



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS
110 E. MAIN STREET, SUITE 200
MADISON, WISCONSIN 53703-3328

Shirley S. Abrahamson
Chief Justice

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2014 MUNICIPAL COURT CLERK SEMINAR OSTHOFF RESORT, ELKHART LAKE OCTOBER 16 & 17, 2014

Tentative Agenda

Wednesday Evening, October 15

5:00 pm - 6:30 pm EARLY REGISTRATION

Thursday, October 16

8:00 - 8:30 am REGISTRATION/COFFEE

8:30 - 10:45 NEW CLERK ORIENTATION

*Ms. Dawn Kuzniewicz
City of Beaver Dam*

*Ms. Mary Ann Rozman
City of New Berlin*

*Ms. Wendy Motl
Village of McFarland*

*Ms. Jodie Sorenson
Village of Waunakee*

8:30 - 10:45 BREAKOUT SESSIONS (each session will last approximately 35 minutes; participants may attend three sessions)

Reading Driver Records

*Hon. Todd Meurer
Towns of Middleton, Madison & Verona Joint Court*

COWs/Reporting Citations Electronically/Conviction Status Reports

*Ms. Teresa Severson
Lead Worker, Citations & Withdrawals, WI DOT*

Reviewing the Basics (procedures in the courtroom & clerk's office)

TBA

BREAKOUT SESSIONS CONTINUED

Workplace Assertiveness for Clerks

Hon. R. Patrick Eich

City of Prescott

Appeals & Transfers

Hon. JoAnn Eiring

Town of Brookfield

Dealing with Extremist Groups in a Court Setting

Hon. Scott Letteney

Town of Geneva

10:45 - 11:00 **BREAK**

11:00 - 12:00 **ON THE JOB STRESS RELIEF METHODS**

Hon. Kristin Koeffler

City of Milton

12:00 - 1:15 **GROUP LUNCHEON**

1:15 - 2:15 **DRUGGED DRIVING & DRUG RECOGNITION EXPERTS**

TBA

2:15 - 2:30 **BREAK**

2:30 - 4:30 **D.O.T. UPDATE & QUESTION AND ANSWER SESSION**

DOT Staff

Friday, October 17

8:30 - 9:30 **ETHICS/SCOPE OF DUTIES/COURTROOM DECORUM**

Hon. Kevin Rathburn

Village of Suamico

9:30 - 10:30 **LEGAL UPDATE**

Hon. Daniel Koval

City of Madison

Hon. Todd Meurer

Towns of Middleton, Madison & Verona

10:30 - 10:45 **BREAK**

10:45 - 12:00 **DEBT COLLECTION: TAX INTERCEPT AND THE STATE DEBT
COLLECTION INITIATIVE**

Mr. Corban Gehler

TRIP Program Coordinator

Department of Revenue