

NOTICE OF PUBLIC RECORD POLICY

19.34, WI Statutes

Portage County Clerk of Courts Office

The Clerk of Circuit Court provides the following services to Portage County. 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: 7:30a.m. to 4:30p.m. Monday through Friday, except for Holidays.

This department is a local public office within the meaning of WI Statutes 19.34(1). The legal custodian of the Clerk of Courts records is Bernadette A. Flatoff. Information about records and access to the records is available from the legal custodian.

Certain court records may be exempt from disclosure under the WI 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 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 statute for regular photocopies made by Clerk of Court staff, or, for the actual, necessary and direct cost of reproduction in all other cases. Advance payment is required in order to receive the copies requested.

Copies of records will be photocopied by Clerk of Court staff. No other means of electronic devices may be used by the public to duplicate a record. It is the policy of the Clerk of Courts office to respond or provide any records request within 48 business hours, except for good cause for delay.

*Bernadette A Flatoff*  
Bernadette A Flatoff, Clerk of Circuit Court

*12/1/09*  
Date:

PORTAGE COUNTY  
CLERK OF COURTS  
RECEIVED