



VILAS COUNTY

Clerk of Circuit Court

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Beth A.Soltow
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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, effective Wednesday, March 25th and until further notice, all nonessential functions at the Vilas County Courthouse will be closed to the general public. Vilas County Clerk of Court's office will remain open to provide certain essential services, but access to buildings and "in person" services will be limited.

Filings will continue to be processed in all cases via the Wisconsin Courts' eFiling system and by mail. While the Clerk of Court's office remains open and at times, may be 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 main entrance of the courthouse.** If your filing requires a fee, it must also be enclosed.

Be sure to include your name, telephone number, and address with all drop box submissions so that we may contact you if we have any questions about your documents.

Payments can be processed using GovPay by calling 888-604-7888 or online at www.GovPayNow.com, enter Vilas County Pay Location Code 5480 and your related case number or Wisconsin Courts' e-payment system (available at <https://www.wicourts.gov/ecourts/payonline.htm>). Payments by check or money order will be accepted by regular mail or in the Clerk of Court'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.

Requests for copies of records can be submitted in writing at our drop box, by mail, by phone, or submitted by email at Vilas.Clerk@wicourts.gov.

Contact the Clerk of Court's office at 715-479-3632 with any questions. Employees are available to assist you. Thank you for your cooperation.

The Wisconsin Circuit Court website: www.wicourts.gov

Wisconsin Circuit Court eFiling: www.wicourts.gov/ecourts/efilecircuit