

## Instructions for the Pre-trial Status Report

These instructions are intended to give an attorney information on how to complete the Pre-trial status Report. The form can be found in the vestibule of the courtroom, the Clerk of Court's office or online at [www.greenlakecountywi.gov/departments/ Clerk of Court](http://www.greenlakecountywi.gov/departments/Clerk%20of%20Court).

In the first section you should mark all boxes that apply. If you have not receive discovery, or wish to discuss the case with the State you can contact them at (920) 294-4046.

The second section should only have one box marked.

Motion hearing – This box should be marked if the defense is filing any motions that may affect how the case is handled, such as a motion for suppression. The motions should be attached to the form. Once the Court receives the motions the Court will contact the attorney and set a date and time for the motion. Please enter how long you believe the hearing will be.

Plea/Sentencing Hearing -- If the defendant will be pleading in the case and there is a joint agreement, or a joint agreement on most issues, this box should be marked. If only a plea will be taken and the sentencing will be at a later date, including requesting a pre-sentence investigation, mark this box. Also mark how far out you would like the date to be scheduled. If you want a particular date, please call the Judicial Assistant at (920) 294-4044.

Plea & argued sentencing -- If a plea with an argued sentencing is requested, mark this box and include the amount of time that you believe will be needed for the hearing. Also mark how far out you would like the hearing set for. If you want a particular date, call the Judicial Assistant.

Review Hearing -- If the attorney would like to address an issue to the Court, or has lost contact with their client they should mark this box.

Jury Trial – if you believe the matter cannot be resolved and a jury trial is needed mark this box. The Court will enter an Order scheduling the matter for a status conference. All motions, including Motions in Limine, shall be filed before the status hearing. At the Status hearing the motions will not be heard but it will be determined whether a hearing is needed based on the motions or a Jury Trial date can be set.

Other -- This box is intended for unusual circumstances. If this box is marked please describe what the issue is, what the matter should be set for and when. The Court will determine what will be scheduled and when it will be set.

The Pre-trial Status Report can be filed at any time before the Return date. If the Report is not filed by the Return date the attorney and their client **must appear in person** at the Return date. If the Report is filed before the Return date, the Return date will be taken off the Court's calendar and the matter will be set accordingly.