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### **Circuit Court Services Policy on Charges for Outgoing Faxes**

Effective February 6, 2019 the following policy will be in effect concerning requests to have court documents faxed.

#### **I. Billing**

- a. Court documents will be faxed at the rate of \$1.25 per-page pursuant to Wis. Stat. 814.61(10) and/or \$1.00 per-page pursuant to Wis. Stat. 814.66(1)(h) for electronic court records plus a \$0.15 per-page fax charge.
- b. Pursuant to Wis. Stat. 814.61(11) a search fee of \$5.00 will be charged for searching files or records to locate any one action when the person requesting the search does not furnish the case number of the action, or to ascertain the existence or nonexistence of any instrument or record in the custody of the Clerk of Circuit Court.

#### **II. Page Limit**

Any request to fax court documents greater than 50 pages must be approved by the Clerk of Circuit Court.

#### **III. Payment**

Full payment is required in advance unless specific arrangements are approved by the Clerk of Circuit Court prior to court documents being faxed.