

OFFICE OF
JOBIE J. BAINBRIDGE
CLERK OF CIRCUIT COURT – POLK COUNTY

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Clerk of Circuit Court Mission Statement:

The Mission of the Polk County Clerk of Circuit Court Office is to assist our Circuit Court and customers in the most efficient and complete manner in accordance with State Statutes and County Policies.

Overview:

The Clerk of Circuit Court is to follow all guidelines within the Wisconsin State Statutes; perform administrative duties for the courts, including jury management, Court financial management, Court record management, collections and enforcement of all Court ordered financial obligations. Disseminate information to the public on procedures how to file small claims, domestic abuse/harassment/child abuse restraining orders, civil matters and other related activity. The Clerk of Circuit Court office is also involved in record keeping of Court files, monitoring and scheduling of Court cases including but not limited to small claims, civil, criminal, traffic, appeals, collection of fines and court fees also recording liens and judgments.

Commitment:

Our office is committed to serve the Court and the public with integrity and professionalism.



Polk County **Clerk of Circuit Court, Jobie J. Bainbridge** is the official record keeper of all circuit court cases which include civil proceedings, criminal cases, divorce proceedings, small claims disputes, requests for name changes, court judgments,

and many other types of court cases. The Clerk of Circuit Court is responsible for providing public access to most court files. Jobie J. Bainbridge has served as Polk County Clerk of Circuit Court since January 2015. Prior to her service as Clerk of Circuit Court she was Chief Deputy for the Polk County Clerk of Circuit Court Office for 2 ½ years.

Staff:

Jobie J. Bainbridge – Clerk of Circuit Court

Kelly Bauermeister – Chief Deputy

Kallie Branstad – Jury/Appeal/Paternity Deputy Clerk

Cheryl Winberg – Juvenile Deputy Clerk

Jackie Patterson – Family/Civil Deputy Clerk

Rebecca Liedtke – Small Claims Deputy Clerk

Michelle Clausen – Traffic Deputy Clerk

Bethany McCurdy – Criminal Deputy Clerk

Sharon Jorgenson – Bookkeeper/Deputy Clerk