

MAXINE ALDRIDGE WHITE  
Chief Judge  
Telephone: (414) 278-5116

M. JOSEPH DONALD  
Deputy Chief Judge  
-Telephone: (414) 257-7098

MARY E. TRIGGIANO  
Deputy Chief Judge  
Telephone: (414) 278-4521

HOLLY SZABLEWSKI  
District Court Administrator  
Telephone: (414) 278-5115

STATE OF WISCONSIN

**FIRST JUDICIAL DISTRICT**

MILWAUKEE COUNTY COURTHOUSE  
901 NORTH NINTH STREET, ROOM 609  
MILWAUKEE, WISCONSIN 53233-1425



TELEPHONE (414) 278-5112

FAX (414) 223-1264

WEBSITE: [www.wicourts.gov](http://www.wicourts.gov)

**CHIEF JUDGE  
DIRECTIVE  
17-12**

**DATE:** October 3, 2017

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

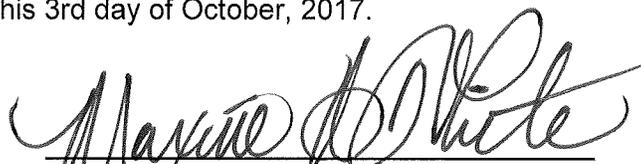
**FROM:** Chief Judge Maxine Aldridge White

**RE: SMALL CLAIMS – Scheduling Future Adjourned Court Dates**

In order to effectively manage the voluminous court calendar during business hours and efficiently meet the needs of the public, IT IS HEREBY DIRECTED that, effective October 16, 2017, the following orders shall govern scheduling future adjourned court dates in Small Claims Court:

1. All future adjourned court dates will be scheduled by courtroom 400 personnel.
2. Litigants can no longer pick their own adjourned dates before coming to court.
3. Courtroom personnel will try to accommodate date requests based on time slot availability.
4. Courtroom personnel will adhere to the case number caps for scheduled time slots.

Dated at Milwaukee, Wisconsin, this 3rd day of October, 2017.

  
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Hon. Maxine Aldridge White  
Chief Judge

MAW:dla