



OFFICE OF CLERK OF COURTS  
EAU CLAIRE COUNTY  
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## **VITAL STATISTIC INFORMATION**

The following information is provided as a courtesy through the Eau Claire County Clerk of Court (aka Clerk) to assist a party in processing a correction for a vital statistic record. This information should not be considered as a substitute for legal advice or services. If you have legal questions, you are advised to consult an attorney or make a decision based on your own study and conclusions of the law.

### **1. General Information:**

- a. Corrections to a vital statistic record after one year are processed as a new civil case.
- b. Qualifying records include Birth, Marriage, and Death.
- c. Corrections may be petitioned for when the information on the vital record **does not represent the actual facts in effect at the time the record was created.**
- d. To commence this type of civil case, a person may **petition the circuit court in the county where the event is alleged to have occurred.**
- e. The petitioner shall be a person with a direct and tangible interest in the vital record and shall allege that the information on the vital record does not represent the actual facts in effect at the time the record was filed.
- f. A courtesy petition form is available through the Clerk.
- g. A statutory filing fee is required to commence this action (currently \$164.50).

### **2. Petition Form:**

- a. The petition form available through the clerk is to be completed & signed in front of a notary.
- b. A certified copy of the original vital record should be provided with the petition.
- c. Other supporting documentation is to be provided w/the petition (written evidence which supports the petition).
- d. The completed form is then presented to the proper Clerk for filing along with the statutory fee payable to the Clerk of Court (Clerk's address shown above).
- e. If a petitioner is unable to pay costs of filing, they may petition the Court for waiver of costs & fees. The waiver form is available upon request to the Clerk and is subject to approval by the Court. The form is also available online under [www.wicourts.gov](http://www.wicourts.gov) (Form CV-410)

### **3. Filing:**

- a. Present the petition, supporting documents, and proposed order to the Clerk of Court in the proper county.
- b. Be prepared to pay or address the filing fee (\$164.50 unless fee waived by Court pursuant to fee waiver petition).
- c. Once the petition is filed, the Clerk will assign a court & case number to your action.
- d. The Clerk will then send the case to the assigned Judge for review.
- e. If the petition is approved, the Court will sign an order to that effect.
- f. After the record is returned to the Clerk, the Clerk will contact the petitioner regarding further proceeding.

### **4. Follow-up:**

- a. If the Court approved the petition & signed the order, the Clerk may certify that information to Vital Records for processing.
- b. Additional fees apply for certifications and/or reporting to Vital Record. For reference to the Vital Record fees, see on the bottom of the last page of the order format provided to you by Vital Records.