



**Waukesha County Criminal Justice Collaborating Council  
Case Processing Committee Minutes  
Thursday, May 28, 2020**

**Team Members Present:**

|                  |                  |                |
|------------------|------------------|----------------|
| Sue Opper        | Monica Paz       | Katie Kegel    |
| Michael Neimon   | Hon. Maria Lazar | Chris Ehrfurth |
| Michelle Larsuel |                  |                |

**Others Present:**

|                |                |             |
|----------------|----------------|-------------|
| David Herring  | Brittany Marin | Karla Gabor |
| Rebecca Luczaj |                |             |

Opper called the meeting to order at 7:33 a.m.

**Approve Minutes from January 23, 2020 Meeting**

Motion: Larsuel moved, Paz second, to approve the Case Processing Committee minutes of January 23, 2020. Motion carried without a negative vote.

**Discuss and Consider Committee Membership Changes**

Motion: Paz moved, Larsuel second, to replace Sara Scullen with Court Commissioner David Herring. Motion carried without a negative vote.

**Review and Discuss Status of Pretrial Conferencing**

Paz reported that the clearance rates per defendant for the pretrial conferences held prior to closing due to the COVID-19 pandemic were:

- February 4: 61.54%
- February 18: 45.76%
- March 3: 51.76%

The judges have agreed to cancel the June and July pretrial conferences.

**Discuss Feedback from the Criminal/Traffic Division Judges on OAR/OWL Calendar Suggestion**

Lazar reported that Ramirez and Domina are willing to set aside part of a day to conduct traffic court to start in June.

Opper stated that defendants should be present to review their plea, so off-record pretrial conferences utilizing a remote platform such as Zoom will not be permitted.

Kegel and Paz agreed that a process should be put in place to reduce the volume of cases for the courts when operations are back to normal, such as utilizing stipulations. Opper disagreed because the stipulation does not necessarily guarantee the case will move forward, so it could be seen as a waste of time. The committee discussed several options available if stipulations were utilized.

Lazar added that, due to new restrictions because of COVID-19, the judges are not able to hear as many cases in a day, so anything that can be done to lighten the caseload and move the cases on would be appreciated by the judges.

Opper suggested utilizing Zoom to try to conference 30 OAR cases for a half day, and see if the process is do-able prior to adding additional case types or hours. Kegel added that participants on both sides will need to remember that the DMV has been closed, so defendants cannot readily get their licenses. Breakout rooms would be utilized to assist in attorneys being able to converse with their clients, while the ADA goes between the rooms. Herring stated that all of the arrangements with the defendant (meeting, signing agreements, etc.), will fall on the defense attorney. Paz suggested holding two separate Zoom meetings; one meeting for the clerk to check people in and out, and one meeting hosted by the court. Paz also suggested focusing first on OWLs, as these would be the easiest cases. We can see how those go, and then consider adding OARs. Opper agreed that OWLs would be the easiest cases to resolve, but stated that even before the virus, clearance rates were down.

Marin will e-mail the attorneys to determine if their clients are ready, and work with Ramirez's staff to arrange the date and process. Opper requested that the e-mail to defense attorneys clearly state that the expectation is to resolve the case during this process.

**Update on Discussion with Criminal/Traffic Judges about Limiting Branch-Only Warrants and Developing a Process to Get Branch-only Warrant Cases in Quickly**

This agenda item was not discussed.

**Discuss Any Construction-Related Case Processing Issues/Concerns**

This agenda item was not discussed.

**Announcements**

Lazar will e-mail Judge Dorow to inform her that this committee is in agreement that commissioners should have discretion on issuing warrants for failure to appear at initial appearances in order to avoid delaying the case another 30 days, and to ensure that clarification is forwarded to the commissioners.

**Discuss Agenda Items for Next Meeting**

There were no new agenda items discussed for the next meeting.

**Public Comment**

There was no public comment.

**Adjourn**

Motion: Ehrfurth moved, Lazar second, to adjourn the meeting at 9:02 a.m. Motion passed unanimously.