



## JUDGE PHILLIP M. CHAVEZ

Milwaukee Municipal Court, Branch 3  
951 North James Lovell Street  
Milwaukee, Wisconsin 53233  
414-286-3809



CITY OF MILWAUKEE  
**MUNICIPAL COURT**

May 15, 2024

City of Milwaukee Common Council  
City Hall  
200 East Wells Street, Room 205  
Milwaukee, WI 53202

RE: Appointment of Chief Court Administrator

Honorable Members of the Common Council:

I have, subject to Common Council confirmation and pursuant to Section 3-34-4 of the Charter Ordinance of the City of Milwaukee, appointed Tea B. Norfolk to the position of Chief Court Administrator for an unexpired term, commencing June 10, 2024 and ending September 30, 2025.

Ms. Norfolk has an editorial and legal background and has been a City employee since June of 2016, working as part of the City's Legislative Reference Bureau. Ms. Norfolk's resume is attached.

Please feel free to contact me if you have any questions concerning this matter.

Sincerely,

Phillip M. Chavez  
Presiding Judge  
Milwaukee Municipal Court, Branch 3

CC: Judge Valarie A. Hill  
Judge Molly Gena  
Tea Norfolk  
Sheldyn M. Himle, Chief Court Administrator  
Harper Donahue IV, Director - Department of Employee Relations

