

Village of Bellevue Municipal Court

Open Records Information & Request

The Bellevue Municipal Court hears all traffic and municipal ordinance violations for which the penalty is a forfeiture pursuant to Wis. Stats. Sections 755.11 and 800.11.

The Bellevue Municipal Court office, located in the Public Safety Bldg., 3100 Eaton Rd, Green Bay, Wisconsin is the keeper of Bellevue Municipal Court records and is regularly open from 8:00 a.m. to 12 Noon, and 1:00 p.m. to 4:30 p.m. Monday through Friday. The Court and its court clerk's office is closed from time to time for meetings, lunch, vacation days, sick days, conferences, holidays and other necessary closing days. There will be a sign posted if closed.

Records are available for inspection, except certain juvenile records, which are confidential according to state law. Copies cost \$.25 per page. We may require prepayment by a requester of any fee or fees imposed if the total amount exceeds \$5. The requester must give the court a reasonable amount of time to retrieve the requested information. If the court cannot comply with the request within 10 days, the court will notify the requester in writing as to when it will be available.

***To request inspection and/or copying of records, contact, in writing (or fill out below) and mail to the Legal Custodian, Bellevue Municipal Court Judge Ronald Metzler, at 3100 Eaton Rd, Green Bay, WI 54311.**

The Bellevue Municipal Court furnishes information to the State Department of Transportation and the Director of State Courts. Bellevue Municipal Court performs all other acts of a municipal court as authorized by state and local law.

I am requesting the following records:

Date of Offense: _____ Name of Offense _____

Citation or case # _____

Name of Defendant: _____ Date of Birth of Defendant: _____

Person requesting Record so that we may call you when ready: _____

Your contact phone # _____

COST @ .25 per page \$ _____