



UNITED STATES DISTRICT COURT

Eastern District of Wisconsin

William C. Griesbach, Chief Judge • Stephen C. Dries, Clerk of Court



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Local Rules and Orders

U. S. District Court for Eastern District of Wisconsin Local Rules
General, Civil, and Criminal

Effective February 1, 2010 (As amended September 28, 2015)

[Local Rules](#)

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There are currently no proposed Local Rules amendments.

[Link to the Electronic Case Filing Policies and Procedures Manual](#)

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[Instructions for Practicing Before Individual Judges](#)

Please select a Judge's name from the [Directory](#) for specific instructions.

[Standing Orders](#)

[Appointment of Additional CJA Panel Attorneys](#) (March 16, 2017)

[Joint Order Reappointing Daniel T. Flaherty And David W. Simon](#) (March 16, 2017)

[Joint Order Setting Uniform Termination Of Directors' Term](#) (March 16, 2017)

[Administrative Order In re: Juror Questionnaires](#) (Effective June 1, 2016)

[Social Security Procedures](#) (Effective August 1, 2014)

[Procedural Order - Electronic Availability of Transcripts](#) (Effective May 1, 2008)

[Order to Establish a District Court Pro Bono Fund](#) (April 17, 2008)

[General Order Regarding Assignment of Cases to the United States District Judge Designated to Hold Court in Green Bay, Wisconsin](#) (April 5, 2016)

[Order Rescinding June 1991 Order Regarding the Transmission of Bankruptcy Appeal Records](#) (October 3, 2003)

[Order to Revise Collateral Forfeiture Schedule](#) (April 1, 2003)

[Bankruptcy Appeal Order of June 1991](#) (June 10, 1991)

[Order of Reference for Bankruptcy Matters](#) (July 10, 1984)

Link to Federal Rules

Amendment to Rules of Civil Practice and Procedure

Effective December 1, 2016: [FedCivRuleAmendmentP6\(d\).pdf](#)

[Federal Rules of Practice and Procedure](#)

Counties Served by Division

Milwaukee

Green Bay

Court Holidays

District Court Fee Schedule



Courtroom Technology



Wireless Internet Access

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Local Rules Committee

Tickets/Citations (CVB)

**UNITED STATES DISTRICT
COURT FOR THE EASTERN
DISTRICT OF WISCONSIN**

LOCAL RULES

GENERAL, CIVIL, AND

CRIMINAL

Effective February 1, 2010.

**LOCAL RULES COMMITTEE
FOR THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF WISCONSIN
December 2015**

**Hon. Aaron E. Goodstein U.S. Magistrate Judge, Chair
Hon. Nancy Joseph U.S. Magistrate Judge, Co-Chair**

Prof. Jay E Grenig Marquette University Law School, Reporter

**Julie Wilson
Milwaukee County Corporation
Counsel**

**Kelly Mangan
U.S. District Court
Milwaukee Division**

**Daniel E. Conley
Quarles & Brady, LLP**

**Kathy L. Nusslock
Davis & Kuelthau, s.c.**

**Steve Dries
U.S. District Court
Green Bay Division**

**Jon W. Sanfilippo
Clerk of Court – Eastern District**

**John Haase
Godfrey & Kahn**

**Gregory Haanstad
U.S. Attorney's Office – Eastern
District**

**Michelle L. Jacobs
Biskupic & Jacobs SC**

**Daniel Stiller
Federal Defender Services of
Wisconsin, Inc.**

**Brett Ludwig
Foley & Lardner**

(1) file the disclosure statement with its first appearance, pleading, petition, motion, response, notice of removal or other request addressed to the Court, or when a case has been removed to this Court, the non-removing party must file within 14 days of the filing of a notice of removal; and

(2) promptly file a supplemental statement if any required information changes.

(c) **Form.** The disclosure statement must be substantially in the following form:

[CAPTION]

The undersigned, counsel of record for [John Doe, defendant, or Ruth Roe, plaintiff], furnishes the following list in compliance with Civil L. R. 7.1 and Fed. R. Civ. P. 7.1:

[Listed by Category]

Date: _____

Attorney's Signature

(d) **Pseudonyms.** A party who initiates a civil action using a pseudonym instead of the plaintiff's actual name must file the disclosure statement in accordance with Civil L. R. 10(c).

Civil L. R. 8. Pleading Jurisdiction.

If a pleading or notice of removal asserts jurisdiction based on diversity of citizenship, the pleading or notice must identify the amount in controversy and the citizenship of each party to the litigation. If any party is a corporation, the pleading or notice must identify both the state of incorporation and the state in which the corporation has its principal place of business. If any party is an unincorporated association, limited liability company, or partnership, the pleading or notice must identify the citizenship of all members.

Civil L. R. 9. Pleading Special Matters.

(a) **Required Forms for Seeking Release from Custody or Challenging Sentences, and Rules Applicable to Applications Under 28 U.S.C. § 2241.**

(1) All persons applying or petitioning for release from custody under 28 U.S.C. § 2241 or 28 U.S.C. § 2254, or moving under 28 U.S.C. § 2255 to

challenge a sentence imposed by this Court must file their application, petition, or motion with the Clerk of Court using forms available from the Court. The Clerk of Court will provide the forms and directions for their preparation without charge.

(2) When an application for release from custody under 28 U.S.C. § 2241 is filed, the respondent is not required to file an answer or respond to the application unless directed by the Court. The Court may apply any of the Rules Governing 28 U.S.C. § 2254 Cases in the United States District Courts to applications for release from custody under 28 U.S.C. § 2241.

(b) Required Forms for 42 U.S.C. § 1983 Actions for Deprivations of Federal Rights by Persons Acting Under Color of State Law Commenced by Prisoners Appearing Pro Se.

Prisoners appearing pro se who commence an action under 42 U.S.C. § 1983 for deprivations of federal rights by persons acting under color of state law must file the complaint with the Clerk of Court using the form available from the Court. The Clerk of Court will provide the forms and directions for their preparation without charge.

Committee Comment: Civil L. R. 9(a) has been amended to require use of this District's form for applications for relief pursuant to 28 U.S.C. § 2241. Prior to March 2005, the District did not have a 28 U.S.C. § 2241 form.

Civil L. R. 9(a)(2) is new. There are no rules explicitly governing 28 U.S.C. § 2241. Establishing a general principle regarding the respondent's obligation to answer or respond will be helpful to the parties and to the Court. Rule 1(b) of the Rules Governing 28 U.S.C. § 2254 Cases in the United States District Courts provides that district courts may apply any or all those rules to a habeas corpus petition not covered by 1(a).

Civil L. R. 10. Form of Pleadings.

(a) Paragraphs. A party, including a party proceeding pro se, must state its claims or defenses in numbered paragraphs, each limited as far as practicable to a single set of circumstances.

(b) Answers and Replies. An answer or reply must respond in numbered paragraphs corresponding to the paragraphs of the pleading to which it refers.

(c) Pseudonyms. A party who commences a civil action using a pseudonym instead of the plaintiff's actual name must indicate in the disclosure statement filed with the Clerk of Court under Civil L. R. 7.1 and served on all other parties that the