



# Wisconsin Court System

## Clerk of the Wisconsin Supreme Court and Court of Appeals

*The office of the Clerk of the Supreme Court is established in the Wisconsin Constitution, Article VII, Section 12. In 1978, the state Supreme Court established a single clerk's office to serve both the Supreme Court and the Court of Appeals.*

The office of the Clerk of the Supreme Court and Court of Appeals is responsible for a variety of tasks for both courts. The office disseminates information to the public daily on cases in the appellate courts, and court rules and procedures. The Clerk's Office is located at 110 East Main Street, Suite 215, Madison, WI 53703. The mailing address is P.O. Box 1688, Madison, WI 53701-1688. Office hours are 7:15 a.m. to 5:00 p.m., Monday through Friday. The main telephone number is (608) 266-1880 [TTY users, call WI TRS at (800) 947-3529 and request the main number]. The Wisconsin court system's website can be accessed at: [www.wicourts.gov](http://www.wicourts.gov).

### Recordkeeping

The clerk's office is the repository for all documents filed with the Wisconsin Supreme Court and Court of Appeals. Whether a case or other proceeding, each matter filed with the courts is carefully monitored to ensure compliance with appropriate statutes, rules, court orders and court procedures. After all necessary case documents have been filed, the documents are submitted to the courts for consideration. When the court is ready to issue/mandate a decision, the office coordinates release of that decision. The office has an extensive automated case management system to assist in this process. At the conclusion of each case, the office closes the case file and coordinates remittitur of the case record, as appropriate.

### Attorney Admissions

The clerk's office is responsible for scheduling and coordinating all admission ceremonies for individuals being admitted to the practice of law in Wisconsin. Since territorial days, every person admitted to the Wisconsin bar has been required to take the Attorney's Oath set forth in Supreme Court Rule (SCR) 40.15 and subscribe to, or have his or her name subscribed to, the roll of attorneys maintained by the Clerk of the Supreme Court as required

under SCR 40.02(5). The Attorney's Oath or Affirmation must be administered by the Supreme Court, an individual Justice, or by a member of the highest court of another jurisdiction as established under SCR 40.02(4).

### Attorney Records

The clerk's office is responsible for maintaining records on the admission status of every attorney admitted to the bar in Wisconsin by date and type of admission (that is, by diploma privilege for graduates of a Wisconsin law school, by passing the Wisconsin bar examination or by providing proof of practice elsewhere). The current eligibility of an attorney to practice law in Wisconsin is also monitored by the clerk's office. Information on any suspensions for failure to pay Supreme Court assessments or for failure to comply with requirements for continuing legal education (CLE) is also maintained. The clerk's office also tracks license revocations, voluntary resignations, disbarments, miscellaneous disciplinary petitions and all petitions for reinstatement to the bar.

### Rules Information

Pursuant to the Wisconsin Constitution and the Wisconsin Statutes, the Supreme Court is responsible for administering the entire court system and for regulating the practice of law in the state. In furtherance of these responsibilities the Supreme Court has adopted administrative rules governing these areas. The Court also continually develops rules governing pleading and practice, civil procedure and appellate procedure. The clerk's office maintains files for the Supreme Court on all rules proceedings, including petitions for new Supreme Court rules or for changes in the rules of pleading and practice or civil procedure. The clerk's office also disseminates information regarding public hearings on proposed rules changes and the court's decisions regarding rules matters.

## **Website**

The Wisconsin Court System website provides a host of information and on-line services for the public, attorneys, and self-represented litigants. The opinions of the Supreme Court and Court of Appeals are posted to the website on the day of release, and an extensive archive of appellate opinions is available. Up-to-the-minute information about pending cases in Wisconsin's circuit courts and appellate courts is accessible through a case-search function that displays a chronological history of activity in each case. The schedule of Supreme Court oral arguments and rules hearings is available, and streaming audio of those arguments and hearings can be heard both live and in archived form. A wide variety of publications is available, including court statistics, court rules and statutes, self-help guides for self-represented litigants, information about court programs, the courts' internal operating procedures, and much more. The clerk's office web page, accessible through the court system's main page, provides information on filing documents with the Supreme Court and Court of Appeals, a Guide to Appellate Procedure for the Self-Represented, the Rules of Appellate Procedure, a link to e-mail the clerk's office, and forms for use on appeal. For more information, please visit [www.wicourts.gov](http://www.wicourts.gov).