



Supreme Court of Wisconsin

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Memo To: Municipal Court Clerks

From: Karla J. Baumgartner, Program Attorney
Municipal Judge Education

Date: August 10, 2011

RE: **Reminder Regarding Mandatory Clerk's Training**

As most of you are aware, due to an amendment to Supreme Court Rule 33.04, it is now mandatory that each municipal judge must designate and require at least one municipal court clerk to attend the annual clerk's seminar at least once every 2 years. This requirement became effective July 1, 2011. The relevant amended language is set forth below:

SCR 33.01 Definitions:

SCR 33.01(4) "Municipal court clerk" means a court clerk appointed by a municipal judge pursuant to section 755.10 of the statutes.

SCR 33.04 Mandatory Education

SCR 33.04(3) Each municipal judge shall designate and require a minimum of one municipal court clerk to attend the annual municipal court clerk's training seminar, developed by the judicial education office, at least once every 2 years.

Our October 2011 Municipal Court Clerk's Seminar is the first seminar to which this new Supreme Court Rule applies.

Please contact me if you, or your judge, have any questions regarding this new education requirement.

KJB/cak