



# Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

110 E. MAIN STREET, SUITE 200  
MADISON, WISCONSIN 53703-3328

J. Denis Moran  
Director of State Courts

Patience D. Roggensack  
Chief Justice

Karla J. Baumgartner  
Director  
Judicial Education  
Telephone (608) 266-7816  
Fax (608) 261-6650

## PROGRAM ANNOUNCEMENT

**DATE:** July 14, 2015

**TO:** Municipal Judges

**FROM:** Atty. Karla J. Baumgartner  
Director

**RE:** 2015-2016 Municipal Judge Special Topic Seminar

We are now accepting registrations for the Municipal Judge Special Topic Seminar to be held at the Holiday Inn in Stevens Point on September 10 & 11, 2015. The tentative agenda is enclosed. The seminar is open to all municipal judges and attendance at the **entire seminar** will provide you the four credits needed to fulfill the Judicial Education requirement for the May 1, 2015, through April 30, 2016, reporting period.

This year's seminar will focus on Managing and Operating a Municipal Court. There will be sessions on Judicial Independence, budgeting, responsibility for financial reports, managing court records, maintaining order in the courtroom and confidentiality. Presentations on Ethics, New Laws & New Cases and Municipal Issues & Answers will also be offered.

Please use the enclosed registration form to submit any questions that you would like the faculty to address during their respective presentations. Please submit your questions as soon as possible.

For lodging reservations, please call the Holiday Inn at 1-888-815-9115 and request a room in the **Municipal Judge Seminar room block** or reference Group Block Code: SCW to receive the State room rate of \$82.00 per night single occupancy. **Our room block will be held until August 10th** and we cannot guarantee this rate or that rooms will be available at all, for reservations made after this date.

If you plan to attend, **please return the registration form to our office no later than August 21st.** When we receive your registration, you will be sent confirmation and directions to the hotel.

If you find you are unable to attend the seminar after having registered, please contact our office. If you do not receive confirmation within two weeks of your mailing or faxing the registration form, please call us to verify your registration.



# Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

110 E. MAIN STREET, SUITE 200

MADISON, WISCONSIN 53703-3328

J. Denis Moran  
Director of State Courts

Patience D. Roggensack  
Chief Justice

Atty. Karla J. Baumgartner  
Director  
Judicial Education  
Telephone (608) 266-7816  
Fax (608) 261-6650

## 2015-2016 MUNICIPAL JUDGE SPECIAL TOPIC SEMINAR HOLIDAY INN HOTEL & CONFERENCE CENTER, STEVENS POINT SEPTEMBER 10 & 11, 2015

### *Tentative Agenda*

4 Judicial Education Credits

12 CLE Credits

Includes 1 ½ Ethics Credits

### **Thursday, September 10th**

- |               |  |
|---------------|--|
| 7:30 – 8:00   | <b>REGISTRATION</b>  |
| 8:00 – 8:05   | <b>WELCOME &amp; ANNOUNCEMENTS</b><br><i>Atty. Karla J. Baumgartner</i><br><i>Office of Judicial Education</i>   |
| 8:05 – 9:00   | <b>JUDICIAL INDEPENDENCE: Working with your DCA, Chief Judge &amp; Executive Branch</b><br><i>Hon. Susan S. Gherty</i><br><i>City of Hudson</i>  |
| 9:00 – 10:00  | <b>MISTAKES TO AVOID IN OPERATING YOUR MUNICIPAL COURT</b><br><i>TBA</i>   |
| 10:00 – 10:15 | <b>BREAK</b>   |
| 10:15 – 12:00 | <b>MANAGING A MUNICIPAL COURT: Including the budget &amp; why you can't survive without your clerk</b><br><i>Municipal Judge - TBA</i><br><br><i>Ms. Mary Ann Rozman</i><br><i>Clerk, City of New Berlin</i> |
| 12:00 – 1:30  | <b>LUNCH ON YOUR OWN</b> The WMJA is having a lunch meeting for all who wish to attend. Cost is \$5 payable at lunch.  |

Municipal Judge Special Topic Seminar Agenda

Page 2

1:30 – 3:00

**BREAKOUTS:**

1. Creating, Operating & Abolishing a Joint Municipal Court  
*Hon. Jerry Jaye, Lakeside Joint Municipal Court*
2. Financial Reports & Responsibilities  
*Mary Ann Rozman*
3. Warrants/Commitments/Fees/Communication with Law Enforcement agencies  
*TBA*
4. Order in the Court: (robes, bailiffs, contempt, charter ordinances, oaths, etc.)  
*Hon. Virginia Newcomb, Town of Oakland*

3:00 – 3:15

**BREAK**

3:15 - 4:30

**MUNICIPAL COURT ISSUES & ANSWERS PANEL**

*TBA*

**Friday, September 11th**

8:30 – 9:45

**ETHICS**

*Atty. Jeremiah Van Hecke*  
*Director, Judicial Commission*

9:45 – 10:00

**BREAK**

10:00 – 11:00

**CONFIDENTIAL COURT RECORDS/DRIVERS PRIVACY PROTECTION ACT/ OPEN RECORDS**

*TBA*

11:00 – 12:00

**TRIP & THE WISCONSIN DEBT COLLECTION INITIATIVE**

<i>Ms. Susan Dukes</i>	<i>Mr. Joseph Mugenga</i>
<i>WI DOR</i>	<i>WI DOR</i>

12:00 – 12:30

**LUNCH**

12:30 – 2:00

**NEW LAWS/NEW CASES**

<i>Hon. John D. Hyland</i>	<i>Hon. Daniel P. Koval</i>
<i>Village of Waunakee</i>	<i>City of Madison</i>

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

# REGISTRATION FORM

## 2015-2016 MUNICIPAL JUDGE SPECIAL TOPIC SEMINAR

Please register me for the Municipal Judge Special Topic Seminar to be held  
September 10 & 11, at the Holiday Inn Hotel & Conference Center in Stevens Point.  
Please send me confirmation materials.

Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### WISCONSIN MUNICIPAL JUDGES ASSOCIATION LUNCHEON

The WMJA is hosting a luncheon meeting on **Thursday, Sept. 10**. Please indicate below if you will attend and if you have any special dietary requests. Cost of this lunch will be \$5 per person payable at the lunch.

\_\_\_\_\_ Yes I will attend the luncheon      \_\_\_\_\_ No I will not attend

### FRIDAY LUNCHEON RESERVATION

The Office of Judicial Education will provide lunch on Friday. Please indicate below if you would like us to order one for you. You will not have time to eat on your own until after the seminar. You must attend the entire program to receive all four judicial education credits.

\_\_\_\_\_ Yes I will be present for lunch      \_\_\_\_\_ No I will not need lunch

If you have disability-related needs regarding meeting facility and program access, please check the line and indicate specific needs and requests for assistance \_\_\_\_\_

**Return by August 21st to:**      **Office of Judicial Education**  
   **110 East Main St., Suite 200**  
   **Madison, Wisconsin 53703**  
   **or**  
   **fax to 608-261-6650**  
   **email to [carol.koschel@wicourts.gov](mailto:carol.koschel@wicourts.gov)**

CALL FOR QUESTIONS      ➡

**Please use the space below to submit any questions or issues you would like addressed during the seminar. Please write legibly and indicate at which session(s) you would your question answered:**

---

---

---

---

---

---

---

---

---

---