

STANDARD COOPERATIVE AGREEMENT

THIS AGREEMENT is entered into between the Milwaukee County Board of Supervisors, or the Child Support Agency (CSA) designated by the county board under Wis. Stat. § 59.53(5), and the Clerk of Court (Cooperative Agency).

This agreement is required by the State/Agency Contract for Child Support and is intended to provide support for the Child Support Agency in carrying out the functions of the IV-D program under Wis. Stats. §§ 49.22 and 59.53(5) and section 454(33) of the Federal Social Security Act related to establishing paternity, establishing, and enforcing support obligations, collecting, and distributing support payments, establishing, and enforcing medical support obligations, locating absent parents, and reporting. State and federal reimbursement of allowable administrative costs incurred by the Cooperative Agency is provided through this agreement.

A. EFFECTIVE DATES (45 CFR 303.107(f))

This agreement is in effect January 1, 2026, through December 31, 2026. Amendments to this agreement may be made upon the written concurrence of all parties. This agreement may be terminated by any party upon 30 days written notice to the other parties of intent to terminate. This agreement shall be renewed upon written agreement of all parties.

B. COMPLIANCE (45 CFR 303.107(c))

The Cooperative Agency agrees to conform to Title IV-D of the Social Security Act; the Code of Federal Regulations (CFR) governing the Child Support Enforcement Program; and other applicable Wisconsin state statutes, federal regulations and administrative rules governing the child support program. The Cooperative Agency also agrees to cooperate with the CSA and to comply with the provisions of State/County Child Support Contract. The Cooperative Agency agrees to comply with any state or federally approved corrective action plans.

C. RECORDS AND REPORTING REQUIREMENTS (45 CFR 303.107(e))

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for conducting state and federal audits and reviews.

Pursuant to 45 CFR 303.2 (c), Establishment of cases and maintenance of case records, Cooperative Agency staff with Kids Information Data System (KIDS) update access shall appropriately document case activity. For Cooperative Agency staff that does not have KIDS update access, the CSA shall ensure that the CSA staff record IV-D case activity. Said documentation shall include the date of action, a description of services rendered, and the result of the action.

All IV-D related contacts, actions and other appropriate IV-D case activity must be recorded as case events in KIDS by the CSA or the Cooperative Agency.

Case records that are held or maintained by the Cooperative Agency must be maintained pursuant to the requirements under 45 CFR 303.2(c) and referenced by a note in KIDS. The note must identify the nature of the records and the specific location of the records.

D. CONFIDENTIALITY (Wis. Stat. §§ 49.83 and 49.22(2m)(a))

The CSA will provide the Cooperative Agency with all available information necessary to perform the tasks under this agreement. The information received from the CSA shall be used exclusively for the performance of its functions as described in this agreement. The Cooperative Agency will be responsible for safeguarding this information and may disclose information only in the administration

of the programs under Wis. Stat. §49.22 (2m). The Cooperative Agency may not disclose information concerning applicants and recipients of IV-D services for any purpose not connected with the administration of the programs. Any person violating this section may be fined pursuant to Wis. Stat. §. 49.83.

The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state law and the penalties for violating confidentiality.

E. PROTECTION OF KIDS DATA: PROTECTION AGAINST UNAUTHORIZED ACCESS OR DISCLOSURE (Wis. Stat. §§ 49.83, 49.22(2m)(a), and 45 CFR 307.13)

The Cooperative Agency agrees to comply with the following measures to protect confidentiality of KIDS information and to protect child support case information against unauthorized access or disclosure:

- Only authorized Cooperative Agency employees shall be given access to KIDS. Said access shall be limited to the access levels necessary to perform job duties specified under this agreement.
- The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state and federal law.
- Child support case information and KIDS data shall be used only to the extent necessary to administer child support cases and the child support enforcement program, and shall not be used for any other purposes, and may not be re-released to any other organization or agency.
- KIDS information shall be stored in a place physically secure from access by unauthorized persons in conformance with the Wisconsin's Bureau of Child Support Policy Manual: Privacy Protection and Program Security sections regarding computer security.

