



2022 Annual Report

Jefferson County - Clerk of Circuit Court
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Who We Are

Who Are We

- Elected every four years in each of Wisconsin's 72 counties.
- Statutorily responsible for a variety of recordkeeping functions of the courts.
- Play a significant role in Wisconsin's judicial system.
- Take on a Department Head role at the County level.



02

What We Do

What We Do

**Custodian of
the Record**

**Jury
Management**

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Custodian of the Record

The court's record keeping is regulated by state law and Wisconsin Supreme Court decisions. These regulations require clerks to preserve records of all paperwork submitted to the courts, record the proceedings of the court, and collect a variety of fees, fines, and forfeitures mandated by the law or set forth in court precedent. Clerks are also responsible for initiating and developing procedures for proper access to records while upholding the confidentiality required by statutes and/or orders of the court.

Jury Management

Clerks of Court also have the responsibility of managing juries. The selection and notification of possible jurors has gotten considerably more efficient due to automation in the courts, which has also improved record keeping for jury management. In order to preserve and advance jury management, clerks collaborate with the Legislature and the director of state courts. The reduction in the amount of time jurors are required to serve is the most apparent advantage. Beginning July 1, 1997, Wisconsin citizens are only obligated to fulfill no more than one month of jury duty every four years.

Court Finances

Annually, millions of dollars in fees, fines and forfeitures are paid via the clerks' office. Circuit court clerks strive to uphold this budgetary responsibility through precise, effective, and reliable accounting methods. Through the utilization of financial software, which was developed in accordance with standard accounting methods, clerks are able to oversee this money efficiently.

Court Administration

Clerks of court are involved in a wide range of activities and engage with a diverse range of individuals on a daily basis in their position as local court administrative staff. The office of the clerk of circuit court tackles a variety of issues put forth by law enforcement, the legal community, local, state, and federal agencies, businesses, and the general public. Clerks of the court provide and maintain an iron triangle between the county boards, the public, and the judiciary. Additionally, clerks collaborate closely with other court personnel to guarantee the effective operation of the courts.

The background of the slide is a dark teal color. It features several abstract, organic shapes in a lighter teal shade. One prominent shape is a rounded, teardrop-like form in the upper left quadrant. Another is a larger, more complex shape in the upper right. A third shape is on the left side, extending from the bottom edge. The shapes have soft, wavy edges and are outlined in a slightly darker teal color.

03

How We Serve The Community

Local, State & Federal Agencies

Law Enforcement & Legal Community

Public

Businesses



Record Management

- Produce and preserve court records
- Document liens and monetary judgments
- Provide access to court records
- Retain records in accordance with Supreme Court Rules

Jury Management

*see next slide

Court Finances

*see statistics section

Court Administration

- Supervise budgets and trial resources
- Establish policies and procedures
- Recruit, teach, and supervise staff
- Evolve with changes to statutes and technology
- Participate on local and statewide committees

Jury Management

Select, Notify, Orient & Serve

Under Wisconsin law, jurors are eligible for up to five (5) days of service within a one month period or until the case they are serving on is over. You may only be required to serve as a juror for one month in a four year period.

A prospective juror who has failed to appear without showing good cause may be found guilty of contempt of court and the court may impose a penalty of up to \$500.

Employers are required to provide you with unpaid time off for reporting to jury selection or jury duty. You may have to show your employer your jury summons in order to be given the necessary leave.

Wisconsin law states that an employer can never punish you for missing work to attend jury duty.

DOT records are used to randomly select 3,500 to 4,000 prospective jurors annually.

Qualifications; a prospective juror must:

- Be a citizen of the United State
- Be at least 18 years of age
- Be a resident of the area served by a circuit court
- Be able to understand the English language
- Not have been convicted of a felony that has not had civil rights restored



Statistics

Criminal & Criminal Traffic

	Annual # of CF - Filings	Annual # of CM Filings	Annual # of CT Filings	Annual # of CI Filings
2017	520	517	504	1
2018	475	475	544	0
2019	501	420	706	0
2020	525	446	601	1
2021	662	460	689	0
2022	557	384	643	0

CF - Felony: a crime punishable by imprisonment in the Wisconsin state prisons and or a fine.

CM - Misdemeanor: a crime punishable by a fine and / or confinement in a local jail, but not by imprisonment in the Wisconsin state prisons.

CT - Criminal traffic: a misdemeanor offense involving the operation of a motor vehicle.

CI - Commitment of an inmate: a case with a petition alleging that a person is a sexually violent person.

Civil Traffic & Civil Forfeiture Case Type Filing Information

	Annual # of TR Filings	Annual # of FO Filings
2017	8548	588
2018	7023	596
2019	9040	594
2020	8181	517
2021	8034	575
2022	7915	566

TR - Traffic forfeiture: a violation, related to the operation of a motor vehicle, punishable by the forfeiture of money and other administrative penalties (d.l. suspension/revocation, AODA, etc.)

FO - Non traffic ordinance violation: a violation, unrelated to the operation of a motor vehicle, punishable by the forfeiture of money and other administrative penalties (suspension/revocation of d.l. or DNR license privileges, AODA, etc.)

