



MANITOWOC COUNTY CIRCUIT COURT
CLERK OF CIRCUIT COURT
1010 SOUTH EIGHTH STREET, ROOM 105
MANITOWOC, WISCONSIN 54220

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MANITOWOC COUNTY CLERK OF CIRCUIT COURT
PUBLIC RECORDS NOTICE

The office of Clerk of Circuit Court maintains court records and exhibits for civil, paternity, family, juvenile, criminal, traffic, ordinance violations, and small claims cases; lien records and lien docket of all money judgments of the court; oaths of office for court commissioners, municipal judges, sheriff's deputies, and deputy clerks; as well as jury management records, interpreter records, law library information, financial, accounting and budget records, statistical records, and various management records.

The position of Clerk of Circuit Court is a local public official within the meaning of Wis. Stat. §19.32(1dm). The legal custodian of the Clerk of Circuit Court records is Lynn Zigmunt. Any deputy clerk of the Clerk of Circuit Court office may be designated by the legal custodian to act in her absence (Wis. Stat. §59.40(1)).

The office of the Clerk of Circuit Court is located at the Manitowoc County Courthouse, at 1010 South Eighth Street, Room 105, Manitowoc, WI, 54220. Regular business hours are Monday from 8:30 a.m. to 5:00 p.m., and Tuesday through Friday from 8:30 a.m. to 4:30 p.m., holidays excepted.

Members of the public may view public circuit court records at no charge during regular business hours. A search fee of \$5.00 may apply (Wis. Stat. §814.61(11)). Copies of circuit court records may be obtained at the statutory fee of \$1.25 per page (Wis. Stat. §814.61(10)). Records that are not stored on premises will be made available upon 24 hours advance notice. A complex search will incur actual, direct and necessary costs (Wis. Stat. §19.35(3)). Whenever possible and practical, copies will be provided immediately. If there will be any delay anticipated in processing a records request due to location of records, the need to determine the existence of records, the volume of records/copies requested, or other factors, the requester will be advised. Actual and direct costs will be charged for reproduction of audio/video recordings and photographs. Actual and direct costs will be charged for mailing or shipping. Prepayment is required for public records request exceeding \$5.00. No official court records may be removed from the Clerk of Circuit Court office.

Pursuant to Wis. Stat. §19.31, it is declared to be public policy of the State of Wisconsin that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them, and providing such information is declared to be an essential function of a representative government. 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.

Records requests are encouraged to be made in writing, be specific as to information being requested, and be directed to the legal custodian. Records requests will be responded to as soon as practicable and without delay. Depending upon the complexity and volume of the request, a response to the requester will normally be made within 10 business days. The requester will be advised if there is a fee associated with the request, the amount of the fee, and advance payment is required before the request will be processed. If the request is denied, a written explanation for the denial will be provided, stating the specific reason, statutes, or policies supporting the denial.

If you are denied access to a record, you may appeal by submitting a written request to the Clerk of Circuit Court. Written denials of written requests are subject to review upon petition for a writ of mandamus under Wis. Stat. §19.37, or upon application to the attorney general or the district attorney.