



County of Door CLERK OF CIRCUIT COURTS

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

Connie DeFere
Clerk of Circuit Court
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October 28, 2020

Dear Community,

The Justice Center and Court Rooms are open for business. **Please wear a face mask if coming to the Justice Center.** At the present time, the courts are conducting in person court hearings as well as virtual hearings. The parties involved may appear as they choose. If you have a hearing scheduled please watch your mail/hearing notice as we are sending out zoom information for joining/participating in your hearing virtually. *At this time; no Jury Trials are scheduled until December.

- **FILING** will continue to be processed in all cases via the Wisconsin Courts eFiling System at <https://www.wicourts.gov>. Pro se litigants may file in person, via mail or fax (920-746-2520). To limit contact you may drop documents in the grey drop box located in the Justice Center lobby.
- **PAYMENTS** may be made via credit or debit card, in person, on line or by phone.
 - 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) Monday through Friday, 8 am to 4:30 pm, 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/CHECK:** You may drop off cash/check payments in the grey drop box located in the Justice Center Lobby or at the Clerk of Courts front counter.
- **COPIES** 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.
 - In Person:** Clerk of Courts front counter.
- **The Clerk of Courts employees are available in office and 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.**