



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

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MADISON, WISCONSIN 53703-3328

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2018 MUNICIPAL COURT CLERK SEMINAR

We are accepting registrations for the 2018 Municipal Court Clerk Seminar to be held at the Holiday Inn Hotel and Convention Center in Stevens Point on September 27 & 28. There is a **\$40** registration fee for every clerk that helps defray the cost of materials, breaks and the group lunch.

Early registration will be held on Wednesday evening, September 26th from 5:00 to 6:15 p.m. Thursday morning's registration will be from 7:30 a.m. - 8:00 a.m. The session will begin promptly at 8:00 a.m. Typical *light refreshments* will be available both mornings and Thursday afternoon. If you have dietary restrictions or certain "must have" items, you are encouraged to bring those with you.

If you plan to attend, return the enclosed registration form by **September 7th**. Remember to include your **\$40** check made out to **Wisconsin Supreme Court**. Also, please make a lunch selection.

The block of rooms at the Holiday Inn Convention Center and the Holiday Inn Express became available for booking on May 29, 2018. An announcement concerning this block of rooms was posted on the municipal court clerks listserv at that time. The response was enthusiastic and brisk. In fact, the block is now sold out. If you are not a member of the clerks' listserv and would like to join you will find instructions in Resource 13 of your Clerks' Manual.

There is an additional block of 30 rooms available at La Quinta which is 1.5 miles from the Convention Center. La Quinta's phone number is 715-344-1900. Please reference the "**Municipal Court Clerks Block**" when making reservations. The single occupancy rate is \$82 per night.

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

Please note the UW-Milwaukee certificate classes will be held on Wednesday, September 26, on the UW-Stevens Point campus. The Office of Judicial Education is not affiliated with this additional training, but we encourage you to participate.

2018 Registration Form
Municipal Court Clerk Seminar
Holiday Inn Hotel and Convention Center, Stevens Point
September 27 & 28, 2018

Registration Deadline: September 7th

Name:	Municipality:
Email for confirmation:	

Please check if you will attend the New Clerk Orientation: _____
This orientation session will take place on the morning of Sept. 27th
while other breakout sessions are being held.

My choice for	_____	Oriental Chicken Stir Fry over rice, garden salad
Thursday's lunch is:	_____	Beef Tips over egg noodles, vegetables & garden salad
	_____	Gluten-free Pasta in a vegetable marinara sauce & garden salad (vegan)

As usual, there will be a *Questions and Answers* session. If you would like to submit questions in advance, please do so below. *Please print neatly*

Return this form and a \$40 check payable to:
“Wisconsin Supreme Court” by Friday, September 7th 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