

## FORM SUMMARY

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**Name of Form:** Notice to Submit Standard Court Form

**Form Number:** GF-166

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**Statutory Reference:** Wis. Stats. §§807.001 and 971.025

**Benchbook Reference:**

**Purpose of Form:** To notified parties they failed to submit a mandated form.

**Who Completes It:** Clerk of Court, Register in Probate, Juvenile Clerk.

**Who Signs It:** Court Official.

**Distribution of Form:** Original to court file, copy to party or attorney.

**Accompanying Forms:** Optional: Copy of improper form, copy of correct form.

**New Form/Modification:** Modified; last update 07/04.

**Modifications:** Clarified that it applies to both non-standard court forms as well as forms that fail to follow the eFiling format rules under Wis. Stats. §§ 801.18(2)(e) and 801.18(3)(d). Under Wis. Stats. §§ 807.001(3) and 971.025, a “court may not dismiss a case, refuse a filing, or strike a pleading for failure of a party... to follow format rules, but shall require the party to submit, within 10 days, a corrected form...”

**Comments:** This form will be used by court officials to notify litigants they have submitted a non-standard court form or submitted a form that is not in compliance with the eFiling format rules.

**About this Form:** This form is the product of the Wisconsin Records Management Committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**