

Request for Copies, Record Search, or Certification

Requestor

Name: _____ Date: _____

Address: _____

Phone: _____ Can a message be left at this number? Yes No

E-Mail Address and/or Fax Number if applicable: _____

Cost information:

Copies: \$1.25/page

Certification: \$5.00/document

Record Search: \$5.00/name

Copies requested:

Case Number	Date of Document	Document Title	Certification Needed?	
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If this is a records search, whose name are we researching?

Name: _____ d/o/b _____

Any details of the search you can provide will be helpful. For example, any other known names, nature of offense, date of offense, how far back you would like records searched, etc.

Mail your request: Clerk of Courts, ATTN Records, P. O. Box 2808, Oshkosh, WI 54903-2808

Fax your request: 920-424-7780

Submit your request by email: winnebago.courtrecords@wicourts.gov

Bring in your request: Clerk of Courts Office, 415 Jackson St, Room 110, Oshkosh, WI 54901

Your request will be reviewed and you will be contacted within five business days regarding total amount due, payment options, and to determine how you wish to receive the records. Upon payment, your records will be sent.

The phone number for the Records Clerk is (920) 236-4841.

Thank you.