



# MANITOWOC COUNTY CIRCUIT COURT

## REGISTER IN PROBATE

1010 SOUTH EIGHTH STREET, ROOM B-11  
MANITOWOC, WISCONSIN 54220

**Patricia A. Koppa**  
*Register in Probate*  
*Probate Registrar*  
*Circuit Court Commissioner*

**Dawn Fruzen**  
*Deputy Register in Probate*

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### PUBLIC RECORDS NOTICE

The Office of the Register in Probate is located in the Manistowoc County Courthouse, 1010 South 8th Street, Room B-11, Manistowoc, 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. When copies must be made from a microfilm or microfiche image, these are produced offsite and actual cost for the employee time is charged.

**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.