

**Karen J. Hepfler**  
Clerk of Court



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**Clerk of Circuit Court**  
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### **CLERK OF COURTS PUBLIC NOTICE REGARDING PAPER FILINGS & PAYMENTS**

In response to public health concerns associated with the COVID-19 outbreak and pursuant to the Chippewa County Court System Plan for Pandemic Covid-19, Order Declaring Health Emergency and Chippewa County Administration's directive that all nonessential functions at Chippewa County buildings be closed to the general public, we have limited access to the Clerk of Courts office effective Monday, March 23, 2020. Anyone needing to conduct business at the Clerk of Courts office should **call ahead** and be prepared to make alternative arrangements instead of meeting in person. **The buildings will be locked and customers with prearranged appointments will be instructed on how to enter the building.**

- **The Clerk of Courts employees are available by telephone to assist you with any questions; please call the Clerk's Office at: 715-726-7758 extension 8.**
- Filings will continue to be processed in all cases via the Wisconsin Courts' eFiling System, by mail and 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, customers may file documents by using the drop box located at Entrance #1 on the south side cul-de-sac entrance of the courthouse on Spruce Street. The drop box is checked each morning and afternoon.**
- Be sure to include your name, telephone number, address and date/time of filing on all drop box submissions so that we may contact you if we have questions about your documents. **Staff will answer questions and assist you with the forms, filing fee, and other requirements; please call the Clerk's Office at: 715-726-7758 extension 8.**
- Filings by mail must include a **Statement of Mailing** that (1) certifies the document was placed in a U.S. mailbox or tendered to a commercial carrier; and (2) states the name of the person who placed the document in a U.S. mailbox or tendered to a commercial carrier, a contact address and the place and date of mailing or tender to a commercial carrier.
- **Payments can be processed using Wisconsin Courts' e-payment system** (available at [www.wicourts.gov/ecourts/payonline.htm](http://www.wicourts.gov/ecourts/payonline.htm) ) or **GovPayNow with Pay Location Code: 1116** (available at [www.govpaynow.com](http://www.govpaynow.com) or call 1-888-604-7888). **Payments by check or money order will be accepted by regular mail.** If you are paying a ticket via mail, we will need your case number or citation number. **Cash payments must NOT be submitted during this period of extraordinary circumstances.**
- Record requests may be completed over the phone and emailed or mailed to you. If you are unable to pay online, you can send written requests and the related payment of \$1.25 per page to **Clerk of Courts, 711 N. Bridge St., Chippewa Falls WI 54729.**
- Requests to inspect court records can be arranged by **calling the Clerk's Office at 715-726-7758 extension 8.** Staff will help customers set up a time to come to the Clerk's Public Access Room and review files.
- The Chippewa County Clerk of Courts website: [www.co.chippewa.wi.us/government/clerk-of-courts](http://www.co.chippewa.wi.us/government/clerk-of-courts)
- 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)