

REQUESTING AND SENDING CERTIFIED COPIES

For each case you are requesting a pardon on, you need to include a certified copy of each of the following documents: **(1) the criminal complaint; (2) the felony information; and (3) the judgment of conviction.** **We can't schedule your Part 2 pardon appointment until you send us the certified copies.**

STEP ONE: GETTING YOUR CERTIFIED COPIES

Have your case number/s ready. You can search for criminal case information in CCAP:

<https://wcca.wicourts.gov/case.html>.

Milwaukee County: Milwaukee County Safety Building

- **Go to:** Criminal Court Division

821 W. State St., Room 117
Milwaukee, WI 53233
414-248-5362

- Copies are available Monday–Friday from 8am–5pm from the customer service window outside Room #117 of the Safety Building.
- Copies cost **\$1.25 per page**. The cost to have each document certified is **\$5.00** (in addition to the copy costs).
- To save time, we recommend calling them ahead of time and asking if they can have the documents ready for you when you get there. You may have to leave your name and date of birth.
- Older files are located offsite and must be ordered, which may take several days.

Other Counties:

- Search the internet for “[*County name*] get copies of criminal court records” or something similar. Each county’s website should have a page with information on getting copies of your court records.
- The process for getting criminal copies may be different than for getting civil copies; make sure you are requesting copies through the *criminal* division.
- Make sure you are requesting *certified* copies—this is where the clerk takes the extra step of certifying/stamping them.
- The cost of copies, per state law, is usually \$1.25 per page. The cost to get each document certified, per state law, is usually \$5.00.

STEP TWO: SENDING COPIES OF THE CERTIFIED DOCUMENTS TO US

Use one of the options below to send us your certified copies so we can schedule you an appointment for help with the pardon application.

- **Drop off the documents in person at the Courthouse – Milwaukee Justice Center (MJC):**
If you’re getting certified copies from a case in Milwaukee County, it may be easiest to submit the documents to our staff at the MJC, which is across from the Safety Building in the main courthouse building (901 N. 9th Street). Make sure to come during a time when the MJC’s desk

is open (generally, that is **Monday–Friday from 8:30am-12:00pm** and **Monday–Thursday from 1:00pm-4:00pm**). MJC staff members can make a copy of your certified documents and send them directly to Pardon/Expungement clinic staff.

- o Getting to the MJC from the Safety Building: You can take the skywalk over from the Safety Building (3rd floor) to the Courthouse (1st floor) and go downstairs to Room G9 (ground floor). If you don't take the skywalk, you can exit the Safety Building and cross 9th street to enter the main courthouse building; then go to Room G9.

- **Scan the documents on your smartphone and email them to us at expungemke@gmail.com:**

- o iPhone/iOS: Open **Notes** and create a new note. Open **Camera** and tap Scan Documents. Position the camera over a document to automatically scan.
- o Android phones: Tap **Google Drive** > plus sign (+) > **Create New** > **Scan**. Position the camera over the document, tap **shutter**, tap **check mark**.
- o Using scanning apps on your mobile phone:
 - Adobe Scan: Tap screen > Continue. Tap the document's thumbnail to edit and save.
 - Other Scanning apps from your phone's app store (Fast Scanner, Mobile Scanner, Tiny Scanner, Simple Scan, etc.).

- **Send the documents to us from a local library branch:**

- o Go to any Milwaukee Public Library branch location to scan your documents and send them to your flash drive, Google documents folder, or email address. You can send them to your email address and then forward them to us at expungemke@gmail.com, or you can email them straight to us. This service is free. For more info, visit <https://mpl.org/library/print.php>.
- o For a list of all Milwaukee Public Library branches, including their hours and locations, visit this page: https://mpl.org/hours_locations/.
- o Note: We do not have the ability to accept faxed documents at this time.

- **Take CLEAR pictures of all the documents and email them to us**

at expungemke@gmail.com. You should only use this method if you can't drop the documents off to us in person or scan them and send them to us. Make sure to take a picture of each page individually (this might mean that the file size is too large if you try to attach all the images to one email).

- If you have gotten the certified copies but can't figure out how to get them to us, let us know by emailing expungemke@gmail.com.