**Instructions**

This form should be completed following any threat or security incident involving court officials, court staff, court facilities, or court-related activities.

An incident is any adverse event that threatens court security or causes significant disruption to court functions. This includes, but is not limited to, threats to harm a person or property, disorderly conduct, physical assault, escape attempts, or any other serious situation that severely disrupts court activities or threatens personal safety.

This form should be used to report incidents that occur in or near a courthouse as well as threats/incidents that occur at a non-courthouse location, such as at a private residence, business, or public place. Threats posted online or communicated by phone should also be reported. This includes, but is not limited to, internet-based threats or threatening language posted on social media or other websites, and threats communicated by phone, voicemail, electronic mail (e-mail), text message, or by any other means of communication.

**How to complete the form:** In the section “Brief Description of Incident,” provide a short but thorough description of the event. Include who was involved, what happened, and what the response/outcome was. Attach law enforcement reports or other supporting documentation if needed.

**When and how to submit:** This form should be submitted to the Office of Court Operations within 10 business days following an incident. Forms may be submitted via mail, fax, or email:

Send to: Kelly Vujnovich

Address: Office of Court Operations Email: kelly.vujnovich@wicourts.gov

110 East Main Street, Suite 410 Fax: (608) 267-0911

Madison, WI 53703 Phone: (608) 266-3121

**Note:** This form is for data collection purposes. Contact law enforcement as needed per local procedure.

This form is for data collection purposes only. Contact law enforcement per local rule or procedure.

|  |  |  |
| --- | --- | --- |
| **1. Person Completing This Form:** | | |
| Last First | | Area Code and Phone |
| Title | Email | |
|  | | |
| **2. County:** | **3. Incident Date:**       **Time:**      AM  PM | |

|  |  |
| --- | --- |
| **4. Type of incident (check all that apply):**  Disorderly Behavior  Assault  Threat against person  Escape attempt  Threat against building/facility  Bomb threat  Vandalism/property damage  Other:  **5. If a threat, how was it communicated:**  In-person/verbal  Telephone/Voicemail  Letter/Package  Text message  Email  Online (website/social media)  Referred from law enforcement/CrimeStoppers, etc.  Other:    **6. Who was the target of the threat or incident (if known)?**  Judge  Court Commissioner  Court staff  Witness or juror  Litigant  Supreme Court Justice  Attorney (DA, SPD, private bar, etc.)  Family member of judge/judicial officer  Other:  **7. Name of person(s) threatened/targeted (if known):**    **8. Physical location of Incident (if applicable):**  Courtroom  Hallway/public area of court/county building  Clerk of Court Office  Other staff office (DCA, RIP, Juv. Clerk, Corp. Counsel, etc.)  Home/private residence  Law enforcement custody/holding area  Non-courthouse location:  Other:  **9. Was a weapon involved?**  No  Unknown  Yes  Type: | **10. Person making threat or causing incident (if known):**    **11. Was local law enforcement notified?**  No  Yes  Unknown  N/A  **12. Was the individual arrested?**  No  Yes  Unknown  N/A  **13. Was the Supreme Court Marshal notified?**  No  Yes  Unknown  N/A  **14. Was this threat/incident related to a court case?**  Criminal  Civil  Mental Health  Family  Probate  Juvenile  Other:  Not related to a particular case  **15. Brief Description of Incident (attach additional pages if needed):** |