

CHAPTER 13

MUNICIPAL COURT

- 13.01** **Established**
- 13.02** **Procedures**
- 13.03** **Sessions**
- 13.04** **Court Costs**
- 13.05** **Contempt Authority**
- 13.06** **Judge's Office**
- 13.07** **Records**
- 13.08** **Court Clerk**

CHAPTER 13

MUNICIPAL COURT

SECTION 13.01 Established.

A Municipal Court for the Village is hereby established.

SECTION 13.02 Procedures.

The Municipal Court's procedures shall be consistent with Chapter 800 of the Wisconsin Statutes and other applicable law.

SECTION 13.03 Sessions.

- (a) **Place.** The Municipal Court shall be held in the Village Municipal Building and at such other locations as determined by the Municipal Judge.
- (b) **Days and Hours.** The Municipal Court shall be open daily or as otherwise determined by the Municipal Judge and approved by the Village Board. The Municipal Court shall be in session on such days and at such hours as the Municipal Judge determines to be reasonable and appropriate.

SECTION 13.04 Court Costs.

The Municipal Court costs shall be the maximum permitted by law.

SECTION 13.05 Contempt Authority.

- (a) **Definition.** "Contempt of Court" means intentional:
 - (1) Misconduct in the presence of the Court which interferes with a Court proceeding or with the administration of justice or which impairs the respect due the Court;
 - (2) Disobedience, resistance or obstruction of the authority, process or order of the Court;
 - (3) Refusal as a witness to appear, be sworn or answer a question; or
 - (4) Refusal to produce a record, document or other object.
- (b) **Procedure.** The Municipal Judge in an action or proceeding may impose a sanction upon a person who commits contempt of Court in the presence of the Court. The Judge shall impose the sanction immediately after the contempt of Court for the purpose of preserving order in the Court and protecting the authority and dignity of the Court.
- (c) **Sanction.** The Municipal Judge may impose a sanction for being found in contempt of Court in the form of a forfeiture in an amount not to exceed \$50 or,

upon nonpayment of the forfeiture, plus costs, fees, and surcharges imposed by law, the Municipal Judge may impose a jail sentence not to exceed seven days.

SECTION 13.06 Judge's Office.

The Village Board shall provide the Municipal Judge with an office or appropriate work space.

SECTION 13.07 Records.

The Municipal Judge shall file and keep together all records in an action separate from all other records. The judge shall store all records in the office of the court clerk or in another appropriate facility designated by the Village Board. Access to the records shall be restricted to court personnel except as authorized by the judge or law. Counsel or parties may review records pertaining to their specific cases.

SECTION 13.08 Court Clerk.

- (a) The Village Board shall authorize at least one clerk of the Municipal Court.
- (b) The judge shall, in writing, appoint the court clerk(s) authorized by the Village Board.
- (c) The hiring, termination, hours of employment, and work responsibilities of the court clerk shall be under the judge's authority. The salary of the court clerk shall be set by the Village Board. The court clerk shall, before entering the duties of the office, take the oath provided by Sec. 19.01 of the Wisconsin Statutes.