MUNICIPAL COURT

CITY OF SHEBOYGAN VILLAGE OF KOHLER

1315 North 23rd Street, Suite 102
Sheboygan, WI 53081

Phone: (920) 459-0212
Facsimile: (920) 459-0217

Catherine Q. Delahunt
Judge

Caroline Fortin
Anne-Michelle Blindauer
Clerks

OPEN RECORDS REQUEST
(Form to be completed by person requesting release of information.)

NAME OF REQUESTOR: _____

ADDRESS: _____

_____

TELEPHONE: (_____) _____
(Number you can be reached between 8:00 A.M. and 4:30 P.M.

I am requesting the following information from the Sheboygan/Kohler Municipal Court:

Name of Defendant: _____ Date of Birth: _____

Citation No.(s): _____

Purpose of Request: _____

Signature of Requestor: _____ Date: _____

PLEASE NOTE: A request for access to public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." per Wis. Stats. 19.35(1). You are being asked to provide the information called for on a voluntary basis. Thank you.

This request will be reviewed by the Municipal Court Judge and information requested may not be immediately available for pickup. You will be contacted once the documents are available. Prepayment may be required if the costs exceed $5.00. The cost of 8 ½" x 11" copies is $0.50 per page; the cost of a certified copy is $2.00 per page. If you have any question, please contact the Sheboygan/Kohler Municipal at (920) 459-0212, during regular business hours of Monday, Tuesday, Thursday, Friday, 10A.M. – 3P.M. Closed for Lunch 12PM – 1PM, Wednesday 1PM – 4PM.

IF THE RECORD(S) YOU REQUEST CONTAIN ANY JUVENILE INFORMATION, YOU NEED TO COMPLETE THE BACK OF THIS FORM.