



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
connie.defere@wicourts.gov

June 16, 2020

Dear Community,

The Justice Center and Court Rooms will continue to be open for business but closed to the Public until June 29th. All scheduled hearings are being heard via Zoom. If you have a hearing scheduled please watch your mail as we are sending out zoom information for joining/participating in your hearing. June 29th the Justice Center doors will be open for the public. Hearings may be heard in person or on Zoom please pay special attention to your hearing notice. No jury trials will be heard for June, July and August. **Please wear a face mask if coming to the Justice Center. Although our doors are closed we are here during normal business hours to maintain the rule of law and fulfill statutory requirements, via phone, fax, email, mail and drop box.**

***Paper documents or Payments will NOT be accepted in person.**

- **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. You may drop documents in a grey drop box in the Justice Center lobby.
- **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.
 - CASH:** You may drop off cash payments in the grey drop box in the Justice Center Lobby.
- **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 for 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.**