The Cooperative Agency shall attest that all personnel with access to KIDS information will adhere to the policies and procedures of the Department of Children and Families (DCF) and state statutes regarding confidentiality and computer access. This includes, but is not limited to, completing a DCF-F-2923-E Request for Access form for each person who ends employment with the Cooperative Agency who had access to KIDS, and for each person no longer requiring access to KIDS. The CSA director or designee should periodically review each staff's access to KIDS to ensure the level of access is consistent with their job duties.

F. FAMILY VIOLENCE INDICATOR (Wis. Stat §§ 49.22(12) and 454 (26) of the Social Security Act)

Pursuant to Wisconsin statute and federal law, a CSA may not release information about the whereabouts of a person, if the person seeking information is subject to a temporary restraining order or injunction with respect to the person about whom the information is sought, or if the CSA has reason to believe that releasing the information might result in physical or emotional harm to the person about whom the information is sought. Child support workers are required to safeguard the privacy of said individuals by entering a participant privacy indicator in KIDS.

KIDS data includes information about all case participants, including persons with privacy protection. The Cooperative Agency will explain the sensitive nature of the privacy protection indicator to all agency personnel with access to case information and will comply with safeguards to protect the privacy of all parties, including individuals protected with a privacy protection indicator.

Information about protected individuals may not be published, used, transmitted, or otherwise shared,

without first removing all information about location, employment or other information identifying the whereabouts of the protected individual.

G. MONITORING AND CORRECTIVE ACTION (45 CFR 304.20(b)(1)(ii))

The Cooperative Agency's performance, as set forth in this agreement, may be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of services covered by the agreement. The CSA may develop corrective action plans as necessary to avoid fiscal sanctions which may result if the Cooperative Agency does not meet its obligation under this agreement. The Cooperative Agency must notify the CSA of conditions that have caused or may hinder its ability to meet its obligations under this agreement. The Cooperative Agency will help develop corrective action plans and comply with them.

H. FEDERAL FINANCIAL PARTICIPATION (FFP) REIMBURSEMENT FOR CHILD SUPPORT ACTIVITIES (45 CFR 304.21)

The Cooperative Agency agrees to comply with the provisions of 45 CFR 304.21, FFP, in the costs of cooperative arrangements, as a condition for FFP. The Cooperative Agency may be reimbursed for administrative expenses incurred by the Cooperative Agency as a result of the activities performed under this agreement. Said reimbursement shall not exceed the percentage set by federal regulations or state statutes, and it may change during a given calendar year.

The CSA shall send written notification to the Cooperative Agency as soon as the CSA is officially notified of a proposed change in the reimbursement rate for administrative expenses.

I. CIVIL RIGHTS COMPLIANCE

The Cooperative Agency will comply with the Civil Rights Compliance standards for agencies that deliver services under this cooperative agreements with DCF, including other contracts and sub-contractors.

J. CHILD SUPPORT AGENCY'S DUTIES, FUNCTIONS, AND RESPONSIBILITIES

The CSA is responsible for administering the county program to establish paternity, establish, and enforce child and spousal support orders, and to establish and enforce medical support orders pursuant to state and federal law.

The CSA will provide the Cooperative Agency with the necessary child support information, policies, and procedures to carry out the requirements of this agreement.

On behalf of the county, the CSA will seek reimbursement for the allowable costs incurred by the Cooperative Agency under the terms of this agreement by appropriately reporting those costs to the DCF.

K. REQUIRED ATTACHMENTS TO COOPERATIVE AGREEMENTS

ATTACHMENT 1: Required Duties and Performance Standards (45 CFR 303.107(a) and (b)) contains a clear description of the specific duties, functions and responsibilities of the Cooperative Agency, and clear and definite standards of performance.

ATTACHMENT 2: Methods of Determining Costs (45 CFR 303.107(d) and 45 CFR 304.21(c)) contains the methods of determining costs and the procedures for billing by the Cooperative Agency.

ATTACHMENT 3: Cooperative Agency Budget Worksheet (45 CFR 303.107(d)) contains a budget

estimate and covered expenditures for the Cooperative Agency. The Cooperative Agency and the CSA are responsible for monitoring Cooperative Agreement costs to ensure the costs are necessary and reasonable for child support program administration.

