

CIRCUIT COURT / DANE COUNTY ORDER
Effective July 1, 2013

Circuit Court Rule 107:Case Captions

1) Caption

In the initial pleadings (e.g., complaint) the caption shall include the case classification type and code. The title of the action shall include the full names and addresses of all the parties, including persons appearing in a representative capacity (e.g., a guardian of a ward). All pleadings/papers shall be captioned State of Wisconsin, Dane county Branch _____, Circuit Court. The caption shall include the title of the action, the case number, and a name of document (e.g., answer). Subsequent documents filed after the pleadings should, at a minimum, state the full name of the first party, followed by "et al."

2) Pleadings

Every pleading, motion or other paper of a party represented by an attorney shall contain the name, state bar number, telephone number, and address of the attorney. A party who is not represented by an attorney shall include on the pleading, motion or other paper his or her name, signature and address. Papers that do not contain the required information will not be accepted for filing. If more than one case number is listed on any document, a duplicate signed original must be filed for each additional case number on the document. Documents exceeding one page in length will not be accepted for filing unless stapled or bound at the top of the document with a secure device, including but not limited to metal tab fasteners or other devices as approved by the Clerk of Court. Paper clips and binder clips are not sufficient.

Dated this 24th day of June, 2013

C. William Foust

Chief Judge

5th Judicial District

**RENT ABATEMENT
HEARING EXAMINER**

*City of Madison's Rent Abatement
Landlord & Tenant Issues Committee*

As the Rent Abatement Hearing Examiner, conduct hearings, prepare official findings, orders and related documents; conduct pre-hearing mediation in accordance with Chapter 32 of Madison General Ordinances and Chapter 704 of State Statutes. Requires responsible experience as an attorney or other professional involved in mediation, arbitration and/or other types of due process or legal adversarial proceedings. \$65/hour (including preparation time, pre-hearing conferences and decision writing). \$200 cap/hearing. Approximately 3-6 hearings per month conducted between 4:30 PM and 7:30 PM, usually one night a week excluding Friday. Application packets available from Karen Tantillo, Rent Abatement Clerk, Madison Municipal Building, 215 Martin Luther King, Jr. Blvd., Room LL-100, Madison, WI 53701, (608)266-4787. Apply no later than 4:30 PM on August 2, 2013.

**Classified Ads
are a great buy!**

OFFICE SPACE: Great office with panoramic view of Lake Monona and State Capitol. Office sharing arrangement with two attorneys with established practices. Referrals possible. Located at 131 W. Wilson Street, across from the courthouse and the jail. Underground parking available. Call Gary A. Miller at 608-255-9899.

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