

Request for Copies, Record Search or Certification

Requestor

Name: _____ Date: _____

Address: _____

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

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 searching for?

Name: _____ d/o/b _____

Any details of the search you can provide will be helpful. Any other known names, nature of offense, date of offense, how far back do you want records searched, etc.

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

Fax your request to: 920-424-7780.

Submit your request by email to: 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 no later than 5 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 records clerk phone number is: (920) 236-4841.

Thank you.