L. SIGNATURES (45 CFR 304.21 (d))

Reimbursement is available for IV-D costs incurred as of the first day of the calendar quarter in which this agreement is signed by parties sufficient to create a contractual arrangement under state law and county ordinance.

FOR THE CHILD SUPPORT AGENCY (only one signature required):

Artis Landon	Child Support Administrator
_____	_____
Print Name: County Board Chair/Designee or CSA Designee under Wis. Stat. § 59.53(5)	Title

_____	_____
Signature	Date

_____	_____
Print Name: County Board Chair/Designee or CSA Designee under Wis. Stat. § 59.53(5)	Title

_____	_____
Signature	Date

FOR THE COOPERATIVE AGENCY (only one signature required):

Anna Hodges	Clerk of Court
_____	_____
Print Name	Title

_____	_____
Signature	Date

_____	_____
Print Name	Title

_____	_____
Signature	Date

Attachment 1

Required Duties and Performance Standards

CLERK OF COURTS (COC) DUTIES (required for reimbursement of services)

* In all of the following, the term "provide" means paper copies or electronically if the case is an electronic file.

Note: Also, see CSB 02-01 Filing Fees for Revision of Judgment for treatment of COC fees.

Ensure equal opportunity and equal access in service delivery. This includes using interpreters and/or having procedures for acquiring translation and interpretation services when needed, and for providing reasonable accommodations or aids for people with disabilities.

Provide copies of all Orders for Protection to the CSA.

Per Wis. Stat. §§ 767.57 (1)(b) Upon request, after the filing of an order or judgment or the receipt of an interim disbursement order, the clerk of court shall advise the county child support agency under s. 59.53 (5) of the terms of the order or judgment within 2 business days after the filing or receipt. The county child support agency shall, within the time required by federal law, enter the terms of the order or judgment into the statewide support data system, as required by s. 59.53 (5) (b).

Provide copies of temporary orders, judgments, modifications to orders, and interim disbursement orders for non-IV-D cases for each action that comes related to setting and/or modifying child support, maintenance, or property settlements payable through the State Disbursement Unit (SDU).

Upon request, provide the CSA with copies or certified copies of court documents, including temporary orders, judgments, modifications to orders, and interim disbursement orders.

Provide staff to attend court sessions and take proper minutes pertaining to paternity, child support establishment, child support modification, and/or enforcement hearings.

Provide a court reporter to attend court sessions and make proper minutes pertaining to paternity, child support establishment, child support modification, and/or enforcement hearings.

Upon docketing an appropriately completed *pro se* motion for a revision of the child support order submitted by an IV-D case participant, notify the CSA of the date of filing and the date of the hearing.

Provide access to or a copy of the Confidential Petition Addendum containing the Social Security numbers of case participants to the CSA to help the CSA set up non-IV-D cases in KIDS, pursuant to Wis. Stat. §§ 767.215(5) and 59.40(2)(p).

If available, accept filing and scanning of documents using the electronic filing system established by the Director of State Courts.

Attachment 1

Required Duties and Performance Standards

In registration of foreign judgment cases, upon a receipt of complete filing (request and all required copies), the clerk shall prepare notice of registration. If the information is provided in the filing, the notice shall state separate arrearage and interest totals (if any). The clerk shall schedule objection to registration hearings.

In accordance with Wis. Stat. § 767.853(3)(b), create post-adjudication paternity cases for IV-D cases with records filed after May 1, 2000, in Wisconsin Circuit Court Access (WCCA) at the request of the CSA, if not already created.

Additionally, convert paper case files to electronic case files for IV-D cases filed prior to May 1, 2000, at the request of the CSA.

CSA and COC will cooperate with each other to perform any required e-filing duties.

Meet regularly with the CSA Director regarding policy and procedural issues as needed.

CLERK OF COURTS STANDARDS OF PERFORMANCE

Provide copies of the following documents within the required schedules:

- Copies of Orders for Protection to the CSA within (2) (select one) working or calendar days after the order is rendered.
- Copies of an order, judgment, or an interim disbursement orders within two business days after the filing or receipt to meet Wis. Stat. §§ 767.57 (1)(b).
- Copies of other requested court documents, including certified copies, within (5) (select one) working or calendar days of the request.
- In registration of foreign judgment cases, upon a receipt of complete filing (request and all required copies), the clerk shall prepare notice of registration. If the information is provided in the filing, the notice shall state separate arrearage and interest totals (if any). The clerk shall schedule objection to registration hearings.

