

# NOTICE: ACCESS TO PUBLIC RECORDS

ST. CROIX COUNTY

Effective 11/2010

Revised 03/2019

TREATMENT COURT

Provided pursuant to § 19.34, Wisconsin Statutes.

You have a right to inspect and copy certain records under Wisconsin's Public Records Law, §§ 19.31-19.39, Wisconsin Statutes.

## DEPARTMENT DESCRIPTION

The St. Croix County Treatment Court program is a specialty court designated for nonviolent offenders with substance use disorders. Treatment courts are built upon a unique partnership between the criminal justice system and the treatment community. First developed in Miami, Florida in 1989, treatment courts combine intensive judicial monitoring with alcohol and other drug abuse (AODA) treatment and strict community supervision. Using a non-adversarial approach, the Treatment Court Judge and a dedicated team work together to promote long-term, sustained recovery for individuals with substance use disorders.

## PROCEDURE FOR MAKING REQUESTS

Under the authority of Chapter 19 of the Wisconsin Statutes, the Treatment Court Coordinator is the legal custodian of the Office's records. Requests for access to public records should be directed to:

St. Croix County Treatment Court Coordinator  
St. Croix County Services Center  
1752 Dorset Lane  
New Richmond, WI 54017  
(715) 386-4723  
Email: [Kimberly.Kitzberger@sccwi.gov](mailto:Kimberly.Kitzberger@sccwi.gov)

Requests may be made during the Treatment Court normal office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter and time period.

As soon as practicable and without delay, the legal custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the legal custodian to respond to the request will depend on factors including the nature and extent of the request. If the custodian denies a written request, the requester shall receive the denial in writing.

## FEES

The Treatment Court may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, the Treatment Court may charge its standard fee of \$0.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the Treatment Court may charge the actual cost of creating a readily comprehensible copy. The Treatment Court may charge the actual, necessary, and direct costs of locating the records if they exceed \$50. If the records are mailed to the requester, the Treatment Court may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. The Treatment Court may request pre-payment if the total costs are greater than \$5. Checks should be made payable to St. Croix County.