

CLERK OF COURTS

The Clerk of Courts office is the official record keeper for all circuit court filings in Sheboygan County. This office strives to consistently provide an accurate and current court record for the benefit of our judges, the law community, law enforcement agencies, and the public. It is further our mission to enhance public confidence and trust in the Wisconsin Judicial System and to annually present a balanced budget to the County Board.



Christine Koenig
Clerk of Courts



The Clerk of Courts office accepts all new circuit court filings for Sheboygan County, managing electronic submissions and converting pro se paper filings into digital records via the CCAP system. Staff maintain these records daily, processing documents from initial criminal complaints through the life of a case. Court clerks attend all proceedings, utilizing in-court processing to update cases in real-time, ensuring an immediate record is available to judges, law enforcement, and the public.

A central role of the office is the collection of all court-ordered fines, fees, and costs through the accounting division. This team manages daily and monthly reporting, issues commitments for non-payment, and processes driver's license suspensions for unpaid traffic fines. The office utilizes State Debt Collection and Department of Revenue processes, which remain highly effective for recovering outstanding debts.

2025 Achievements



Increased juror pool from 6,000 to 8,000 to improve panel creation



\$247,595 under budget



Achieved 100% staff independence in courtroom and jury trial processing



2025 YEAR IN REVIEW

In 2025, the office increased the juror pool from 6,000 to 8,000, resulting in a marked improvement in jury process efficiency. By expanding the pool, we effectively increased jury panels and eliminated the need to move jurors between groups. This transition created a more time-effective workflow while successfully removing the margin for error previously associated with manual panel reassignments.

Significant progress was also made in workforce development and cross-training. Court Clerk II team members are now working independently in most hearings, with three currently training in jury trial clerking—the final stage of clerk proficiency. Furthermore, comprehensive cross-training across divisions has increased office flexibility and ensured seamless coverage, allowing team members to support multiple roles while maintaining high service standards.

2025 BUDGET

Revenues	\$ 3,449,359
Expenses	\$ 3,230,305
Transfers In/Out	\$ 28,541
(Under)/Over Budget	\$ (247,595)

2026 LOOK AHEAD

In 2026, the office will begin purging microfiche reels dating back to the early 1900s, a lengthy process focused on locating and preserving homicide cases which must be retained indefinitely. Simultaneously, we are updating our exhibit retention process by reorganizing the exhibit room and streamlining protocols for purging exhibits at the end of their retention period. Additionally, the office is coordinating with Probation and Parole supervisors to transition the collection of costs and fees directly to the Clerk's office. Centralizing these collections will improve efficiency by eliminating the need to reconcile financial discrepancies between external agency records and our internal systems.

