

Michael O. Bohren

Circuit Court Judge Michael O. Bohren, Branch 1

William J. Domina

Circuit Court Judge William J. Domina, Branch 11

Ralph M. Ramirez

Circuit Court Judge Ralph M. Ramirez, Branch 3

Dated: March 31, 2020

FILED

MAR 31 2020

**CIRCUIT COURT
WAUKESHA COUNTY, WI**

STATE OF WISCONSIN

CIRCUIT COURT

WAUKESHA COUNTY

MEET AND CONFER ORDER REGARDING SCHEDULING

WHEREAS Wisconsin Courts, including all branches in the Civil Division of the Waukesha County Circuit Courts have been required to address in-person contacts as a result of the Public Health Emergency caused by the COVID-19 (Corona) virus; and,

WHEREAS because of the Public Health Emergency, the hours of operation available to the Waukesha County Circuit Courts will be sharply reduced,

NOW THEREFORE IT IS ORDERED AS FOLLOWS:

- 1) Any matter set for Scheduling Conference between the date of this Order and December 31, 2020 shall be cancelled and removed from appropriate Court Branch calendar and shall be subject to the MEET and CONFER procedures set forth in this order; and,
- 2) Any matter which is ready to be set for Scheduling Conference between the date of this order and December 31, 2020 be subject to the MEET and CONFER procedures set forth in this order; and,
- 3) That prior to the entry of a scheduling order, the parties shall MEET and CONFER regarding preferred dates for scheduling in accordance with the Branch scheduling order form available in WORD format on the Waukesha County Clerk of Courts, Civil Division website at <https://www.waukeshacounty.gov/CircuitCourts/CivilCourt/>; and,
- 4) Representative counsel shall meet and confer with other representative counsel or with

unrepresented parties; and,

- 5) Where both parties are unrepresented, both parties shall meet and confer; and,
- 6) The Clerk's office shall file this order when issue is joined, and the proposed Scheduling Order shall be filed no later than 45 days thereafter, following the form order provided for the assigned court branch, via the CCAP system or other approved filing method; and,
- 7) In considering the schedule, the parties should bear in mind that the Court is not requiring that the parties meet in person but that some form of communication should be utilized to accomplish the goal of agreement as to schedule; and,
- 8) If there cannot be agreement, the parties should specify the differences in their positions and the basis for such differences; and,
- 9) The Court may sign or modify a jointly proposed order, schedule a Scheduling Conference to address differences identified by the parties, or select one party's proposal over another's at the Court's discretion; and,
- 10) The Court will set a Final Pretrial date once a Scheduling Order is entered; and,
- 11) This Order is subject to modification upon further order of the Court.