



RECORD REQUEST FORM

REQUIRED INFORMATION

MILWAUKEE COUNTY COURT CASE NUMBER(S): _____

NAME(S) OF THE PARTIES LISTED IN THE COURT CAPTION:

Plaintiff/Petitioner: _____

Defendant/Respondent: _____

PARTY REQUESTING DOCUMENTS

Name: _____ Contact Number: _____

Mailing Address: _____

DOCUMENT(S) REQUESTED: _____

NUMBER OF COPIES _____

NUMBER OF CERTIFIED COPIES _____

SPECIAL INSTRUCTIONS TO BE INCLUDED: _____

THINGS YOU SHOULD KNOW

THIS REQUEST MAY TAKE UP TO 3 WEEKS TO PROCESS

- **PLEASE NOTE: NO EXPEDITED REQUESTS will be accepted.** You may appear in person to obtain a quicker response.
- Record request fees to be applied:
 - Copy fee \$1.25 per page
 - Certified copy (raised seal) \$5.00 per document
 - Mailing fee \$3.00 and up (*documents will not be emailed or faxed*)
 - Search fee \$5.00 (when case number is not provided)
- DO NOT INCLUDE PAYMENT - You will be contacted with the total amount due once the documents are available. At that time you are able to pay by phone. WE ACCEPT, MasterCard, Discover, Visa and American Express (3% convenience fee to be applied).
- Mail this request to the address listed below or send via email to: CTICIVIL-MILWAUKEE@WICOURTS.GOV