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

  o 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:
  o Online: www.GovPayNow.com
  o 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 pre-payment is required
➢ The complexity of the request