



Director of State Courts

Wisconsin Court Security Threat and Incident Report

- In compliance with SCR Ch. 68 -

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 within 10 business days following an incident. Forms may be submitted via email, fax, or mail:

Email: Incident.Reports@wicourts.gov
Fax: 608-267-0911
Phone: 608-266-3121

Mail: Office of Court Operations
110 East Main Street, Suite 410
Madison, WI 53703

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



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