Convert cases to e-filing within ten (10) business days of CSA request.

Correct problems with e-filed cases within three (3) business days of CSA request.

Notify the CSA of filing of a *pro se* motion to modify child support within five working days.

Meet when necessary with the CSA Director regarding policy and procedural issues as needed.

~end~

Attachment 2: Methods of Determining Costs and Procedures for Billing Cooperative Agency

This attachment contains checkboxes for the Cooperative Agreement agency and methodologies used. Under 45 CFR 304.21(c), states have discretion with respect to the method of calculating eligible expenditures. However, any method used must account for the specific costs incurred on behalf of cases receiving IV-D services.

Depending upon the county practices, different methodologies may be appropriate to identify and document Federal Financial Participation (FFP) eligible costs for the various Cooperative Agencies. Pursuant to federal regulations, the amounts charged to the child support program by the Cooperative Agency must be reasonable and necessary to provide IV-D services. Amounts charged must also be reasonably assignable to IV-D services, and fully documented in the IV-D agency financial records.

Cooperative Agreement Agency (check only one)

- Clerk of Courts
- Corporation Counsel
- District Attorney
- Family Court Commissioner
- Sheriff's Department

Methodologies for Determining Costs for Staff & Non-salary Items (check each one that applies)

Actual Time Accounting

The Cooperative Agency will maintain detailed timesheets of actual time spent on IV-D activities. The detailed timesheets will include the actual dates, hours spent, activities performed, and IV-D case identifiers. (Optional: Attached IV-D Activity Time Log may be used to support this method.)

Procedures for Billing:

Provide detailed timesheets to the Child Support Agency (CSA) by the ____ (e.g., first, tenth) day of the month following the month that the activities were performed. The hours reported on the detailed timesheets will be multiplied by the staff person's hourly productive rate to establish IV-D charges eligible for FFP for the following staff:

Staff Titles (not names):

Time Study

During a continuous two-week period in each calendar quarter, the Cooperative Agency staff that performs IV-D services will complete time studies of actual time spent on IV-D activities. The time study form will include the date and quarter-hour increments for each date, and the activities performed during those quarter-hourly increments. A IV-D case identifier or IV-D activity identifier must be included for all IV-D work performed. (Optional: Attached IV-D Activity Time Log may be used to support this method.)

Procedures for Billing:

Provide the time-study documents to the CSA by the ____ (e.g., first, tenth) day of each calendar quarter with the ratio of actual work hours spent on IV-D activities by the staff person calculated.

The staff will provide a daily timesheet showing all hours worked by the ____ (e.g., first, tenth) day of the month following the month that the activities were performed. The actual hours worked each month will be

multiplied by the IV-D time ratio as identified in the time study for the billing quarter, then multiplied by the staff person's hourly productive rate.

Staff Titles (not names):

RMS Ratio – Actual Time or Time Study

Cooperative Agency staff who perform child support services for both IV-D and non-IV-D court cases. The Cooperative Agency will track their time using Actual Time or a Time Study. However, for the RMS Ratio method, agencies no longer must track the IV-D or non-IV-D case type because the quarterly statewide RMS ratio for your county's group will be used to calculate the IV-D and non-IV-D case work.

RMS Ratio - Actual Time

The Cooperative Agency will maintain detailed timesheets of actual time spent on all family court cases (IV-D and non-IV-D court cases). The detailed timesheets will include the actual dates, hours spent, activities performed, and the court case number. (Optional: Family Court Case Activity Time Log may be used to support this method.)

Procedures for Billing:

Provide the time logs to the Child Support Agency (CSA) by the ____ (e.g., first, tenth) day of the month following the month that the activities were performed. The Quarterly Group RMS ratios, IVD% and NIVDQ% can be added together or the NIVDNQ% can be subtracted from 100% to arrive at the RMS ratio to use for billing. The resulting RMS ratio will be applied to the total time worked on IV-D and non-IV-D cases, then multiplied by the staff person's hourly productive rate. This method will be applied to all salary and fringe benefit expenditures for the following staff:

Staff Titles (not names):

If the staff only does IV-D work, the staff is considered 100% dedicated and no RMS ratios are applied to those staff.

