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|  | DIRECTOR OF STATE COURTS  110 E. MAIN STREET, SUITE 200  MADISON, WISCONSIN 53703-3328 | | |  |
| Hon. Randy R. Koschnick  Director of State Courts | | Patience D. Roggensack  Chief Justice | Atty. Karla J. Baumgartner  Director  Judicial Education  Telephone (608) 266-7816  Fax (608) 261-6650 | |

**To: Municipal Judges Elected or Appointed since June 2017**

**Date: March 12, 2019**

**RE:**  **May 7-10 Municipal Judge Orientation Institute**

You are formally invited to attend the Municipal Judge Orientation Institute to be held at The Holiday Inn Hotel in Marshfield, beginning at noon on May 7 and continuing until early afternoon on May 10. **As you know, your attendance at this seminar is mandatory as required by Supreme Court Rule 33.**

In order to guarantee rate ($82 per night/single occupancy) and availability, you should immediately make your room reservation with the Holiday Inn. **This block of rooms will be held until May 6.**

The hotel’s phone number is: 715-486-1500. Please inform the hotel staff that you are reserving a room in the Municipal Judge block. We cannot guarantee the State rate or that rooms will be available at all, for reservations called in after May 6.

Enclosed is the tentative agenda for the Orientation Institute. As you can see, the days are packed and we hope that you will find them to be stimulating and informative. While the Tuesday afternoon and Wednesday Orientation is for new judges only, the Municipal Judge Institute on Thursday and Friday is open to municipal judges elected or appointed since 2014 and judges who serve small municipalities.

**Please complete and return the enclosed**

**registration form to our office by April 19th.**

**Questions? Call Carol Koschel at 608-266-7816**

Registration Form

**Municipal Judge Orientation**

**Marshfield Holiday Inn**

### May 7-10, 2019

**I will attend the Municipal Judge Orientation Institute to be held at the Holiday Inn in Marshfield.** Please send me confirmation materials.

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| Name:Click here to enter text. | Municipality:Click here to enter text. |
| Email for confirmation:  Click here to enter text. | Non-judge occupation:  Click here to enter text. |
| Lunch will be provided on May 8 and 10. Please note any dietary restrictions:  Click here to enter text. | |

**Return Registration form by April 19 to:**

**Municipal Judge Orientation**

**Office of Judicial Education**

**110 E. Main St., Suite 200**

**Madison, WI 53703**

**or**

**FAX to 608-261-6650**

**or email to: carol.koschel@wicourts.gov**

If you have disability related needs please indicate specific needs and requests for assistance: Click here to enter text.