

THE BRIEF

August 2023

An electronic update for the legal community providing a brief look at news in Eau Claire County Courts

Courtroom Tips from your Eau Claire County Court Reporters

- We strive to produce an accurate transcript, which must include speaker identifications and punctuation. Battling distractions and noise is exhausting.
- Limit extraneous background noise such as loud whispering, paper shuffling, pen clicking, keyboard tapping, walking in and out of court, etc.
- Speak audibly, loudly, clearly, and enunciate (advise clients to do the same) .
- One person speaks at a time, no interrupting, ESPECIALLY via Zoom.
- Slow down including when you are stating appearances.
- Direct witnesses not to answer until the questioner is done talking.
- Finish complete thoughts to reduce dashes in transcripts.
- Spell any names, businesses, medications or advanced medical terms (advise witnesses to do the same).
- Give a word example when providing initials (Example: B.D., B as in boy; D as in Dog).
- If citing case law, please spell it out including citation.
- During jury voir dire, use jurors' names, not their panel member number as this helps with speaker identification.
- Do not pace in front of the jury or stand in front of the reporter during voir as we need to see which juror is speaking.
- Every party who appears in court, deserves an accurate record of their case. Having the assistance of the judges and attorneys is greatly appreciated.

Telephone Scheduling Conferences

When a Telephone Scheduling or Status Conference is set in a family or civil case that will be held with the Judicial Assistant rather than the Judge, these will no longer appear on the Judge's calendar. Instead, they will be set on the Judicial Assistant's calendar and will be visible in the electronic record to e-parties.

Courthouse Etiquette

Please remember that the courthouse is a place of work, and keep conversations in the hallways to a quiet whisper. Noise travels into office spaces as well as courtrooms and conference rooms. Please do not block the hallway while in a group conversation.

TWO ITEMS OF NOTE

Reconstruction of the parking lot in front of the Government Center on Oxford Avenue is complete. The Eau Claire County Courthouse will be closed on Monday, September 4, 2023 for Labor Day.

Past issues of The Brief can be found at: [The Brief | Eau Claire County](#)

The Brief. Published monthly. To submit topics or questions: EauClaire.Info@wicourts.gov