RMS Ratio - Time Study

The Cooperative Agency staff that performs child support services will complete time studies of actual time spent on family court case activities during two weeks of each calendar quarter.

The time study form will include the date and quarter-hour increments for each date, and the activities performed during those quarter-hourly increments. A court case must be included for all services performed. (Optional: Family Court Case Activity Time Log may be used to support this method.)

The Cooperative Agency will submit their time based on Actual Time or the Time Study, then the most recent *statewide* quarterly RMS ratios for Group 2A or Group 4B, depending on your county, will be subtracted from the hours submitted by the Cooperative Agency, and multiplied by the hourly productive rate.

Procedures for Billing:

Provide the time logs to the Child Support Agency (CSA) by the ____ (e.g., first, tenth) day of the month following the month that the activities were performed. The Quarterly Group RMS ratios, IVD% and NIVDQ% can be added together or the NIVDNQ% can be subtracted from 100% to arrive at the RMS ratio to use for billing. The resulting RMS ratio will be applied to the total time worked on IV-D and non-IV-D cases, then multiplied by the staff person's hourly productive rate. This method will be applied to all salary and fringe benefit expenditures for the following staff:

Staff Titles (not names):

If the staff only does IV-D work, the staff is considered 100% dedicated and no RMS ratios are applied to those staff:

Dedicated Staff Titles (not names):

Caseload Ratio

Cooperative Agency staff who perform child support services 100% of their time for both IV-D and non-IV-D cases. The IV-D caseload ratio is used to report their time.

Procedures for Billing:

The ratio of IV-D and non-IVD cases will be applied to the total time actually worked and multiplied by the staff person's hourly productive rate. The IV-D caseload ratio will be applied to all salary and fringe benefit expenditures for the following staff:

Staff Titles (not names):

Piece-Rate

Cooperative Agency staff performs certain discreet IV-D tasks, as follows: (e.g., completing and mailing income-withholding notices). A time study will be conducted to determine the average time it takes to complete each task, and that amount of time will be multiplied by the actual number of times the staff person completes the task for a IV-D case. (Optional: Attached IV-D Activity Time Log may be used to support this method.)

Procedures for Billing:

A time study will be completed each year to determine the average amount of time needed for _____ (task). The staff will maintain a list of cases for which the task was actually performed. The list will include the date, a case identifier, and a notation of whether the case was IV-D or Non-IVD.

Provide the list to the Child Support Agency (CSA) by the ____ (e.g., first, tenth) day of the month following the month that the activities were performed. The total number of IV-D case tasks will be multiplied by the

average amount of time identified in the time study, multiplied by the person's hourly productively rate for the following staff:

Staff Titles (not names):

Alternative County Methodologies

If a county is using another method not listed above, check this box and include a brief description of the method. For example, Milwaukee Co FCC uses a caseload method with only the cases handled by the FCC. The FCC tracks all IV-D and NIVD cases that appear in front of the FCC, then calculates the caseload ratio. The caseload ratio for IV-D is applied to the salaries for each FCC employee.

Description of Method:

Procedures for Billing:

Provide CSA with documents and calculations for the county method to the Child Support Agency (CSA) by the ____ (e.g., first, tenth) day of the month following the month that the activities were performed. Multiply the person's hourly productively rate for the following staff:

Staff Titles (not names):

Documenting Allowable Costs for Non-Salary Items

The Cooperative Agency will claim non-salary IV-D costs to the extent that these costs are reasonable and necessary to assure quality IV-D services, the amounts charged are reasonably assignable to the IV-D program, and the costs are not reported twice. Cooperative Agency non-salary costs will be charged to the IV-D program as follows:

Cost Item(s)	Methodology/Cost Basis
<i>Example: Copies</i>	<i>\$0.25 each</i>
<hr/>	<hr/>
<hr/>	<hr/>

