

# WISCONSIN DEPARTMENT OF REGULATION & LICENSING



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STATE OF WISCONSIN  
BEFORE THE REAL ESTATE APPRAISERS BOARD

IN THE MATTER OF DISCIPLINARY  
PROCEEDINGS AGAINST

AMBER FIELDS,  
RESPONDENT.

:  
:  
:  
:  
:

ORDER FIXING COSTS  
Order 0000207  
DOE Case No. 09APP065

On May 19, 2010, the Real Estate Appraisers Board filed its Final Decision and Order in the above-captioned matter by which the board ordered that pursuant to sec. 440.22, Wis. Stats., the costs of this proceeding be assessed against respondent. Pursuant to sec. RL 2.18 (4), Wis. Admin. Code, on or about May 26, 2010, the Real Estate Appraisers Board received the Affidavit of Costs of the Division of Enforcement in the amount of \$687.14, filed by Attorney Angela Arrington. On or about June 8, 2010, the Real Estate Appraisers Board received the Affidavit of Costs of the Division of Hearings and Appeals in the amount of \$506.30, filed by Administrative Law Judge Amanda Tollefsen. The Real Estate Appraisers Board considered the Affidavits of Costs on November 10, 2010, and orders as follows:

ORDER

NOW, THEREFORE, IT IS ORDERED that pursuant to sec. 440.22, Wis. Stats., the costs of this proceeding in the amount of \$1,193.44, set forth in the Affidavits of Costs of Attorney Angela Arrington and Administrative Law Judge Amanda Tollefsen, which are attached hereto and made a part hereof, are hereby assessed against respondent, and shall be payable by respondent to the Department of Regulation and Licensing. Payment shall be due in the event that respondent seeks to renew or reinstate her license, or seeks to obtain any other license issued by the department. Under sec. 440.22 (3), Wis. Stats., the Department of Regulation and Licensing may not restore, renew or otherwise issue any credential to the respondent until respondent has made payment to the department in the full amount assessed.

Payment shall be made payable to the Wisconsin Department of Regulation and Licensing and mailed to:

Department Monitor  
Division of Enforcement  
Department of Regulation and Licensing  
P.O. Box 8935  
Madison, WI 53708-8935

Dated this 10<sup>th</sup> day of November, 2010.

REAL ESTATE APPRAISERS BOARD

By: \_\_\_\_\_

  
Member of the Board

STATE OF WISCONSIN  
BEFORE THE REAL ESTATE APPRAISERS BOARD

IN THE MATTER OF THE DISCIPLINARY  
PROCEEDINGS AGAINST

AFFIDAVIT OF COSTS

AMBER FIELDS

09 APP 065

RESPONDENT

STATE OF WISCONSIN )  
 ) ss.  
COUNTY OF DANE )

Being duly on affirmation, the undersigned employee of the Department of Regulation and Licensing, upon information and belief, deposes and states as follows:

That set out below are the costs of the proceeding accrued to the Division of Enforcement in this matter, based upon Division of Enforcement records compiled in the regular course of agency business in the above-captioned matter.

PARALEGAL EXPENSE --- Cortney Keo

DATE		HOURS	MINUTES
04/28/2010	Locate file, discuss with Atty Thompson	0	10
03/01/2010	Email and mailing to ALJ; mailing to Respondent	0	20
01/22/2010	Draft cover letter to ALJ and mailing	0	20
TOTAL PARALEGAL EXPENSE ---		0 HOURS AND	50 MINUTES
(Based on their average salary and benefits at the Division of Enforcement)		TOTALS	0 50

AT \$29.00 PER HOUR = \$24.17

PARALEGAL EXPENSE --- Theodore Nehring

DATE		HOURS	MINUTES
05/07/2010	E-mails, confer with Keo, review file	0	12
05/04/2010	E-mails	0	6
05/04/2010	Confer with MJK	0	12
05/04/2010	Research, e-mail atty	0	12
01/26/2010	Review document	0	6
01/22/2010	File to Keo	0	6
01/22/2010	Confer with AA1	0	6
01/21/2010	Document to DOA	0	6
01/21/2010	Maintain file	0	6
01/21/2010	Copying	0	6
01/21/2010	Confer with AA1	0	6
01/21/2010	E-mail from DOA	0	6
01/20/2010	Run costs	0	6
01/20/2010	Confer with Atty	0	6
01/20/2010	Respond to E-mail	0	6
01/19/2010	Check Status	0	6
01/12/2010	Check license status	0	6
01/06/2010	Confer with DOE personnel	0	18
01/04/2010	Research status, e-mail exams	0	12
12/02/2009	E-mail to DHA	0	6
12/02/2009	Copying	0	6
12/02/2009	E-mail search	0	18
12/02/2009	Confer with JEJ	0	6
12/01/2009	Confer with Credent.	0	24
12/01/2009	Confer with MAH	0	12
12/01/2009	Draft notes	0	6
12/01/2009	Note to atty	0	6
12/01/2009	Maintain file	0	6
11/30/2009	Doc. to H&A	0	6
11/30/2009	Copying	0	6