Civil/Family

	Annual # of FA filings	Annual # of PA filings	Annual # of SC filings	Annual # of CV filings
2017	504	76	1535	529
2018	448	87	2023	557
2019	417	90	1902	601
2020	406	96	1206*	412
2021	360	60	1062*	460
2022	351	87	875	403

*It should be noted that there was a Covid based eviction moratorium that impacted filings for most of 2020 and into 2021.

SC - Small claims: lawsuits seeking claims of \$10,000 or less, evictions, evictions due to
CV - Civil: typically, lawsuits seeking claims in excess of \$10,000, but also such actions as restraining orders, appeals from municipal court and administrative agency decisions, name changes, etc. foreclosure, replevins (return of property), return of earnest money, forfeitures, arbitration awards, and third-party complaints, personal injury claims, or tort claims of \$5,000 or less.

FA - Family: divorce, legal separation, annulment, custody, child support, maintenance, property division, or the enforcement or modification of an order affecting the family.

PA - Paternity: Post judgment actions in paternity cases, such as support and custody. Prejudgment information concerning the determination of paternity is confidential and is not available to the public.

Additional Civil Filing Breakdown Information

	Annual # of CV Filings (CV = Civil)	# of CV filing that are foreclosures (Class code 30404.)	# of CV filings that are Petitions for restraining orders (Class codes 30709, 30710, 30711, 30712, 30713.)
2017	529	107	164
2018	557	121	173
2019	601	85	186
2020	412	38	116
2021	460	28	149
2022	403	68	132

Other types of civil filings include — wrongful death, medical malpractice, personal injury, property damage, minor settlements, money judgments, garnishments, contract disputes, debt actions, appeals from municipal courts, name changes, writs, petitions to compel and voluntary amortization of debts.

Jury Trial Information

	TRIALS HELD	DAYS scheduled for Jury Trial	
2017	25	1160	
2018	34	851	
2019	19	845	
2020	6	688	
2021	19	647	
2022	33	708	

Other Case Related Information

	Order for Competency Examination	Notice of Intent to Pursue Post-Conviction Relief	Notice of Appeal
2017	29	28	42
2018	52	34	30
2019	30	44	22
2020	27	16	21
2021	42	23	12
2022	37	33	23

Annual Dispositional Information by Case Type

	2017	2018	2019	2020	2021	2022
CF	549	429	456	326	450	661
CM	558	486	416	447	420	505
CT	540	474	645	519	522	683
cv	544	551	599	435	466	430
FA	523	476	401	406	288	257
PA	73	87	70	97	71	66
CONTESTED SC	149	151	174	85	107	70
CONTESTED TR	2287	1922	2414	1801	1776	1633
CONTESTED FO	219	230	213	97	161	119

Judgments & Liens Docketed Case Type Filing Information

	Annual # of TJ Filings	Annual # of UC Filings	Annual # of WC Filings	Annual # of TW Filings	Annual # of CL Filings	Annual # of FJ Filings
2017	82	86	39	152	14	2
2018	85	72	22	246	14	7
2019	80	88	29	335	15	1
2020	87	75	5	343	9	2
2021	56	90	12	326	9	3
2022	70	156	54	348	9	5

TW - Tax warrant: a warrant issued by the Wisconsin Department of Revenue for failure to pay income or franchise tax when due. This warrant has the same effect as a judgment granted by the court.

CL - Construction lien: a claim on property for non-payment of work that improved the property.

FJ - Foreign judgment: a judgment or order of a court from a different state, a federal court outside Wisconsin, a municipal court of another county, or a tribal court; treated as if ordered by a Wisconsin circuit court.

TJ - Transcript of judgment: a judgment or order from another Wisconsin circuit court, a Wisconsin appellate court, a federal court in Wisconsin, or a municipal court in that county; treated as if ordered by the circuit court in the county where it's filed.

UC - Unemployment compensation: a warrant issued by the Wisconsin Department of Workforce Development for an employer's failure to pay contributions, interest, or fees. This warrant has the same effect as a judgment granted by a court.

WC - Workers compensation: an award issued by the Wisconsin Department of Workforce Development. This award has the same effect as a judgment granted by a court.

Total Receipts

MONTH	RECEIPTS
January	\$ 301,707.14
February	\$ 262,769.42
March	\$ 448,955.80
April	\$ 553,519.76
May	\$ 532,541.68
June	\$ 560,777.71
July	\$ 282,261.14
August	\$ 341,664.91
September	\$ 534,960.76
October	\$ 302,135.25
November	\$ 230,320.25
December	\$ 190,633.17
GRAND TOTAL	\$4,542,246.99

MONTH	RECEIPTS
January	\$ 48,117.03
February	\$ 57,158.47
March	\$ 151,314.94
April	\$ 91,357.20
May	\$ 95,808.21
June	\$ 58,872.91
July	\$ 56,444.39
August	\$ 41,361.43
September	\$ 45,407.36
October	\$ 39,321.30
November	\$ 30,378.97
December	\$ 33,321.71
GRAND TOTAL	\$748,863.92

Total SDC Receipts

SDC – State Debt Collection (is a division of the WI Department of Revenue.)