

## **DE PERE/LEDGEVIEW MUNICIPAL COURT**

### **PUBLIC RECORDS ACCESS POLICY AND PROCEDURE**

All records of the Municipal Court, except those that are specifically exempted by law, are open to the public. Records are available for inspection during the normal business hours of 11:00 a.m. to 4:30 p.m. Monday through Friday, except if the Court Clerk is out of the office.

#### Records Custodians

The Municipal Court Clerk is the Records Custodian for this Municipal Court.

#### Request Procedure

Requests may be made in person at the court office during the above stated hours. Requests made in person the court will make every effort to fill within two hours of the request. If the request cannot be filled within this period, the requester will be provided a date and time when the records may be viewed, or the copies provided.

Requests may be made in writing to the court by filling out the request form that is available in the court office or online at the court website; [www.de-pere.org](http://www.de-pere.org), click on City Departments, then Municipal Court, look under forms. This completed form may be mailed, dropped off, or e-mailed to [dpcourt@mail.de-pere.org](mailto:dpcourt@mail.de-pere.org)

#### How Records May Be Inspected

1. The requester must review the records under staff supervision
2. The court will respond in writing within ten (10) working days from the date it receives a mailed request or any request for records no made in person.
3. Any review of court case records must not disrupt the normal courtroom proceedings on the cases involved.
4. Copies will be made by the court clerk. A written explanation will be provided whenever a request to review or copy records is denied.
5. A fee for copying and/or mailing records may be levied.

#### Exceptions and Limitations

1. Files or records for non-traffic cases that involve juveniles, as defendants are open only to the defendant, the defendant's parents, or individuals who are specifically authorized in writing by the Juvenile Branch of the Circuit Court to view these records.
2. Records that are not normally produced and maintained by the court in the form requested may be denied.
3. Police reports are maintained and requested through the police department.