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**CHIEF JUDGE
DIRECTIVE
22-12**

DATE: July 28, 2022

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, Children, Youth and Family Services, Division of Milwaukee Child Protective Services, Legal Aid Society, JusticePoint, WCS, Court Reporting Services, IMSD, Legal Resource Center, CCAP, Facilities Management

FROM: Chief Judge Mary E. Triggiano

RE: 2022 COURT REPORTER COORDINATION OF LEAVE AND CALENDAR, ASSIGNMENT PRIORITIES, SCHEDULING AND DIGITAL AUDIO RECORDING EQUIPMENT

On 8/1/2022, District 1 will have approximately 42 court reporters to cover 50 calendars on a daily basis. The anticipated staffing total of 42 does not take into account reporters that will be out on FMLA, call in sick, or have requested vacation leave. It also does not include provision of any workload relief to reporters in high volume courts. The actual number of court reporters available daily will likely be somewhere in the neighborhood of 35-37 when accounting for leave listed above. Adding vacation coverage drops that number closer to 30. At this number, the provision of workload relief is simply no longer possible. We are anticipating being approximately 20 court reporters short of our need for coverage. Under these circumstances, the following directive has become necessary and will be revisited as the back log dissipates and/or more resources become available.

Effective August 1, 2022:**IT IS HEREBY DIRECTED THAT:**

1. Coordination of Calendar and Court Reporter Leave: Judges and their official court reporters shall coordinate calendars to accommodate the court reporter's vacation, to which they are entitled, and medical appointments. ***Court Reporting Services (CRS) will only provide coverage as noted below.*** (Note: The current policy remains that available official court reporters will be assigned elsewhere when their judge is on vacation and/or attending judicial education, unless the reporter is scheduled off. Available reporters will be used to cover vacancies, FMLA and daily sick calls.)
2. Coverage Prioritization: CRS will provide coverage in the following order, with the limited resources available:

Judges with vacant court reporter positions
FMLA
Sick calls

The prioritization of coverage is as follows given the need to reduce the criminal case backlog:

- 1-Felony Division
*Homicide/Sexual Assault, Gun, Gen Felony, Drug
- 2-Domestic Violence Division
- 3-Misdemeanor Division
- 4-Children's Division
- 5-Family Division
- 6-Civil Division

Court reporters from the Civil and/or Family Divisions may be moved to the Criminal or Children's Divisions, if the need arises to ensure coverage according to the above hierarchy.

3. Scheduling: Once a court is scheduled to be down, the calendar cannot be re-opened unless the judge's official court reporter is available. The judge/clerk/reporter should discuss. For judges with vacant court reporter positions, the judge or clerk must confirm with CRS that coverage will be available *before* scheduling cases.

Civil Division judges (and to the extent other judges) shall develop a plan with CRS to share court reporters with reporters in high volume transcript courts to provide workload relief to those court reporters.

Civil Division judges shall develop a scheduling plan that may include sharing of court reporters within the division; i.e., scheduling cases to either the morning or afternoon session.

4. Digital Audio Recording Equipment: DAR equipment must remain operational at all times and shall not be unplugged or otherwise disabled except by CCAP staff or other authorized persons.
5. Alternative Means of Reporting: Unmonitored DAR may be used only in emergency situations as a last resort to cover calendars. Per SCR 71.05, use of unmonitored DAR requires consultation with and approval of the Chief Judge. CRS must be notified if the Chief Judge approves the use of unmonitored DAR. The court record entry shall clearly note when unmonitored DAR is used to take the record.

Dated at Milwaukee, Wisconsin, this 28th day of July, 2022.



Hon. Mary E. Triggiano
Chief Judge