



CLERK OF CIRCUIT COURT'S OFFICE

WAUKESHA COUNTY

**MONICA PAZ**  
Clerk of Circuit Court

515 W. Moreland Blvd., Room C-153  
P. O. Box 1627  
Waukesha, WI 53187-1627

**Wendy Muelling**  
*Circuit Court Divisional Coordinator – Business Center*

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Dear Valued Service Provider:

Over the past year, Waukesha County has transitioned to Paymode, a new electronic accounts payable system. As part of that transition, several systematic improvements have already taken place with additional updates expected in the near future.

We are pleased to announce that one new opportunity available through this system is the ability to receive payment for your time and services by direct deposit, rather than waiting for a paper check to be issued and mailed by Waukesha County. However, this does not include the checks issued from the Waukesha County Clerk of Court's Office from funds being held in trust, these checks will still be mailed.

To complete the process for direct deposit payments, please contact Paymode by phone at 1-877-443-6944, option 3, by email at [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com), or online at <https://secure.paymode.com/nextx/enrollment/join-now>. Be prepared to provide your EIN and upload a canceled check or first page of a bank statement that includes the name of the account holder and an account number.

Sincerely,

Wendy Muelling