

RACINE COUNTY CLERK OF CIRCUIT COURT

Public Records Notice Per Sec. 19.34, Wis. Stats.

The Clerk of Circuit Court provides the following services to Racine County government: Clerks are required to maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the court or specified by statute, schedule court hearings and summon jurors for all scheduled trials.

Our regular office hours are from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday, except for holidays.

This department is a local public office within the meaning of Wis. Stats., Sec. 19.34(1). The legal custodian of the Clerk of Courts records is Samuel Christensen. Information about records and access to records is available from the legal custodian.

Certain court records may be exempt from disclosure under the Wisconsin Public Records Law because they are protected under common law, confidentiality requirements, court decisions, lawyer-client privilege or local, state or federal regulations, rules or laws.

Public records will be made available for inspection at the Clerk of Courts office during regular office hours. No original record may be removed.

Copies of court records may be obtained upon request at a cost of \$1.25 per page as provided by state statute for regular photocopies made by Clerk of Courts 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 \$50.00. Advance payment may be required if charges exceed \$5.00.