

**CIVIL RECORD SEARCH REQUEST**  
**CIVIL, FAMILY, PATERNITY, SMALL CLAIMS**

Record search fee is \$5.00 per name WI STATS 814.61 (11)  
Photocopies made by clerk charged at \$1.25 per page. WI STATS 814.61(10)

**DATE OF REQUEST:** \_\_\_\_\_

**SEARCH REQUESTED BY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**NAME(S) TO BE SEARCHED - (Full name(s) including middle initials)**

- If request is in regard to a court name change, include the name of the party before change
- If request is for a divorce action, enter the name of the party(s) before the divorce was granted

**TYPE OF SEARCH REQUESTED:**

- ☐ **Civil**    ☐ **Family**    ☐ **Small Claims**    ☐ **Paternity** - Identification required for Paternity Search. Must be an attorney or party of record; or have written authorization.

**YEARS TO BE SEARCHED:** \_\_\_\_\_

**RECORDS SOUGHT:**

- ☐ **Divorce Judgment Papers**
- ☐ **Plaintiff/Petitioner party records available**
- ☐ **Defendant/ Respondent party records available**
- ☐ **Judgments, Liens, and Warrant records posted for public viewing**  
Includes judgments for civil, small claims, and family actions; Judgment transcripts from other Courts or agencies; Tax warrants (Wisconsin Department of Revenue, HILHR, (\*please note Federal tax liens are not filed in the Clerk of Courts office); Lien records (Hospital, Construction, Mechanic, etc.); Judgments for restitution; Other miscellaneous.
- ☐ **Other as listed:** \_\_\_\_\_

**For Office Use Only:**

- ☐ To the best of my knowledge, I have found no past pending case(s) for the above-named.
- ☐ The following case(s) were located involving the above-named.

(To expedite your request, call this office to determine the number of pages in the document(s) desired)

Search completed on: \_\_\_\_\_ Deputy Clerk: \_\_\_\_\_

Chippewa County Clerk of Courts office, 711 North Bridge Street, Chippewa Falls, WI 54729      715.726.7758

**Receipt No.** \_\_\_\_\_

**Paid date:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

**Copies sent via:** \_\_\_\_\_

**Date copies sent:** \_\_\_\_\_

*All request for record searches from 1990 forward will be completed within 10 days or less.  
Searches prior 1990 will be completed within 30 days.*