in writing, and must be reasonably specific as to subject matter or time period. As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. If the custodian denies a written request, the requester has a right to receive the denial in writing.

FEES

The Council may charge the actual, necessary, and direct cost of reproducing or transcribing a record. When the request calls for a copy of a record, and the record can be photocopied, the Council may charge its standard fee of \$.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the Council may charge the actual cost of creating a readily comprehensible copy. If the cost of locating a record or removing confidential information is greater than \$50, the Council may charge the requester the actual, necessary and direct location or redaction cost. If the records are mailed to the requester, the Council may charge the actual, necessary and direct shipping cost.

The above fees apply except where a different fee is authorized by law. The Council may request pre-payment if the total costs are greater than \$5. Please make checks payable to Wisconsin Judicial Council.