## AFFIDAVIT OF COSTS

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11/24/2009	Doc. to H&A	0	12
11/24/2009	Confer with Credent.	0	6
11/24/2009	Research	0	24
11/24/2009	Review returned mail	0	6
11/11/2009	Notary Public	0	12
11/11/2009	AOM	0	24
11/09/2009	Draft notes	0	6
11/09/2009	Post Office	0	18
11/09/2009	Copying	0	6
11/09/2009	Affix postage	0	6
11/09/2009	E-mails	0	18
11/06/2009	E-mails	0	12
11/06/2009	Fill out postage cars	0	6
11/06/2009	Copying	0	6
11/06/2009	Confer with atty	0	12
11/06/2009	Confer with OLC	0	12
11/06/2009	Proof, revise doc.	0	24
11/05/2009	Check address status	0	18
11/05/2009	E-mail MAH	0	12
11/05/2009	Review file materials	0	12
10/21/2009	E-mail MAH	0	6
10/21/2009	Research	0	30
10/21/2009	Proof, revise documents	0	30
10/08/2009	Draft Comp. and Notice	0	42
10/08/2009	Research	0	30
09/22/2009	Confer, e-mail DRL personnel	0	12
09/21/2009	Draft notes	0	6
09/21/2009	Calendar event	0	6
09/21/2009	Draft 2 letters to R	0	18
09/21/2009	Review stip ok from advisor	0	6
09/18/2009	Stip to Advisor	0	6
09/18/2009	Send info to COB	0	6
09/17/2009	Revise stip	0	12
09/17/2009	E-mail	0	6
09/17/2009	Proof, revise stip	0	24
09/16/2009	Revise stip	0	18
09/15/2009	Review documents	0	18
09/15/2009	Draft stip	1	6
09/15/2009	Confer with L. Forrer, e-mail L. Forrer	0	12
09/11/2009	Draft Stip	0	18
09/11/2009	Review file, send e-mails	0	18
09/10/2009	Review file, research to find R	1	18

**TOTAL PARALEGAL EXPENSE --- 16 HOURS AND 12 MINUTES**  
 (Based on their average salary and benefits at the Division of Enforcement)

	<b>HOURS</b>	<b>MINUTES</b>
<b>TOTALS</b>	<b>16</b>	<b>12</b>

**AT \$29.00 PER HOUR = \$469.80**

**PROSECUTING ATTORNEY EXPENSE — Angela Arrington**

<b>DATE</b>		<b>HOURS</b>	<b>MINUTES</b>
03/08/2010	call from ALJ	0	5
03/01/2010	revise docs; file to CK	1	0
02/23/2010	work on supplemental info for hearing	1	0
01/22/2010	cc w/C.K.	0	5
01/21/2010	send recommendation to ALJ	0	10
01/20/2010	draft ALJ recommendation	0	30
01/20/2010	pre-hearing conf	0	5
01/19/2010	review of file	0	15

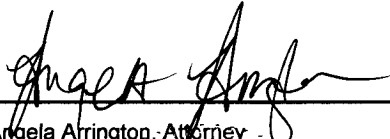
**TOTAL PROSECUTING ATTORNEY EXPENSE --- 3 HOURS AND 10 MINUTES**  
 (Based on their average salary and benefits at the Division of Enforcement)

	<b>HOURS</b>	<b>MINUTES</b>
<b>TOTALS</b>	<b>3</b>	<b>10</b>

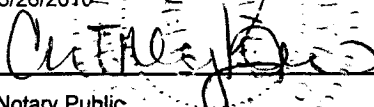
**AT \$61.00 PER HOUR = \$193.17**

## EXPENSE SUMMARY

PARALEGAL EXPENSE	Cortney Keo	\$24.17
PARALEGAL EXPENSE	Theodore Nehring	\$469.80
PROSECUTING ATTORNEY EXPENSE	Angela Arrington	\$193.17
TOTAL ASSESSABLE COST >>>		\$687.14

  
\_\_\_\_\_  
Angela Arrington, Attorney

Subscribed and affirmed to before me this  
5/26/2010

  
\_\_\_\_\_  
Notary Public

My commission expires 3/25/12.



**Before The  
State Of Wisconsin  
DIVISION OF HEARINGS AND APPEALS**

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In the Matter of the Disciplinary Proceedings  
Against **AMBER FIELDS**, Respondent

AFFIDAVIT OF COSTS  
DHA Case No. DRL-09-0124

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Division of Enforcement Case No. 09 APP 065

Amanda Tollefsen, affirms the following before a notary public for use in this action, subject to the penalties for perjury in Wis. Stat. § 946.31:

1. I am an administrative law judge/attorney licensed to practice law in the State of Wisconsin, and am employed by the Wisconsin Division of Hearings and Appeals. I served as the Administrative Law Judge in the above-captioned matter.

2. This affidavit sets forth the costs and expenses incurred in this matter based upon my contemporaneous time keeping entries in connection with the hearing.

01/05/10	Schedule Prehearing Conference	6 Minutes
01/20/10	File Review, Prehearing Conference	18 Minutes
01/25/10	Draft Default Order, Research	30 Minutes
02/24/10	File Review, Research, Draft Proposed Decision	30 Minutes
03/01/10	E-mail Receipt, Response	6 Minutes
03/08/10	File Review, Research, Draft Proposed Decision	78 Minutes
03/09/10	File Review, Research, Draft Proposed Decision	42 Minutes
03/15/10	File Review, Research, Draft Proposed Decision	2 Hours
03/16/10	File Review, Research, Draft Proposed Decision	2 Hours, 30 Minutes
3/17/10	Completed Draft Proposed Decision	18 Minutes

3. That upon information and belief the total assessable costs for the Division of Hearings and Appeals are as follows:

A. Administrative Law Judge: 8.3 hours at \$61.00 per hour = \$506.30.

Dated this 8 day of June, 2010.

By: Amanda Tully  
Amanda Tollefsen  
Administrative Law Judge  
Division of Hearings and Appeals

Subscribed and sworn to before me this  
8th day of June, 2010

Jane L. Richards  
NOTARY PUBLIC, STATE OF WISCONSIN  
MY COMMISSION EXPIRES ON 06/26/11.

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