



## Dane County Clerk of Circuit Court



# PUBLIC NOTICE REGARDING PAPER FILINGS & PAYMENTS

In response to public health concerns associated with the COVID-19 outbreak, and pursuant to the Dane County Circuit Court Order Regarding Emergency Temporary Measures issued March 13, 2020, the Dane County Courthouse remains open to the public, subject to limitations aimed at maintaining the public health.

- Filing will continue to be processed in all cases via the Wisconsin Courts' eFiling System and by mail or fax. While the Clerk's office remains open and minimally staffed, all of our service counters will be unavailable for in-person public service. **Paper documents will NOT be accepted in person. Instead, visitors may file documents by using the drop box** located at the Clerk of Circuit Court's office in Room 1000 of the Dane County Courthouse.
- **Payments can be processed using Wisconsin Courts' e-payment system** (available on the [www.wicourts.gov](http://www.wicourts.gov) website). **Payments by check or money order will be accepted by regular mail or in the Clerk's Office drop box. Cash Payments must NOT be submitted during this period of extraordinary circumstances.** If you are paying a ticket via the drop box, we will need your case number or ticket number, along with the name of the jurisdiction that issued the ticket included with your payment.
- Be sure and include your telephone number with all dropbox submissions so that we may contact you if we have questions about your documents.
- Requests for copies of records can be submitted in writing at our drop box, or submitted by email at [Dane.courtrecords@wicourts.gov](mailto:Dane.courtrecords@wicourts.gov). No records requests are taken by telephone.
- **The Clerk's staff will continue to be available by telephone. If you have questions, please contact the Clerk's Office at: 608-266-4311.**

The Wisconsin Circuit Court website: [www.wicourts.gov](http://www.wicourts.gov)

Wisconsin Circuit Court eFiling: [www.wicourts.gov/ecourts/efilecircuit](http://www.wicourts.gov/ecourts/efilecircuit)