



County of Door CLERK OF CIRCUIT COURTS

Justice Center
1205 S. Duluth Avenue
Sturgeon Bay, WI 54235

Connie DeFere
Clerk of Circuit Court
(920) 746-2205
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March 20, 2020

Dear Community,

In response to public health concerns associated with the COVID-19 outbreak, and pursuant to the Supreme Court of Wisconsin Administrative Bulletin 20-06, and pursuant to Door County Emergency Management Directors March 20, 2020 press release, the Clerk of Courts Office will be closed to the public effective Monday, March 23, 2020, until at least April 17, 2020 and likely thereafter. Administrative staff will be here to maintain the rule of law and fulfill statutory requirements.

- **FILING** will continue to be processed in all cases via the Wisconsin Courts eFiling System at <https://www.wicourts.gov>. Pro se litigants may also file via mail or fax (920-746-2520). While the Clerk's office remains open all of our service counters will be unavailable for in-person public service. **Paper documents or Payments will NOT be accepted in person.**
- **PAYMENTS** may be made via credit or debit card, on line or by phone, and checks by mail.
 - Online:** The Wisconsin Court System site <https://www.wicourts.gov/ecourts/payonline.htm> MasterCard, Visa and electronic check can be used on this site for nominal fee,
 - OR** at PayGov.US at <https://paygov.us> MasterCard, Visa and Discover are accepted through this site for a nominal fee. The "Location Code" for Door County Clerk of Courts is: 2880.
 - Phone:** Credit and debit card payments are also accepted via phone (920-746-2205) from 8 am to 4:30 pm, Monday through Fridays, Central Standard Time.
 - Mail:** You may also mail your payment via check or money order to:
Door County Clerk of Courts, 1205 S Duluth Avenue, Sturgeon Bay WI 54235.
- **COPIES** requests of court case documents can be obtained by paying the statutory copy fee of \$1.25 per page pursuant to 814.61 (10) Wisconsin Statutes. Requests may be made by:
 - Calling** 920-746-2205 to make request and make payment via credit or debit card
 - Faxing** a request to 920-746-2520. A \$2.00 fax fee of any documents will be charged.
 - Mail** your request to: *Door County Clerk of Courts, 1205 S Duluth Avenue, Sturgeon Bay WI 54235.* A self-addressed, stamped envelope for the return of the documents is required or a postage fee will be added. Once payment is received all documents will be sent to the requester.
- **The Clerk of Courts employees are available by telephone to assist you with any questions; please call the Clerk's Office at: 920-746-2205, Monday through Friday 8:00 am to 4:30 pm.**