Circuit Court of Ozaukee County
Honorable Paul V. Malloy
Branch I, Circuit Court Judge
OZAUKEE COUNTY JUSTICE CENTER
1201 S. SPRING STREET
P.O. BOX 994
PORT WASHINGTON WI 53074

September 30, 2019

To: Milwaukee County Bar Association
        Ozaukee County Bar Association
        Washington County Bar Association
        Waukesha County Bar Association

From: Hon. Paul V. Malloy, Presiding Judge

Re: Ozaukee County Circuit Court Withdraw/Discharge as Counsel Process

The Court often receives comments from attorneys that they are receiving notices on cases in which they no longer represent the party. Ozaukee County Circuit staff does not withdraw any counsel at the disposition/final order of any case until counsel files a letter of withdrawal or includes language in the final order/final attorney bill.
Examples:
- Criminal Cases:
    - Public Defender to file a Notice of Completion of Representation
    - Public Defender Appointments to Private Bar, private attorney to file a Notice of Completion of Representation
    - Private Bar to send a Letter of Completion of Representation
    - Court Appointed Counsel to include language of completion of representation on final bill

- Family/GAL's:
    - Private Bar to file a Letter of Completion of Representation or include language of completion in the Findings of Fact, Conclusions of Law & Judgment
    - Court Appointed, include language on final bill

- CHIPS:
    - GAL/Court Appointed Counsel: If child is in the home, submit language of completion on the final bill. (Note: If child is out of the home, representation continues)
    - Private Bar to send a Letter of Completion of Representation

This is meant as a friendly reminder that if the court file has no indication of your representation being complete by the means suggested above, you will continue to receive notices of any subsequent hearings and you will be expected by the Court to be present at the scheduled hearing. If you do receive a notice and you are not representing the person, you must immediately file a written letter to that affect with a copy to the client/former client.