



Municipal Court • Gregg E. Schreiber, Municipal Judge

## Open Records Request

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

RECORDS OR INFORMATION REQUESTED (GIVE SPECIFIC DATES AND TIMES)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

METHOD OF DELIVERY: COST OF DELIVERY:

\_\_\_\_\_ EMAIL: Electronic - \$0  
\_\_\_\_\_ MAIL: Paper \$.25 per page, plus postage  
\_\_\_\_\_ PICK-UP: Paper \$.25 per page

If request is not readily available, you may be assessed a processing fee. If we are unable to fill your request while you wait, we will have it available within 10 working days or sooner if at all possible as per WI State Statue 19.35(4)(a).

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RELEASED BY: \_\_\_\_\_ ON \_\_\_\_\_ AT \_\_\_\_\_

AMOUNT FOR COPY: \_\_\_\_\_

AMOUNT OF POSTAGE: \_\_\_\_\_

TOTAL AMOUNT DUE FOR THE REQUEST: \_\_\_\_\_

Please Make Checks Payable To: **Village of Howard**  
2456 Glendale Ave  
Howard, WI 54313

Notice: If your request for records has been denied, you have the right to a review by writ of mandamus under WI Statue 19.37(1) or upon application to the Attorney General or the District Attorney.