

PROCEDURE FOR REQUESTS FOR MODIFICATIONS
RELATING TO COVID-19 PANDEMIC

If you have a request for a temporary modification of an existing procedure or rule:

- 1) Evaluate whether the request falls within the scope of the court's authority;**
- 2) If you believe the request is within the scope of the court's authority, then file a Request to the Supreme Court using the Rules procedures.**

Paper copies are not required. There is no filing fee. We will waive the need to file a Rules Cover Sheet. Please include a Word version of your document.

Send the Request to both of these Emails:
clerk@wicourts.gov
Supreme_Court_Commissioners@wicourts.gov

Each request must include the following:

- 1) A statement of the problem and the relief requested.**
- 2) A statement of the court's authority to act on the request.**
- 3) A memorandum containing an explanation of the reason the change is requested; information about other rules or statutes that may be implicated; an analysis of the legality of the proposed solution; and a discussion of the impact of the proposed change on the rights of litigants, other parties, the courts, and the public.**
- 4) Identify whether this an existing or anticipated problem? This will help us triage the petitions.**
- 5) The proposed solution must include draft language that could be inserted into an order.**
- 6) Examples from other states are helpful but other states may have very different laws governing their court authority.**
- 7) If the request is an emergency, it should be clearly stated, both on the filing and in the subject line of the email. If there is a time frame by which relief is needed, it should also be clearly stated. Again, this will help us triage the large number of requests we are receiving.**
- 8) Contact Person's Information: Name, Address, Telephone, and E-mail**