

OFFICE OF CLERK OF COURTS
EAU CLAIRE COUNTY
721 Oxford Avenue, Suite 2220
Eau Claire, WI 54703

Susan Schaffer, Clerk
Ashley Proue, Chief Deputy Clerk
715-839-4816
715-839-4817 FAX

September 5, 2019

Eau Claire County Bar Association:

In April 2017, an Administrative Order was signed by the judges in Eau Claire County as it relates to Exhibits. Only materials offered/received during a court hearing or trial may be marked as Exhibits that our office will retain.

If there is a specific need for a judge to view any "exhibit" type materials, please do not refer to them as exhibits – use the word **attachment** and eFile. Should you have a video or audio file (that is unable to be transcribed) for the judge to view prior to a hearing/trial, please eFile your request for permission from the Judge or Court Commissioner who will hear your case. Upon approval by the Court Official, you may send the Judge/Court Commissioner a "courtesy copy" of the electronic media for his/her review. When you mail the electronic media, be sure to write COURTESY COPY directly on it. Please eFile a letter indicating a courtesy copy has been provided to the Judge/Court Commissioner.

If the court confirms, you may pre-mark exhibits prior to a hearing/trial.

Attached is the Administrative Order relating to Exhibits.

FOR INFORMATION PURPOSES – large and bulky items you may have can be represented by a photograph if both parties and the court agrees. The original exhibit itself would be used in court; however, the photograph would be retained as a copy of the exhibit – the original kept by the offering party. The party responsible for the exhibit shall provide a photo that opposing counsel and the court agrees represents the item. For example, chair – lawn mower – large exhibits – etc. The photograph will be marked with the same Exhibit number as the original item.

If you have any questions, do not hesitate to contact me.

Thank you,


Susan Schaffer
Clerk of Court

Attachment (1)

**ADMINISTRATIVE ORDER
REGARDING E-FILING AND TRIAL OR HEARING EXHIBITS**

APR 17 2017

**SUSAN SCHAFFER
CLERK OF CIRCUIT COURT**


In order to enable the Clerk of Court, Register in Probate and Juvenile Clerk to maintain an accurate and uncluttered electronic record for the benefit of the parties, the trial court and the appellate court,

IT IS HEREBY ORDERED:

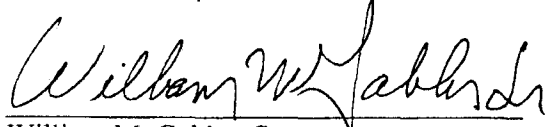
1. In all cases where e-filing is permitted or mandated by law, attorneys and parties may not e-file exhibits they intend to offer, or may offer, in an upcoming trial or hearing.
2. If the circuit judge or court commissioner requires or encourages e-filers to pre-mark their tangible exhibits in advance of a trial or hearing, such pre-marking is permitted and encouraged on the actual physical document or item that a party wishes to introduce.

However, in no event can pre-marked exhibits be e-filed by attorneys or the parties.

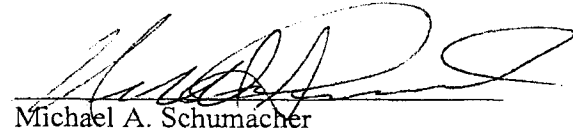
BY THE COURT:


 John F. Manydeeds
 Circuit Judge, Branch 1

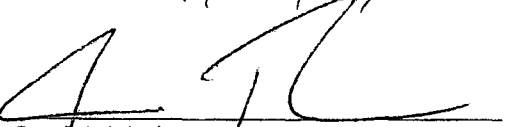
Dated: 4-13-2017


 William M. Gabler, Sr.
 Circuit Judge, Branch 3

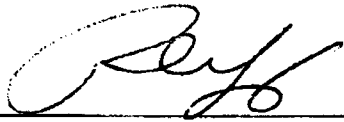
Dated: 4/13/17


 Michael A. Schumacher
 Circuit Judge, Branch 2

Dated: 4/13/17


 Jon M. Theisen
 Circuit Judge, Branch 4

Dated: 4/14/17



Paul J. Lenz
Circuit Judge, Branch 5

Dated: 4-17-17

cc: Susan Schaffer, Clerk of Circuit Court