



**THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF WISCONSIN
Green Bay Division**

AMENDED PUBLIC NOTICE REGARDING FILINGS & PAYMENTS
Effective July 2, 2020

In recognition of ongoing public health concerns involving the coronavirus (COVID-19), access to the Clerk of Court's public counter will be limited to appointments only.

- Filings will continue to be processed in civil and criminal cases via the CM-ECF electronic system. Paper documents may be filed by using the drop box located on the wall outside the entrance to the Clerk's Office during hours the building is open (8:00 a.m. to 5:00 p.m. weekdays) or mailing them to the United States District Court Clerk's Office at 125 S. Jefferson St., Rm. 102, Green Bay, WI 54301. While the Clerk of Court's office remains open and staffed, our public counter **will not** be available for walk-in public service.
- If you need forms, please contact our office by telephone or mail. The forms will be mailed or emailed to you. Forms can also be printed directly from the court's website (at www.wied.uscourts.gov).
- The Clerk of Court's office will accommodate all requests with your safety and the safety of court staff in mind. If you wish to make an appointment, please call 920-884-3722 and Clerk's staff will assist you in determining the best method to fulfill your request and schedule an appointment with you, if necessary.
- Criminal debt payments can be processed via credit card by utilizing the link on our website www.wied.uscourts.gov or by phone at 414-297-3365. Criminal debt and other case or fee payments by check or money order can be submitted by mail or the Clerk's Office drop box.
- Be sure to include your name, case number and telephone number with all drop box submissions so that we may contact you if we have questions.

The Clerk of Court's employees are available to assist you. Please visit the court's website for information or call:

Clerk of Court: 920-884-3722