

PAPER (LEGAL DOCUMENTS) SERVICE PROCEDURE AND POLICIES

REQUIREMENTS:

One authenticated copy of the filed documents you wish to have served, prepayment or a copy of the court ordered fee waiver, and a completed Civil Process Information Sheet or cover letter with relevant service information. The information sheet can be downloaded and submitted with your documents.

A valid address of residence is **required**. If the address is an apartment, an **apartment number** is required. If the address is an apartment in a security building, a method of entrance is required. If service is requested at a place of employment, permission must be gained. You are responsible for acquiring permission, the employee's supervisor's name, and the supervisor's contact information. This information must be documented on the Civil Process Information Sheet or cover letter.

If papers are from a jurisdiction other than Wisconsin, the time requirements for service of that jurisdiction must be stated or we will follow Wisconsin's time limits. This may nullify service in your state.

COST: Costs vary on type of service and location. Please see the Fee Schedule.

Our fees are based on 3 attempts and mileage. If you request more than 3 attempts, it must be stated on the information sheet or cover letter. You will be billed for the additional attempts @ \$20 per attempt.

Prepayment is required unless a fee waiver has been granted and a copy accompanies the information sheet. Most Temporary Restraining Order service fees are waived. Rule of thumb: if a filing fee is paid, a service fee is due. We have a no-refund policy. Governmental entities are exempt from prepayment and will be billed directly.

SERVICE:

There are time limit considerations for all different legal papers. As a general rule, we ask that you submit your papers at least 2 weeks before your hearing date, not counting holidays and weekends. Less amount of time diminishes the chances of a successful service.

A Douglas County Sheriff's Certificate of Service (or Non-Service) will be provided. *We do not use or fill out a 3rd party affidavit or certificate of service.* If your jurisdiction has a specific requirement, please so advise. *It is up to you to file the Certificate of Service-Non Service with the Clerk of Courts.*

OTHER:

All fees due to the Sheriff's department must be paid in full before papers are accepted. Inmates of Douglas County Jail must be served by the Douglas County Sheriff's Department.

HELPFUL LINKS:

Wisconsin Circuit Court Forms: <https://wicourts.gov/forms1/circuit/index.htm>

Douglas County Clerk of Courts: <https://www.douglascountywi.org/170/Clerk-of-Courts>