



Portage County Clerk of Circuit Court

Lisa M. Roth

1516 Church Street, Stevens Point, WI 54481

Phone: (715) 346-1364

Fax: (715) 346-1236

Email form to: Portage.ClerkofCourts@wicourts.gov

RECORD SEARCH/DOCUMENT REQUEST FORM

NAME: (one name per request to be searched): _____

D.O.B.: _____

CASE NUMBER(S): (If known) _____

DOCKET# : _____

TYPE OF SEARCH: Felony Misdemeanor Criminal Traffic Traffic
 Forfeitures Family Other (list) _____

DOCUMENT(S) REQUEST (name or description, date filed, other information):

SEARCH FEE: \$5.00 (when case number(s) are not provided at the time of the request)

FAX FEE: \$5.00 (optional- send results that are not voluminous)

MAIL FEE: (Postage as appropriate for large size and/or request)

COPY FEE: \$1.25 per page

CONTACT INFO

REQUESTER: Name of person requesting document(s): _____

CONTACT PHONE #: _____

MAIL: Address to send results/copies to: _____

FAX: Number to fax to send results/copies to: _____ (optional w/fee)

PAYMENT OPTIONS

PHONE #: _____ (If not same as contact person-- to make payment with VISA or Mastercard)

MAIL: Checks or money orders.

NOTE: Payment by phone, mail, or in person prior to receiving document(s) or search result.

TOTAL AMOUNT DUE: _____ **Received Form Date:** _____ **Clerk initials:** _____