



Department of Administration
Budget and Management Division

October 21, 2003

John O. Norquist
Mayor

Michael J. Solka
Director

Joseph J. Czarnecki
Budget and Management Director

Ref: 04BF, 3-D

Alderman Fredrick G. Gordon, Chairperson
Committee on Finance and Personnel

Subject: Information Requested at Finance Committee Review of the Department of
Neighborhood Services 2004 Proposed Budget

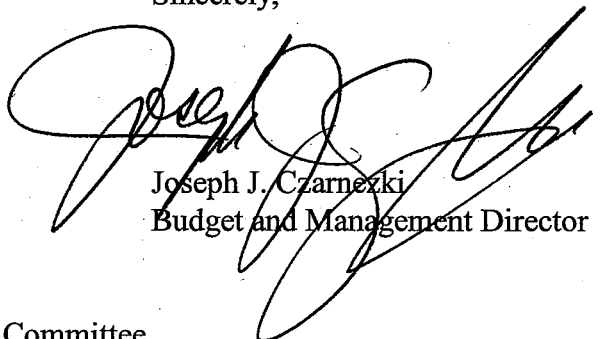
Dear Alderman Gordon:

During the Finance Committee review of the 2004 proposed budget, the following question was
directed to this office:

**What is the general timeline for DNS cases to move to the Municipal Court for
enforcement purposes?**

The attached memo contains our response.

Sincerely,



Joseph J. Czarnecki
Budget and Management Director

cc: Members, Finance and Personnel Committee
Jennifer Meyer, Mayor's Office
Marianne Walsh, Fiscal Review Manager

ECP:dmr
DNSCourtletter.doc



**City of Milwaukee
Budget and Management
Intra-Office Memo**

The Municipal Court has the authority to grant extensions. If a defendant pleads guilty or no contest, one extension may be offered. If a defendant pleads not guilty, no extension is offered and the case is adjourned for a trial date.

To: Joseph J. Czarnecki

ECP

From: Eric C. Pearson

DNSCourtmemo.doc

Date: October 20, 2003

File Ref: 04BF, 3-D

Subject: DNS Cases Going to Municipal Court

DNS policy allows inspectors to provide an extension to achieve compliance if there is reason to believe this action would facilitate achieving compliance. A second extension may be granted in some circumstances only under supervisor approval.

Once the decision is made to refer a case to court for further action, the following steps occur:

- Preparing the summons and complaint, which can take 1 to 2 weeks.
- Serving the summons and complaint, which is the order served on the defendant to appear in court. This step can take from 1 day to 14 days, however the average is about one week.
- Cases are scheduled to appear in court approximately 4 to 6 weeks from the date of service.

Many variables can affect the time it takes to complete the entire process, including:

- What part of the week an order is turned in;
- How many attempts must be made before there is successful service of the summons and complaint; and
- The overall volume of orders referred to court.

The process generally takes between 5 and 10 weeks to get an order to an actual Court hearing. The average is approximately 8 weeks.