



127 Sawyer Street, Shawano, WI 54166
(715) 524-6173. Fax: (715) 524-2786.

Municipal Court

(715) 524-6173

OPEN RECORDS REQUEST	
Requestor's Name:	Requestor's Phone Number:
Requestor's Address:	
Date of Request:	Open records requests may take up to ten (10) business days due to the volume of requests or the extent of information requested. If you are not in need of the information within ten days, enter the date you wish to have the information by: _____/_____/_____
Please be specific with your Open Records request. Give both name and date of birth of the person whose records are being sought. All requests should be specific in nature.	
Costs for any requests will be actual and payable upon receipt of information.	