

BRANCH II  
DODGE COUNTY CIRCUIT COURT  
**JOHN R. STORCK, JUDGE**  
Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091

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**To: All Who Practice Law in Dodge County**

**RE: Labeling Orders and Other Documents; and Format for eFiled Pleadings**

Even if you do not eFile, appropriately labeling and titling documents you file is very important, to you!

All court officials in Dodge County are now using only the electronically stored documents. When anyone comes to the courthouse to look at a file, including you, they will be looking at the electronically stored documents. If the documents are not properly labeled they will not be able to be easily found. What good is your filed document if it cannot be easily found in the electronic record?

I am writing to request that when filing documents in Dodge County that you appropriately label or title a document. The label or title should describe what the document is.

What do I mean when I say a document should be appropriately labeled or titled? I will give a few examples:

**ORDERS** - Currently many Orders are simply labeled in the heading "Order." The title of an Order should be more specific. Rather than simply indicating "Order", the title should indicate "Order Granting Request for Continuance of Return Date," or "Order Modifying Child Support" or "Order Granting Plaintiff's Motion for Summary Judgment," or "Order Appointing G.A.L. and Scheduling Telephone Conference." or "Order Finding Respondent is in Contempt for Failure to Pay G.A.L. fees." It is impossible to list all potential Orders. What is important is that ***the title indicates it is an "Order" and then describes the type of order it is.***

**MOTIONS** - Currently many documents are simply labeled or titled as "Motion." ***The title to the Motion should indicate 1) Who is making the Motion and 2) What the request of the Motion is.*** Examples would be: "Defendant Smith's Motion for Summary Judgment" or "Respondent's Motion to Modify Child Support" or "Defendant's Motion in Limine."

**CORRESPONDENCE** - It would also be helpful to label in the "Re:" line what the correspondence is. Example would be: "Re: Request for Continuance in 13CF135," or "Re: Notice to Court of Settlement in 15CV10" or "Re: Filing of Certificate of Service in 15CV10." Here again what is important is that the ***label or title of the correspondence states what the correspondence is all about.***

Why is this change worth the effort? Now when a document is scanned in by the clerks, the clerks will add any additional description of the document they can so the document can be located easily. The clerks do not always know what the document is. We have had some documents mislabeled. A lot of time is wasted by the clerks trying to discern what the document is and wasted by the judge is they cannot easily find the document.

When the document is appropriately labeled in the electronic record it is easy to use a search feature to find it. When it is not labeled appropriately it can be difficult to find.

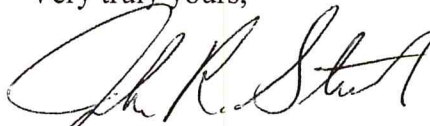
## **FORMAT OF eFILED PLEADINGS**

We have also noted a problem with some eFiled Pleadings. The problem is that the "Court Stamp" is always in the upper right corner of an eFiled Pleading. This means that whatever is in that corner can be difficult to read. To avoid having this problem please modify your forms so that there is a blank area in the upper right hand corner. An example is attached.

I know this will require a number of you to change forms that you are using. However, the effort to change now is well worth the effort so that everyone using the electronic record will be able to easily find and read the documents.

Thank you for your assistance. If you have any questions do not hesitate to call.

Very truly yours,

A handwritten signature in black ink, appearing to read "John R. Storck". The signature is fluid and cursive, with the first name "John" being the most prominent.

John R. Storck  
Circuit Court Judge

JRS/gms