

RULES SPECIFIC TO JUNEAU COUNTY REGISTER OF DEEDS OFFICE

In addition to the Statewide Rules for Vital Statistics Offices, the following rules pertain to persons specifically doing searches in the Register of Deeds Office of Juneau County, Wisconsin.

Our office is located in Room 212 which is on the second floor at the west end of the original Courthouse Building.

Search hours are 9:00a.m.until 12 Noon and 12:30p.m.until 4:00p.m., Monday through Friday except: The first and last working day of each month, as well as all holidays in which the courthouse system is closed. These include the following: New Year's Day, Good Friday, Memorial Day, Independence Day (4th of July), Labor Day, Veterans Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day. Holidays that occur on a Saturday &/or Sunday may be observed on the Friday before or Monday after as designated by the Juneau County Board.

No appointment is required. We operate on a first come, first serve basis.

We limit each search party to two (2) adults, and the number of search parties to two (2) at one time. The office has a limited amount of space, both to work and for storage of purses, briefcases, etc.

We do not use volunteer help; surveillance is done by office staff. Upon your first visit to our office, you will be briefed by one of the Register of Deeds staff as to the location of the records, your designated work area, where to store your belongings, etc. Due to limitations to the amount of staff, we cannot assist you with your search.

We ask that you remove only one (1) index from the rack at a time.

Do not lay anything on an open book, including your arms. Lift the pages carefully without snapping them. *Unnecessary roughness will be called to your attention. Continued violation following the first verbal warning, will result in removal from the office.*

Do not write on top of book pages. The pressure causes indentations that mar the record for future researchers.

Access to Birth record volumes 48 through 63 and Marriage record volumes from 21 through 32 and Death Record volumes 41 through 46 is allowed with offices staff assistance only. Birth records after January 2011, Death records after September 1, 2013 and Marriage records after May 18, 2015 are not available beyond indexing information.

The Vital Statistics Law went into effect June 1, 1907. Our records before that time are incomplete. If you do not find the record you are seeking in our indexes, presume the record was not filed in our office. You may not page through the record books as a part of your search. You must have a direct and tangible interest in the records you view.

So that we can comply with Title II of the Americans with Disabilities Act of 1990, please let us know if you will need assistance with your search.

Good luck with your search! We apologize for our limited space and the constraints on our staff in not being able to assist you beyond your initial welcome. Your cooperation in adhering to the previous guidelines is greatly appreciated.

"Of all the national, state and county assets, old records are the most precious. They are a gift from one generation to another, and the extent of their care marks the extent of our civilization. Let us give our records the best care." ~Author Unknown

SEARCH RULES

STATEWIDE VITAL RECORDS OFFICES AND JUNEAU COUNTY REGISTER OF DEEDS OFFICE



Stacy D. Havill
Juneau County Register of Deeds

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STATEWIDE RULES FOR VITAL STATISTICS OFFICES

Researchers of vital records files must do the following:

1. Register the following information before entering the vital records area: Name, address, telephone number and general identification of the records that will be searched – family name or subject and time period of research
2. Present satisfactory proof of identity.
3. Read all rules and sign an agreement to abide by them.
4. Bring no children under the age of 12 years old into the office.
5. Bring no food or beverages into the vital records area.
6. Bring no coats, purses, briefcases or bags into the vital records area.
7. Bring no private copy machines, cell phones, recording devices or cameras into the vital records area.
Researchers will not be admitted access to vital records unless they comply with the rules above.
8. Refrain from loud talking and noise making or boisterous behavior. Smoking is not permitted within 75 feet of the entrances to or within the Courthouse.

9. Bring only pencils, **NO PENS**, into the work area.
Researchers will be given one verbal warning concerning violations of rules 8 through 9. If the violation continues, the office staff will have the person removed from the office.
10. Make use of paper records (not including the indexes) only as a last resort to find specified records. Researchers will be given one verbal warning not to use records that have not been specified and, if the violation continues will be removed from the office.
11. Respect the priority right of the staff to the use of the indexes and records to conduct daily business.
12. Researchers may not write on or otherwise alter, mutilate or destroy a record.
13. Observe rules of access or non-access relative to:
 - legally confidential material
 - paper records that are in poor physical condition.

Researchers who violate rules 12 and 13 will be immediately expelled from the office and will not be permitted to return for a period of 2 months. A second violation within a year will result in expulsion from the office for a period of 6 months. A third violation within a year will result in an additional 6 month expulsion and a notice of the violation will be sent to all vital records offices in the State of Wisconsin.

14. Researchers must not ask LVRO staff to perform tasks which are contrary to statutes or administrative rules.
A researcher who violates this rule will be immediately expelled from the office and will not be permitted to return within a period of 2 months. A second violation within a year will result in expulsion from the office for one year. Each subsequent violation will result in a one year expulsion.
15. Observe office specific rules for physical handling of books and materials.
Violators will receive one verbal warning and a second violation will result in being removed from the office.