ATTACHMENT 3: COOPERATIVE AGENCY BUDGET WORKSHEET - CLERK OF COURTS

COUNTY:	MILWAUKEE		
YEAR(s):	2026		
DESCRIPTION	POSITION/LOCATION	IV-D ALLOWABLE COSTS	FULL-TIME EQUIVALENT
SALARY & FRINGE:			
COC STAFF	Administrative Services	\$0.00	-
COC STAFF	Administrator	\$94,136.92	1.00
COC STAFF	Cashier	\$197,884.50	4.00
COC STAFF	Court Op Supervisor	\$113,129.40	2.00
COC STAFF	Deputy Administrator	\$144,007.00	2.00
COC STAFF	Deputy Court Clerk	\$600,778.00	12.00
COC STAFF	Intake	\$201,749.20	5.00
COC STAFF	Judgment Clerk	\$169,215.20	4.00
COC STAFF	Record Center	\$103,904.00	3.00
COC STAFF	Senior Clerical	\$0.00	-
COC STAFF	Senior Training Coordinator	\$0.00	-
TOTAL FTE'S		\$1,624,804.22	33.00
OTHER COSTS:			
	LOCATION	IV-D ALLOWABLE COSTS	
TELEPHONE AND TELEPHONE OUTSIDE VENDORS	Milwaukee County Courthouse, 1	\$ 1,500.00	
RECORDS CENTER CHARGES	Milwaukee County Courthouse, 1	\$ 130,000.00	
PRINTING AND STATIONERY	Milwaukee County Courthouse, 1	\$ 1,200.00	
SUNDRY SERVICES	Milwaukee County Courthouse, 1	\$ 2,200.00	
OFFICE SUPPLIES	Milwaukee County Courthouse, 1	\$ 7,500.00	
PHOTO, PRINTING, REPRODUCTION & BINDING	Milwaukee County Courthouse, 1	\$ 5,500.00	
MINOR OFFICE EQUIPMENT	Milwaukee County Courthouse, 1	\$ 5,500.00	
SUNDRY MATERIALS & SUPPLIES	Milwaukee County Courthouse, 1	\$ 600.00	
ADMINISTRATIVE SERVICES	Milwaukee County Courthouse, 1	\$ 92,581.00	
INDIRECT COSTS		\$ 246,581.00	Detailed indirect cost plan
COOPERATING AGENCY IV-D BUDGET TOTAL		\$1,871,385.22	
ESTIMATED 66% FFP REIMBURSEMENT		\$1,235,114.24	

Certificate Of Completion

Envelope Id: AE3BC02C-E90C-4895-83EA-19E9A10CF01C
 Subject: Complete with Docusign: 2026 Clerk of Court Cooperative Agreement
 Source Envelope:
 Document Pages: 13 Signatures: 0
 Certificate Pages: 4 Initials: 0
 AutoNav: Enabled
 EnvelopeId Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
 Cheryl Berry
 633 W. Wisconsin Ave.
 Suite 901
 Milwaukee, WI 53203
 cheryl.berry@milwaukeecountywi.gov
 IP Address: 204.194.251.5

Record Tracking

Status: Original
 2/27/2026 3:22:58 PM
 Holder: Cheryl Berry
 cheryl.berry@milwaukeecountywi.gov
 Location: DocuSign

Signer Events

Anna Hodges
 anna.hodges@wicourts.gov
 Clerk of Circuit Court
 Security Level: Email, Account Authentication
 (None)

Signature

Timestamp

Sent: 2/27/2026 3:51:01 PM
 Viewed: 2/27/2026 4:22:36 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/27/2026 4:22:36 PM
 ID: 0d09572f-435c-47f9-96d7-deeddaf62e0c

In Process

Artis Landon
 Artis.Landon@milwaukeecountywi.gov
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Katie Murphy
 kathleen.murphy@milwaukeecountywi.gov
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent Hashed/Encrypted 2/27/2026 3:51:01 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

In Process

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Milwaukee County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Milwaukee County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: procurement@milwaukeecountywi.gov

To advise Wisconsin Milwaukee County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at procurement@milwaukeecountywi.gov and in the body of such request you must

state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Milwaukee County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to procurement@milwaukeecountywi.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Milwaukee County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to procurement@milwaukeecountywi.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Milwaukee County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Milwaukee County during the course of your relationship with Wisconsin Milwaukee County.