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STATE OF WISCONSIN

FIRST JUDICIAL DISTRICT

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CHIEF JUDGE DIRECTIVE 14-05

DATE: March 5, 2014

TO: All Judges, All Court Commissioners, District Court Administrator, Deputy District Court Administrator, County Executive, Clerk of Circuit Court, Corporation Counsel, Sheriff, District Attorney, City Attorney, Public Defender, DAS Fiscal Affairs, Court Coordinators, Managing Court Reporter, Legal Resource Center, Facilities Management, Press

FROM: Chief Judge Jeffrey Kremers

RE: Small Claims Court Representation

IT IS HEREBY DIRECTED that,

Effective March 1, 2014, all non-lawyers who appear or file documents in a small claims matter on behalf of a party must also file a signed authorization to appear in that matter. The authorization must clearly indicate that the agent has authority to compromise and resolve any and all claims.

Full or part-time employees of a party may provide paperwork establishing their current employment at the time of each appearance in lieu of filing an authorization.

Dated at Milwaukee, Wisconsin, this 5th day of March, 2014.


Jeffrey A. Kremers
Chief Judge

JAK: dla