



Waukesha County

Clerk of Circuit Court

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FOR IMMEDIATE RELEASE

Date: Sunday, April 12, 2020

WAUKESHA COUNTY COURTS “DROP BOX” REPLACES SOME IN-PERSON SERVICES, PUBLIC SERVICE COUNTERS WILL CLOSE

(Waukesha, WI)- Waukesha County leaders continue to improve safe access to most county services during the Coronavirus Disease 2019 (COVID-19) pandemic with the addition of a document drop box inside the main entrance of the Waukesha County Courthouse. Starting on April 13, the Clerk of Court’s Service Counters will be closed to the public. The Clerk of Court’s office will remain open to the public, subject to a variety of changing limitations aimed at supporting social distancing. All court filings and documents will continue to be processed via U.S. mail, fax, the drop box and the Wisconsin Courts’ eFiling System available online at www.wicourts.gov/ecourts/efilecircuit.

Individuals mailing documents or using the drop box should include:

1. Original Filing Document and appropriate number of copies
2. Self-Addressed Stamped Envelope if return of filed stamped copies is requested
3. Check, Cashier’s Check or Money Order for applicable filing fee
4. Name and phone number for Credit Card payment or questions about submitted documents

The Clerk of Court’s office will accept the below in-person services **by appointment ONLY. Please call the associated phone number to schedule your appointment:**

1. Temporary Restraining Orders (Civil & Small Claims Court: 262-548-7525)
2. Enforce Physical Placement (Family Court: 262-548-7544)
3. Signature Bonds (Criminal & Traffic Court: 262-548-7485)
4. Search Warrants (Criminal & Traffic Court: 262-548-7485)
5. Requests to inspect a court record (Clerk of Circuit Court: 262-970-6676)

Payments can be processed online at www.wicourts.gov/ecourts/payonline.htm. Payments by check or money order will be accepted by regular mail or in the drop box. Credit card payments can be made over the phone by calling 262-548-7494. Cash payments will NOT be accepted during this period of extraordinary circumstances. Citation payments via the drop box must include your name, phone number and case or citation number.

(Continued)



All changes to Waukesha County operations and hours are posted online at www.waukeshacounty.gov. Courts information is available at www.waukeshacounty.gov/circuitcourts/, or call:

Business Center: 262-548-7494

Clerk of Circuit Court: 262-970-6676

District Court Administrator: 262 548-7210

Jury Coordinator: 262-548-7504

Probate Court: 262-548-7468

Civil & Small Claims Court: 262-548-7525

Criminal & Traffic Court: 262-548-7485

Family Court: 262-548-7544

Juvenile Court: 262-548-7449

The Waukesha County Administration Center remains closed to the public. Offices continue to be staffed and able to provide government services online, over the phone, by mail, through drop-off sites, or by appointment. Residents should check with individual departments on the best way meet their service needs.

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