



ONEIDA COUNTY CLERK OF CIRCUIT COURT

P.O. Box 400
Rhinelander, WI. 54501
Phone: (715): 369-6120

e-mail: Brenda.behrle@wicourts.gov

Clerk of Circuit Court:
Brenda J. Behrle

Chief Deputy/Account Technician:
Traci Running

Civil Clerk: Michelle Metropulos
Small Claims Clerk: Tammy Beranek
Family Clerk: Lynne Gaudioso
Criminal Clerk: Linda Olson
Traffic Clerk: Jackie Nowak

June 1, 2020

CLERK OF COURTS PUBLIC NOTICE FOR **REOPENING THE WORK PLACE**

The health and safety of our office staff and public is our top priority. We all share responsibility for sustaining/improving the health of our communities by adhering to the guidance of the Public Health authorities. As we continue to open our facility for employees to return to work and the public, the following procedures will be followed.

- Office door will be left open during regular business hours to reduce touching. Up to three persons allowed in office at a time to conduct business.
- Two windows at counter will be utilized. The third window will remain closed.
- One public access terminal will be available for use.
- Social distance whenever possible.
- Public will be prohibited from filling out documents at the counter. Paperwork must be completed before coming into our public office area. Signatures requiring notarization on court documents will be the exception.

Filings will continue to be processed in all cases via the Wisconsin Courts' eFiling system and by mail. While the Clerk of Court's will reopen its counter service and at times, may be minimally staffed, we encourage the public to continue to file paperwork by mail or by **by using the drop box located at Door #12, located on the south side of the building.** 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 continue to be processed using Wisconsin Courts' e-payment system** (available at <https://www.wicourts.gov/ecourts/payonline.htm>). 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 still be submitted in writing at our drop box, by mail, by phone, or submitted by email at brenda.behrle@wicourts.gov.

Contact the Clerk of Court's office at 715-369-6120 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