

Open Records Request

CONTACT INFORMATION

Date: _____

Name: _____

Address: _____

*Phone: _____ *Email: _____

WHAT ARE YOU REQUESTING?

Case number(s): _____

Name search without case number (\$5.00) You may search for case numbers on www.wicourts.gov to avoid this fee. A general case search by name will not include cases that have met their retention period or are confidential case types such as Juvenile or Paternity. If no records are found for the name you provide, we are able to provide a **certified letter** stating that there are no Manitowoc County cases for this person.

Last name: _____ First Name: _____ Date of Birth: _____

Certified letter listing results of name search or stating that no records were found

Case types to include in search and approximate date of filing: _____

Copy (\$1.25 per page) **Certified Copy** (\$5.00 per document plus \$1.25 per page)

Judgment of Divorce: Year of divorce: _____ Last name at time of Divorce: _____

Document name: _____ Date of filing: _____

Document name: _____ Date of filing: _____

Document name: _____ Date of filing: _____

DELIVERY AND FORMAT OF RECORDS REQUESTED

The records you request will be provided in paper or electronic format after payment is received. An invoice summarizing your request and detailing the amount due will be emailed to the address listed above. Payment can be made online, in-person, or by mail. Payment information will be included in the invoice.

Please indicate format and delivery preferences for your records:

Paper documents - any document that is certified will be a paper document

Please choose delivery: Pick up in person USPS mail to address above

Mail to other address: _____

Electronic documents

Please choose delivery: Email to address above Send to email: _____

Additional information or requests: _____

*** PLEASE EMAIL THIS FORM TO: manitowoccounty.recordsrequests.wicourts.gov ***
Or mail to: Manitowoc County Clerk of Court, 1010 S. 8th Street, Rm. 105, Manitowoc, WI 54220