# 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**