

EXHIBIT PROCEDURE FOR FAMILY COURT COMMISSIONER HEARINGS

Based upon current protocols in place regarding in-person/Zoom conferencing appearances, the Court orders the following requirements in preparation for the hearing (with the exception of First Appearance hearings wherein no exhibits will be considered) and presentation of evidence in front of the Family Court commissioners:

For all matters scheduled for hearing, exhibits must either be e-filed with the Family Clerk of Courts office by creating an eCourts account and opting into the case OR by submitting in person* and made available by providing copies to the opposing side at least two business days in advance. All exhibits must be pre-marked before the hearing. Petitioner/Joint Petitioner A/Movant shall utilize exhibit numbers 1-99. Respondent/Joint Petitioner B shall utilize exhibit numbers 100-199. The GAL (if any) shall utilize exhibit numbers 200-299. The State of Wisconsin, if participating, shall utilize exhibit numbers 300-399. Each proposed exhibit must be paginated separately for ease of reference, must have at least one-half inch top margin and must be in PDF format.

THE COURT ORDERS THE CLERK NOT TO PULL-THROUGH OR OTHERWISE FILE INTO THE COURT RECORD ANY PROPOSED EXHIBITS E-FILED IN THE CASE UNLESS AND UNTIL THE EXHIBIT IS OFFERED INTO EVIDENCE AT THE HEARING OR UNLESS OTHERWISE ORDERED BY THE COURT. INSTEAD, THE EXHIBIT WILL BE PROCESSED INTO THE CASE EXHIBIT QUEUE AS A “PROPOSED EXHIBIT” AND SHALL REMAIN THERE UNTIL THE HEARING.

Any exhibit not clearly marked and filed at least two business days in advance of the hearing date **WILL NOT BE CONSIDERED** absent a showing of good cause. Failure to file and provide copies to opposing parties may result in the exhibit not being considered by the court.

*If you are unable to file electronically please mail to or file exhibits in person at the Waukesha County Courthouse Family Division (Room 153) 515 W. Moreland Blvd. Waukesha, WI 53188 ensuring that the exhibits are received in the Family Clerk’s Office at least two business days in advance of the hearing date