



August 17, 2020

Via Email and U.S. Mail

Kris Teske
Green Bay City Clerk
100 North Jefferson Street, #106
Green Bay, Wisconsin 54301
Tel: (920) 448-3010
Fax: (920) 448-3016
Clerkinquiries@greenbaywi.gov

Dear Ms. Teske:

Pursuant to Wisconsin's public records law, Wis. Stat. §§ 19.31-19.39, the Lawyers' Committee for Civil Rights Under Law, individually and on behalf of State Voices, requests the following records from the City of Green Bay Clerk's Office ("the Clerk") and its members, employees, agents, and assigns, concerning the processing of voter registration applications ("Applications") for the period beginning on **January 1, 2018** through the receipt of this records request. This request includes, but is not limited to, the following categories of records:¹

1. All records evidencing the standards, procedures, training materials, rules, guidance, or advice for making the determination as to whether or not to approve Applications;
2. All records evidencing the total number of Applications that were not approved or are otherwise pending approval, including records evidencing the reasons for the rejection of Applications and any delays in the processing of Applications;
3. Records evidencing the types of notices or other communications issued to applicants whose voter registration applications are approved, rejected or are otherwise not processed, including, but not limited to, notices informing applicants that they must provide additional information or documents for the processing of their Applications;
4. All records evidencing the Applications that were rejected or otherwise not fully processed (including those put into a suspense or pending status) since January 1, 2018, and the reasons therefore;
5. All records evidencing communications with the Wisconsin Election Commission or third parties related to Applications that were rejected or placed into a suspense or pending status;
6. Records evidencing data reflecting information concerning the timeline for the processing of the Applications, including the dates when the Applications were initially received, whether and when the Applications were approved or rejected, and the final disposition of those Applications that were rejected or which were placed into a suspense or pending

¹ The term "records," as used in this Request, encompasses all varieties of "record." As defined in Wis. Stat. § 19.32(2), and specifically includes, but is not limited to, all documents, writings, correspondence, notices, reports, memoranda, emails, text messages, databases, photographs, voicemails and any other electronically created and/or stored information.



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status.²

In accordance with Wis. Stat. § 19.35(4)(a), we expect the Clerk to produce the requested records “as soon as practicable and without delay.” We are prepared to pay reasonable costs incurred in the production and copying of the requested records, but we request that you provide us with a good faith estimate of the charges for producing and copying these records in advance by contacting Jacob Conarck at (202) 662-8395 for authorization before said costs are incurred if the costs of producing and copying the records will exceed \$50.00. Please also note we are amenable to receiving copies of the records electronically, so long as the records are legible.

To the extent that you intend to comply with this request, but you anticipate that it may take longer to produce some of the records than others, we request that you produce the records as they become available on a rolling basis, rather than delaying their production until all responsive documents have been gathered. If this request is denied in whole or in part, we ask that you cite in writing the reasons upon which you have relied, as required by Wis. Stat. § 19.34(4)(a).

Thank you for your attention and anticipated cooperation in this matter.

Sincerely,

Jacob Conarck
Voting Rights Project
Lawyers' Committee for Civil Rights Under Law
1500 K Street NW, Suite 900
Washington, DC 20005
Telephone: (202) 662-8395
General Fax: (202) 783-0857

² Without waiving any right to obtain full copies of the requested records in the future, we are amenable to your redaction of the year of birth, driver's license number, and last four digits of the Social Security number from the records that are produced.