


COUNTY OF MILWAUKEE INTER-OFFICE MEMORANDUM

DATE: June 1, 2018
TO: Theodore Lipscomb, Chair, Milwaukee County Board of Supervisors
FROM: John Barrett, Clerk of Circuit Court/Register in Probate 
SUBJECT: Abolish/Create

I respectfully request that the following positions be abolished effective immediately:

Title	Job Code	Position #	FTE
Sr. Clerical Assistant	00000800	51, 15, 40, 45, 78	5
Court Coordinator	00008781	07, 08	2

and the following positions are created:

Title	Job Code	Position #	FTE
Deputy Court Clerk	00008778	TBD	5
Administrative Assistant	00001000	TBD	1

Background

Civil Division – Family Court

This is a continuation of the implementation of e-filing, pursuant to Wisconsin Statutes and Supreme Court Rules. On April 28, 2016, the Wisconsin Supreme Court approved Rule Petition 14-03 to begin a gradual transition to mandatory electronic filing by attorneys in the circuit courts. The new rule was enacted as Wis. Stat. s. 801.18. Pursuant to the rollout schedule set by Wisconsin Supreme Court and the Director of State Courts, e-filing became mandatory for attorneys in Milwaukee County, effective September 1, 2017, for both new cases and new filings in existing cases, in a number of case types, including e civil and family cases.

The Office of the Family Court Commissioner (FCC) is part of the Milwaukee County Circuit Court Family Division. This unit consists of 10 judicial officers including a Commissioner, Deputy Commissioner and 8 Assistant Court Commissioners. These commissioners hold 35,000 hearings per year, with 64% of those hearings relating to child support matters. All cases filed by an attorney (including the large number of filings done by the Child Support Department) must be e-filed to be compliant with the new statute. When a case is e-filed for a hearing in the FCC, intervention (case management) by a Deputy Court Clerk is necessary to process the action before, during, and after the hearing. In 2017, Deputy Court Clerks were placed in most of our child support courtrooms. At this time, we require additional Deputy Court Clerks in our Civil Division that will be assigned to the Family Court Commissioner's Office, to staff the remaining courtrooms.

Additionally, because a hearing cannot proceed without the presence of a Deputy Court Clerk, the department has a "formula" of "positions to posts". This is to ensure that the department has enough Deputy Court Clerks to cover time away (vacations, sick time) and handle overflow. This is a 4:1 ratio, so an additional Deputy Court Clerk position will be needed to cover time away and court overflow. The Deputy Court Clerks are necessary to both staff and provide coverage in hearing rooms that have previously been unstaffed. The mandate of e-filing has made it necessary to staff these hearing with permanent staff members and provide coverage for the same. A shift in responsibilities and efficiencies has allowed for the abolishment of the clerical positions. This shift has also led to the creation of the Administrative Assistant position. This position will provide administrative and support functions to the Deputy Division Administrator, maintaining confidential documents, and assisting in the processing of efile conversions.

Fiscal Impact

These changes will result in a decrease in salary expenditures.

Your consideration and agreement with this request will be greatly appreciated.

cc: Amy Wochos, Senior Administrator
Ana Berrios, Family Court Commissioner
Anna Hodges, Deputy Division Administrator
Brenda Ottesen, Deputy Division Administrator