

OPEN RECORDS REQUEST

PERSON MAKING REQUEST (CONTACT INFORMATION)

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail Address: _____

WHAT ARE YOU REQUESTING?

Copy (\$1.25 per page) Certified Copy (\$1.25 per page PLUS \$5.00 certification fee per document)

Judgment of Divorce Approx. Date/Year of Filing: _____

Criminal Complaint Judgment of Conviction

Other: _____ Date/Year of Filing: _____

PROVIDE NAME OR CASE NUMBER: _____

\$5.00 search fee applies if no case number provided

You can do a case search yourself at www.wicourts.gov to avoid incurring a \$5.00 search fee.

Complete Record Search including: Criminal Traffic Family Civil (TROs) Small Claims

Please note search will not include juvenile or paternity cases, as they are confidential. A record search will identify search results on Clerk of Court letterhead and indicate whether records are available or if they have been destroyed in accordance with SCR retention guidelines. From the search results, you can determine if you wish to purchase any specific records from the cases identified which are still in existence.

PROVIDE NAME(S) TO SEARCH: _____

\$5.00 search fee per name (search will only be completed for exact spelling provided; additional \$5.00 search fee required for each additional spelling or for each additional name searched).

PROVIDE DATE OF BIRTH (IF KNOWN) TO HELP LIMIT SEARCH DOB: _____

HOW DO YOU WANT TO RECEIVE THE REQUESTED INFORMATION:

MAIL FAX E-MAIL WILL PICK UP IN PERSON

If you are requesting certified copies, they must be mailed or picked up, because the raised seal which makes the document certified will not be reflected on a fax or e-mailed copy.

HOW WILL YOU BE MAKING PAYMENT?

Prepayment is required for all records requests. The \$5.00 search fee (per name) must be paid prior to completion of any search. *We will advise you of additional fees due for records requested.*

MAIL CHECK OR MONEY ORDER payable to "Clerk of Court" to P.O. Box 2000, Manitowoc, WI 54221-2000 (include a copy of this form with your payment)

PAY ON-LINE W/DEBIT OR CREDIT CARD at www.manitowocounty.org
(convenience fee applies)

PAY W/DEBIT OR CREDIT CARD BY OPERATOR ASSISTED CALL
to 1-866-480-8552 (convenience fee applies)

FEE INFORMATION:

- \$1.25 per page copy fee
- \$5.00 certification fee (per document)
- \$5.00 search fee (per name searched)

SEND THIS COMPLETED REQUEST TO:

Manitowoc County Clerk of Court, ATTN: Barbara P.

Phone: (920) 683-4306 Fax: (920) 683-2733 e-mail: Barbara.Pamperin@wicourts.gov