

THE BRIEF

April 2019

An electronic update for the legal community providing a brief look at news in Eau Claire County Courts.

Twenty years ago, entering a courtroom was formal and respectful. As time went by and trends in the workplace became more relaxed and casual, we have seen courtesy and decorum decline.

Supreme Court Rules and Eau Claire County Local Court Rules still exist regarding the expectations of all court personnel and attorneys. We set the standard and atmosphere for all parties and spectators. Judges continue to wear traditional black robes. All court officers and attorneys should be properly dressed and follow courtroom courtesy and formalities when appearing before the Court.

This publication of *The Brief* is to remind everyone of these expectations.

STANDARDS OF COURTESY AND DECORUM FOR THE COURTS

The following is quoted from Supreme Court Rules: “The uniform standards of courtroom courtesy and decorum in SCR 62.02, adopted to enhance the administration of justice by promoting good manners and civility among all who participate in the administration of justice in Wisconsin, are applicable to judges, court commissioners, attorneys, court personnel and the public in all Wisconsin courts.

Eau Claire County Local Court Rules Section 203, Part 2, outlines the Rules of Decorum in our courtrooms. As a courtesy to the Court, the court reporter and other parties, the Court expects all to comply with the rules.

We specifically note the following for this article:

- ❖ If you need to speak with your client or opposing counsel, ask the Court if you can go off the record.
- ❖ Use the *mute* button on your microphone except when addressing the Court and/or witnesses.
- ❖ Attorneys shall never lean upon the bench or appear to engage the Court in a manner which would lessen the dignity of the proceedings in the eyes of the jury and the public.
- ❖ The use of first names shall be avoided.
- ❖ Attorneys shall advise their clients and witnesses of the formalities of court, and seek their full cooperation. It is expected that attorneys will guide clients and witnesses as to appropriate attire.
- ❖ Spectators may leave or enter the courtroom only when attorneys are leaving or approaching the podium.
- ❖ No unnecessary conversation, loud whispers or background noise as this can interfere with the court reporter documenting the record as well as the concentration of all parties in the current session.

How does this apply to us today? Decorum upholds the dignity of the Courts and the public’s respect for courts of law. If we do not hold ourselves to a higher standard, we cannot expect litigants to respect the Court. Let us all do our part to maintain the standards of courtroom courtesy, dignity, and formality for all Eau Claire County Courts.

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E-FILING TIPS:

Can I include my assistant as a recipient for notifications sent about a case I am working on?

Yes. Select "preferences" and add an email address in the "CC email" field. When a CC email has been entered, all filing notifications will be copied to that email address. Carbon copying occurs whether you (the eCourts account owner) have your own preference set to ON or OFF. Only one CC email address is allowed for private attorneys. If more users must be notified, a local email rule or general inbox could be leveraged. For security, when accessing document links from within a received CC email, users must log in as the eCourts account owner to view the document. If you would like to authorize someone to prepare filings on your behalf, review the WCCA [File Prep FAQ](#).

Can my assistants prepare filings for me without logging into my eCourts account?

Yes. The file prep feature provides paralegals, legal secretaries, and local government staff the ability to prepare eFilings using their own eCourts accounts. Once granted file prep authority, support staff can prepare new case filings or file additional documents on your existing cases. To learn how to provide your staff with file prep access, review WCCA guide "[Granting Access for file prep](#)" and "[Granting access for file prep as a corporation counsel attorney](#)" tutorials.

April 24 – Administrative Professionals Day

A day to recognize the work of support professionals.

They make our offices more efficient and productive every day!