



**THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF WISCONSIN**

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 external drop box located on the east side of the building (617 North Jackson Street) or mailing them to the United States District Court Clerk's Office at 517 East Wisconsin Avenue, Room 362, Milwaukee, Wisconsin 53202. While the Clerk of Court's office remains open and staffed, our public counter **will not** be available for walk-in public service.
- The Clerk of Court's office will accept the below in-person services **by appointment only**. Please call 414-297-3365 (Clerk's Intake Counter) to schedule your appointment.
 1. New criminal cases and sealed filings
 2. Signature bonds in criminal cases
 3. Pro se filings and requests for forms
 4. Requests to access court records
- Payments will be processed via credit card by utilizing the link on our website www.wied.uscourts.gov or by phone at 414-297-3365. Payments by check or money order will be accepted by mail or the courthouse drop boxes. **Cash payments will not be accepted during this period of exigent circumstances.**
- 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: 414-297-3372

Jury Administrator: 414-297-1209