

THE BRIEF

February 2019

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

PRESIDENT'S DAY

Feb., 18, 2019

We often think of two great presidents, George Washington and Abraham Lincoln when we celebrate this holiday. While federal employees, post offices, and banks have the day off. The Eau Claire County Courthouse will be open for business!

Did you know?

Dismissals or Acquittals display on WCCA (Wisconsin Circuit Court Access) for two years from the date of disposition on criminal cases. The two year display period also applies to small claims cases that were dismissed, such as eviction actions, and injunction petitions relating to domestic abuse, child abuse, individuals at risk, and harassment that were dismissed or denied.

E-Filing Tips of the Month —

Do you need to get a letter to the Court but have not been retained yet? For case types enabled for eFiling, file your letter with the Court as a non-party filing. Instead of clicking 'my cases', click 'non-party filing', select Eau Claire County, and enter the case number. Then upload your document for submission to the Court. If you have questions on this or other eFiling issues, please contact the Clerk of Court office staff or contact the CCAP Customer Support at 1(800) 462-8843.

Effective March 1, 2019, all proposed Orders are required to have a 3 inch margin at the top of the first page to allow for the court official's signature block along with a ½ inch top margin to allow for the court applied header. Orders submitted without the 3 inch top margin may be rejected.

Retention of files —

Clean Out Your Computer Day is February 11, 2019. Remember to cleanup and delete old and unused files. This is also a good time to let you know about the court's retention guidelines under SCR Chapter 72. The circuit court maintains (with some exceptions) civil files for 20 years, family cases are kept for 30 years, forfeiture/traffic cases for 5 years, misdemeanors for 20 years and felony matters for 50-75 years.

Attorney billings to the Court —

Just a reminder for all attorneys appointed by the Court in all case types; your bills must be submitted at least quarterly, even if your case is still pending.