

PORTAGE COUNTY DISTRICT ATTORNEY'S OFFICE
PUBLIC RECORDS NOTICE

The Portage County District Attorney's Office is responsible for processing all criminal actions, state forfeiture actions, County traffic actions, and actions concerning various County ordinances which are in conformity with State Criminal Laws in the Courts within the Portage County Prosecutorial unit. The District Attorney's Office also prosecutes and pursues other such actions as authorized by the Wisconsin Statutes. The District Attorney's Office also includes the staff of the Portage County Crime Victim/Witness Program. The District Attorney or the District Attorney's designee is a custodian of the Public Records for the entire Portage County District Attorney's Office and the Victim Witness Coordinate is the designated Deputy Custodian for the Public Records of the Victim Witness Program.

Members of the Public may obtain information and access to the District Attorney's Office Public Records, or obtain copies of these records by contacting the legal custodian, the Portage County District Attorney, 1516 Church Street, Stevens Point, WI 54481. The Department's office is open Monday - Friday from 7:30 a.m. to 4:30 p.m. or for Victim Witness Program purposes you may wish to contact the Victim Witness Coordinator, Office of the District Attorney, 1516 Church Street, Stevens Point, WI 54481.

Please make your requests for the specific records you seek, preferably in writing to either the legal custodian or deputy custodian during the office hours specified above. Please direct your request to only one of the custodians, the custodian will forward it to a different custodian if necessary. The Portage County District Attorney's Office will bill you in accordance with Wisconsin Statutes. Items that will be billed will include \$.25 for each copy made, may be charged additional fees for locating records not exceeding the actual necessary and direct costs of location if the cost is \$50.00 or more, and additional fees for specialized documents and photographs. Requests which exceed the total cost of \$5.00 may require pre-payment. Requesters appearing in person, may be asked to make their own copies or the District Attorney's Office may make copies for the requesters at its option. All requests will be processed as soon as practical and without delay.

