



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

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2015 MUNICIPAL COURT CLERK SEMINAR

*PLEASE NOTE THAT BOTH THE SEMINAR REGISTRATION FEE AND STATE LODGING RATE
HAS GONE UP IN 2015*

We are now accepting registrations for the 2015 Municipal Court Clerk Seminar to be held at Radisson Paper Valley in Appleton. There is a **\$40** registration fee for every clerk attending that helps defray the cost of materials, breaks and the group luncheon. The fee for non-clerk municipal court personnel is \$55 and the fee for non-clerk non-municipal court persons is \$85. A tentative agenda is enclosed.

Early registration will be held on Wednesday evening, October 21st from 5:00 to 6:30 p.m. Thursday morning's registration will be from 8:00 a.m. - 8:30 a.m. The session will begin promptly at 8:30 a.m. *Light refreshments* will be available in the mornings and Thursday afternoon.

If you plan to attend, return the enclosed registration form by **September 28th**. Remember to include your **\$40** check made out to **Wisconsin Supreme Court**. Also, please make a lunch selection, check which breakout group(s) you will attend and clearly write any questions you would like addressed. You may want to keep a copy of your registration to remember which breakouts you selected.

The Radisson Paper Valley will hold our room block until September 22nd. Call the hotel directly at 920-733-8000 and reference Municipal Court Clerk Seminar by September 22nd to reserve your lodging. It is *entirely possible* that the block of rooms could sell out **prior to this date**. **If you will need lodging, you should call immediately**. The single occupancy rate is \$82 per night. The double occupancy rate is \$97.00 per evening whether you share a room with a fellow attendee, friend or spouse.

Confirmation will be sent to you as soon as we receive your registration form and payment. If you have not received your confirmation materials within two weeks of sending your registration, please call our office at 608-266-7816.



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2015 MUNICIPAL COURT CLERK SEMINAR RADISSON PAPER VALLEY, APPLETON OCTOBER 22 & 23, 2015

Tentative Agenda

Wednesday Evening, October 21

5:00 pm - 6:30 pm EARLY REGISTRATION

Thursday, October 22

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)

Clerk Responsibilities – When are we overstepping our bounds?

Hon. Kevin Rathburn
Village of Suamico

Joint Courts – Forming, abolishing, adding & dropping members, deadlines, etc.

DCA, Chief Judge, Clerk

DOT – Conviction Status Reports/IIDs

DOT Staff

Debt Collection (TRIP/State Debt Collection Initiative/Collection Agencies)

Wisconsin Dept. of Revenue Staff

Stress Management Techniques

Hon. Kristin Koeffler

City of Milton

Personal & Courtroom Safety

TBA

10:45 – 11:00 BREAK

11:00 – 12:00 YOU DON'T HAVE TO TAKE THAT! – Assertiveness for Clerks

Hon. Kristin Koeffler

City of Milton

12:00 - 1:15 GROUP LUNCHEON

1:15 - 2:30 LEGAL UPDATE

Hon. John Hyland

Village of Waunakee

Hon. Todd Meurer

Towns of Madison, Middleton & Verona

2:30 – 2:45 BREAK

2:45 – 3:45 D.O.T. UPDATE & QUESTION AND ANSWER SESSION

DOT Staff

3:45 – 4:30 RESPONSIBILITIES OF A COURT CLERK

Mary Ann Rozman

City of New Berlin

Friday, October 24

8:30 - 9:30 ALCOHOL ASSESSMENTS & DRIVER SAFETY PLANS

Hon. JoAnn Eiring

Town of Brookfield

Bernie Mangers

Waukesha Addiction Resource Center

**9:30 - 10:30 JUVENILE ISSUES PANEL
(Confidentiality, Holding Parents Liable, etc.)**

Hon. Derek Mosley

City of Milwaukee

Hon. Rändi Othrow

Village of McFarland

10:30 – 10:45 BREAK

10:45 - 12:00 ISSUES & ANSWERS PANEL & SEMINAR WRAP-UP

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

REGISTRATION FORM
2015 MUNICIPAL COURT CLERK SEMINAR
PAPER VALLEY RADISSON, APPLETON
October 22 & 23, 2015

Hotel Room Block Releases: September 22nd
Registration Deadline: September 28th

Please register me for the Municipal Court Clerk Seminar on October 22 & 23 at the Paper Valley Radisson in Appleton. **I have enclosed a check for \$40 made out to the Wisconsin Supreme Court.**

Name:	Municipality:
Phone/email:	

My choice for	_____ Chicken Picatta – buttered linguine, chef's choice vegetable, rolls
Thursday's lunch is:	_____ Shrimp & Scallop Penne Alfredo – tossed with seasonal vegetables and served with breadsticks
	_____ Teriyaki Vegetable Stir Fry – fresh vegetables with ginger, garlic, scallions and teriyaki sauce served over white rice (Vegan/Gluten Free)

Please check the 3 breakout sessions you plan to attend OR the New Clerk Orientation.

New Clerk Orientation _____
(This session will run once for the entire 2.25 hours)

OR CHOOSE THREE:

Clerk Responsibilities – When are we overstepping our bounds? _____

DOT – Conviction Status Reports/IIDs _____

Over for more choices



Stress Management Techniques _____

Joint Courts: Forming, abolishing, adding & dropping members, etc. _____

Debt Collection _____

Personal & Courtroom Safety _____

****PLEASE MAKE YOURSELF A NOTE OF WHICH BREAKOUTS YOU HAVE SELECTED****

If you would like to submit questions, please do so below and indicate which session/presenter you would like to address your question. *Please print neatly*

Return this form and a \$40 check payable to:

Wisconsin Supreme Court

By *Monday, September 28th* to:

Municipal Court Clerk Seminar

Office of Judicial Education

110 East Main Street, Suite 200

Madison, WI 53703

Questions? Call 608-266-7816 or email: carol.koschel@wicourts.gov