

Instructions for the Pre-trial Status Report

These instructions are intended to give the attorney and their client information on how to complete the Pre-trial Status Report and avoid having to come to court for the Return Date. This form can be found in the Clerk of Court's office and on their website online and the vestibule outside of the courtroom.

ATTORNEYS

Fill out the Pre-trial Status Report form. Instructions are on the reverse of this sheet.

DEFENDANTS

If you verify the following information with the Clerk of Court's office, you do not need to appear at the Return Date;

- 1) Your mailing address, including post office box if needed to receive mail
- 2) Your cell phone number, if you have one
- 3) You agree to receive text messages on your cell phone for future court dates
- 4) You have your attorney's email address and/or phone number

You can verify this by checking your case on CCAP at www.wicourts.gov. A note will appear on the court record on the date you have verified this information.

If you have not verified all of the above information, you must appear in person at the Return Date. FAILURE TO VERIFY THE INFORMATION **OR** APPEAR AT THE RETURN DATE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.

If you have questions, please contact your attorney.

If you cannot reach your attorney contact the Clerk of Court's office.

ATTORNEY PRE-TRIAL STATUS REPORT

The Pre-trial Status Report can be filed at any time before the Return date. If possible please file it at least 48 hours before the Return Date to avoid all the last minute filings. Complete the Pre-trial Status Report as follows;

Section 1 Mark all boxes that apply

If you have not receive discovery, or wish to pre-try the case with the District Attorney, you can call them at (920) 294-4046.

Section 2 Mark only one box

Motion hearing – Mark this box if motions will be filed affecting the case, such as a motion for suppression. The motions should be filed at the same time. The Court will contact the attorney and District Attorney to set a date and time for the motion.

Plea/Sentencing Hearing – Mark this box if the defendant will be pleading and 1) there is a joint agreement, 2) mostly a joint agreement, or 3) a plea with sentencing at a later date. Indicate how far out you would like the date to be scheduled, or if you want a particular date, please call the Judicial Assistant at (920) 294-4044.

Plea & argued sentencing – Mark this box if it is a plea with an argued sentencing. Fill out the amount of time you need for the hearing and when you would like the hearing held. If you want a particular date, call the Judicial Assistant.

Jury Trial – Mark this box if the matter cannot be resolved and a jury trial is needed. 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 Court will determined whether a motion hearing is needed based on the motions or a Jury Trial date can be set.

Other -- This box is intended for unusual circumstances. Please describe what the issue is. The Court will determine what will be scheduled and when it will be set.

If the Report is not filed by the Return Date the attorney **must appear in person** at the Return Date to complete the Report. The case will not be called. The attorney will simply complete the form. Once the Report is filed the Court will schedule the matter accordingly.