

State of Wisconsin  
NINTH JUDICIAL ADMINISTRATIVE DISTRICT  
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# DISTRICT NINE RULES

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STATE OF WISCONSIN

NINTH JUDICIAL DISTRICT

IN THE MATTER OF RESCINDING  
CERTAIN DISTRICT NINE RULES;  
REVISION AND RENUMBERING  
OF OTHER RULES

ORDER

WHEREAS, the Ninth Judicial District Rules Committee recommended the rescission of certain district rules previously implemented, and the revision and renumbering of other rules;

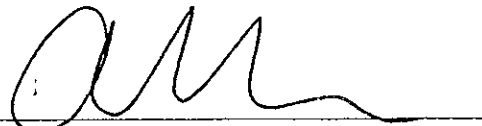
WHEREAS, the Ninth District Judges have approved the recommendation of the District Rules Committee to rescind certain rules and revise and renumber other rules;

IT IS HEREBY ORDERED that effective immediately, the following Ninth Judicial District Rules are rescinded; Rules 3, 4, and 5.

IT IS FURTHER ORDERED that the following Ninth Judicial District Rules are revised and renumbered: Rule 1, Rule 2, and Rule 3 (formerly Rule 6).

Dated this 24<sup>th</sup> day of Oct, 2023

BY THE COURT:



Ann Knox-Bauer, Chief Judge  
Ninth Judicial Administrative District



Rule #1 Policy for Jury Fees

101: Effective date: March 26, 1987; reviewed and revised May 1, 1987; November 1, 1991; June 1, 2010, June 4, 2019, and October 24, 2023

102: When a civil or criminal case scheduled for jury trial settles within two business days of the start of the trial, the court shall impose costs in his/her discretion, in accordance with Wis. Stat. section 814.51.

103: Each county may implement a local rule not inconsistent with this rule and not more restrictive than this rule.



## Rule #2 Visiting Judges

201: Effective date: November 1, 1991, revised June 1, 2010, August 3, 2012, October 31, 2014, June 4, 2019, and October 24, 2023.

### 202: Definitions

- Visiting judge is a judge assigned to and managing a case across county lines.
- Visiting judge's JA is the Judicial Assistant regularly assigned to the visiting judge in his/her home county.
- Support services to a visiting judge and their JA may include but are not limited to, scheduling, notices, courtroom assignment, clerk/bailiff/court security assignment, and secretarial services. Should complications arise in providing support services to a visiting judge, the presiding judge in the county where the case originates should be consulted for resolution.
- Contact person is the court staff member in the county where the case originates who will provide support services to a visiting judge and the visiting judge's JA.

### 203: Visiting Judge Support Services Contact Person List

To ensure every visiting judge has adequate support services, the District Office will maintain a list of persons who will supply support services in each county for all visiting judges. This contact person, and their backup, will be identified on the Visiting Judge Support Services Contact Person list. This contact person may be the Clerk of Courts, the Clerk of Courts designee, a specific Judicial Assistant designated to assist visiting judges, or the JA in the branch of the last in-county judge. The Visiting Judge Support Services Contact Person list will be updated at least once annually and distributed to Judicial Assistants and Clerks of Circuit Court by the District Office.

### 204: Scheduling for Visiting Judge

No jury trial or court proceeding shall be set for a visiting judge without consultation with the Clerk of Court, or Clerk of Courts designee. Scheduling for a visiting judge shall be coordinated between the JA for the visiting judge and the contact person designated on the Visiting Judge Support Services Contact Person list.

### 205: Notices for Visiting Judge

The responsibility of generating notices shall be on the visiting judge contact person (or their backup) in the county where the case originates. The contact person shall notify the JA of the visiting judge that all notices have been sent. The JA of the visiting judge who is assigned to the case is responsible for verifying all proper notices have been sent prior to any hearing or court proceeding. Proper notice shall contain Zoom or remote instructions, if applicable.

### 206: Facilities for Visiting Judge

If courtroom facilities cannot be arranged for a visiting judge, the visiting judge contact person in the county where the case originates shall alert the JA of the visiting judge, no later than seven (7) days prior to the trial or other proceeding.

### 207: Courtesy Clerking

If a visiting judge conducts an out-of-county court proceeding in their home county, the presumption shall be that a courtroom clerk from the county where the case originates will clerk the proceeding. This is true for all in-person or remote hearings. If exhibits are to be received or if a witness needs to be sworn, the clerk from the county where the case originates will do these tasks. Courtesy Clerking (clerking a case from an outside county) will only be used when both Clerks of Court agree to this arrangement. Court minutes taken in Microsoft Word by a Courtesy Clerk shall be sent to the county where the case originates immediately following the hearing. Court minutes taken by a Courtesy Clerk are to be included in the electronic court file under the "court minutes" section and not attached as a court document.



Rule #3      Permission for Conceal and Carry

301: Effective date November 2, 2011, revised June 4, 2019, revised and renumbered October 24, 2023 (Previously included as District Rule #6.)

302: Wis. Stat. section 175.60 (16)(b) allows judges to grant to licensees or out-of-state licensees permission to carry a weapon in a courthouse or a courtroom. In this district, no judge shall grant to a licensee, or to an out-of-state licensee, permission to carry a weapon in a courthouse or a courtroom that is not located in the judge's home county. In such case, the judge shall refer the matter for a decision to the judge whose courtroom the request applies. Any judge who is presiding in any county not his or her home county, and who is carrying a weapon pursuant to Wis. Stat. section 175.60(16)(b), shall receive permission from the court, through the presiding judge or his or her designee, and give reasonable advance notice to the host county's sheriffs department or courtroom security personnel.

303: In multi-judge counties, no judge shall grant to a licensee, or an out-of-state licensee, permission to carry a weapon in another judge's courtroom. In such case, the judge shall refer that matter for a decision to the judge whose courtroom the request applies.