

GUIDELINE FOR ENTERING COSTS per WI STAT. 814.10

1. **BASIS.**
The record should include a judgment, order, or other document/event which confirms or clarifies the award of costs in favor of one party(s) against the other(s).
2. **FILE:**
 - a. Notice of taxation: Calculate & include a proper taxation date/time in the notice. It is not necessary to coordinate this date/time with the Clerk.
 - b. Affidavit in support of taxation: Don't forget to include supporting attachments.
 - c. [Proposed] Bill of Costs/Order: Submit as a word document through the "proposed order" application.
3. **TAXATION PROCESS:**
 - a. The Clerk will take up the taxation on or shortly after the taxation date/time.
 - b. If objections were NOT filed, the Clerk will proceed with the BOC taxation.
 - c. If objections WERE properly filed, the Clerk will delay the taxation & allow the parties a reasonable time to address the objection(s).
 - d. If the parties have resolved the BOC objections, they should notify the Clerk in writing about any further action that needs to be taken.
4. **JUDGMENT:**
After a judgment is on file that includes the taxation of costs, it may be entered on the judgment lien docket (JLD), upon request and payment of the \$5 docketing fee.
5. **ENTERING COSTS (Statutory information)**

814.10 Taxation of costs.

(1) Clerk's duty, notice, review. The clerk of circuit court shall tax and insert in the judgment and in the judgment and lien docket, if the judgment shall have been entered, on the application of the prevailing party, upon 3 days' notice to the other, the sum of the costs and disbursements as provided in this chapter, verified by affidavit.

(2) Cost bill, service. All bills of costs shall be itemized and served with the notice of taxation.

(3) Objections, proofs, adjournment. The party opposing such taxation, or the taxation of any particular item shall file with the clerk a particular statement of the party's objections, and the party may produce proof in support thereof and the clerk may adjourn such taxation, upon cause shown, a reasonable time to enable either party to produce such proof.

(4) Court review. The clerk shall note on the bill all items disallowed, and all items allowed, to which objections have been made. This action may be reviewed by the court on motion of the party aggrieved made and served within 10 days after taxation. The review shall be founded on the bill of costs and the objections and proof on file in respect to the bill of costs. No objection shall be entertained on review which was not made before the clerk, except to prevent great hardship or manifest injustice. Motions under this subsection may be heard under s. 807.13.