



MANITOWOC COUNTY CIRCUIT COURT

REGISTER IN PROBATE

1010 SOUTH EIGHTH STREET, ROOM 116
MANITOWOC, WISCONSIN 54220-5380

Patricia A. Koppa

*Register in Probate
Probate Registrar
Circuit Court Commissioner*

Dawn Fruzen

Deputy Register in Probate

TELEPHONE: 920-683-4015
www.manitowoc-county.com

TELEPHONE: 920-683-4016
email:patricia.koppa@wicourts.gov

FAX: 920-683-5182
TTY: 920-683-5168

PUBLIC RECORDS NOTICE

The Register in Probate is required to maintain records of all documents filed with the courts, keep a record of court proceedings and perform other duties pursuant to statute.

The Office of the Register in Probate is located in the Manitowoc County Courthouse, 1010 South 8th Street, Room 116, Manitowoc, WI 54220. Regular office hours are Monday 8:30 a.m. to 5:00 p.m. and Tuesday through Friday 8:30 a.m. to 4:30 p.m., holidays excepted.

The Register in Probate is a local public office within the meaning of Wis. Stat. §19.32(1dm). The legal custodian of Register in Probate records is Patricia A. Koppa. Information about records and access to records is available from any Register in Probate employee.

Court records are generally open for public inspection, but may be closed or exempted from disclosure by statute, common law limitation, or specific court order.

If you ask to inspect or copy a closed or exempt record, you will be told why the record is not available for public inspection and what appeal rights you may have. Public records will be made available for inspection at the Office of the Register in Probate during regular office hours. No original record may be removed from the Register in Probate's office.

CHARGES

Court Records: Charges are set by Wis. Stat. §814.66. If you do not provide a case number or if you ask whether a particular document is part of a file and staff must find this information, a search fee of \$4.00 applies. Copies of court records may be obtained at a cost of \$1.00 per page regardless of the copying method.

Other public records: Copies of records which are not part of a court file may be obtained at a cost of 25 cents per page for regular photocopies made by Register in Probate staff or for the actual, necessary, and direct cost of reproduction in all other cases. A location fee may be charged if the cost of locating a requested record exceeds \$50. Advance payment may be required if charges exceed \$5.

