

CIRCUIT COURT RECORDS

What are the hours of operation?

- 8:00 a.m. - 4:30 p.m. Monday through Friday, excluding Holidays.

How can a request for records be submitted?

- In person at the address listed below
- By mail at the address listed below
- By fax at (608) 269-8781
- By phone at (608) 269-8735
 - Address: Monroe County Justice Center
112 South Court Street, Room 2200
Sparta, WI 54656

What are the associated costs?

- To conduct a case search on an individual or company where a case number(s) is not supplied, the cost is \$5.00 per name searched, pursuant to WI Statute 814.61(11)
- Copies of documents are \$1.25 per page pursuant to WI Statute 814.61(10)
- Certified copies are \$5.00 per document pursuant to WI Statute 814.61(5)

Is prepayment of fees required?

- Yes.
- Payment can be made in person with cash, check or money order; by mail to the Monroe County Clerk of Courts, 112 S. Court St, Rm 2200, Sparta, WI 54656; or by debit/credit card on-line or via telephone for a small fee. Instructions below:
 - Online: www.GovPayNow.com
 - Phone: 888-604-7888
 - You will need the following information:
 - Pay Location Code: 1479
 - Case number(s) or Citation Number

Information required when submitting a request?

- If a case search is being requested, full name of individual or company being searched.
- For criminal searches, a date of birth for the subject is requested, if known
- If you are seeking copies from a case, specify what specific documents you are requesting. Provide case number(s), if known.
- Advise us of where we are to send the documents/completed search and by what method.
- When full payment does not accompany your request, you must include a name and full address for billing purposes.

- If possible, please include a telephone number where we can reach you in the event we need clarification on a request.

What are the factors that determine turnaround time for receipt of records?

- Volume of requests
- Whether records are on-site or not
- Whether pre-payment is required
- The complexity of the request