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**CHIEF JUDGE
DIRECTIVE
22-21**

DATE: December 9, 2022

TO: All Judges, All Court Commissioners, District Court Administrator, County Executive, Clerk of Circuit Court, Corporation Counsel, Sheriff, District Attorney, City Attorney, State Public Defender, DAS, Fiscal Affairs, Court Coordinators, Child, 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, and Media

FROM: Chief Judge Mary E. Triggiano

RE: **RESCINDING DIRECTIVES 09-22 AND 14-14, APPOINTED COUNSEL REIMBURSEMENTS AND CREATING DIRECTIVE 22-21 APPOINTED COUNSEL REIMBURSEMENTS**

IT IS HEREBY DIRECTED that, effective immediately:

All requests for reimbursement by counsel appointed by a Circuit Court Judge for which Milwaukee County has been ordered to pay (except Children's Division appointments) are subject to the following requirements:

1. The request must first be submitted to the Chief Judge's office for review.
2. The request must be accompanied by a copy of the order of appointment, an itemized statement and a supporting affidavit.
3. The request must be submitted within 90 days of the last billable event. A billable event is defined as the performance of some task for which counsel seeks to be paid.
4. Untimely requests for reimbursement will be denied unless the Chief Judge is satisfied that the attorney seeking payment has demonstrated good cause for the delay.

All requests for reimbursement by counsel appointed by a Children's Division Circuit Court Judge for which Milwaukee County has been ordered to pay are subject to the following requirements:

1. The request must be submitted to the appointing judge, or the presiding judge if the appointing judge is unavailable, for review and approval. Request for reimbursement shall be mailed to:

*Milwaukee County Clerk of Circuit Court, Room 1530
Vel R. Phillips Youth and Family Justice Center
10201 Watertown Plank Road, Wauwatosa, WI 53226*

2. The request must include an itemized statement of work completed and a supporting affidavit.
3. For cases where the attorney is still providing services, invoices must be submitted annually at a minimum.
4. For cases where the attorney is no longer providing services, invoices must be submitted within 90 days of the last billable event. A billable event is defined as the performance of some task for which counsel seeks to be paid.
5. Untimely requests for reimbursement will be denied unless the Chief Judge is satisfied that the attorney seeking payment has demonstrated good cause for the delay.

Dated at Milwaukee, Wisconsin, this 9th day of December, 2022.



Hon. Mary E. Triggiano
Chief Judge

MET: dla