

*Walworth County Sheriff's Office Civil Process Division*  
*1770 Hwy NN, Elkhorn, Wisconsin 53121*  
*262-741-4480*

**CIVIL PROCESS PAPERS**

**PARTY TO BE SERVED:**  
**PLEASE PRINT CLEARLY**

Use one page for each person to be served. Fill in all information you know.  
If you do not know the information, leave it blank.

NAME OF PERSON TO SERVED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT. NO. \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

SEX: \_\_\_ RACE: \_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ SOCIAL SECURITY NO: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ HAIR: \_\_\_\_\_ EYES: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_

AUTO MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_

PLATE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SHIFT: \_\_\_\_\_  a.m. to \_\_\_\_\_  a.m.  
 p.m.  p.m.

ADDITIONAL INFORMATION TO ASSIST DEPUTY IN LOCATING PERSON TO BE  
SERVED: \_\_\_\_\_

(\*Service may not be possible on specific days or at specific times.)

Walworth County charges \$80.00 per person, per case number. Pre-pay only.  
NO REFUNDS

Did the court issue you a Waiver Of Fees? Yes or No  
If yes, the Waiver Of Fees must be attached.

If this is a Restraining Order or Injunction, are you requesting the sheriff to remove the  
respondent from your residence if the court so ordered? Yes or No





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## CIVIL PROCESS FEES

*Pursuant to Walworth County Ordinance 30-286, as amended by Ordinance 597-2/10, effective April 5, 2010, below is the Walworth County Sheriff's Office fee schedule for Civil Process.*

Service	\$80.00 ( <b>per person, per court case, pre-pay only</b> ). This fee covers all attempts at service, actual service, and mileage costs. No additional fees will be required for normal process paper service. Those requesting a waiver of fees <b>MUST</b> provide proof of indigency at the time that the papers are presented to the Sheriff's Office. <b>NO REFUNDS</b>
Writ of Restitution (Eviction) & Writ of Assistance	<p>All Writs must be accompanied by a \$80.00, \$500.00 or \$2,500.00 Cash or Check, made out to the Walworth County Sheriff's Office, and keys to the property the defendant is being evicted from, if available. No credit card payments are accepted for the \$500 or \$2,500 deposit option.</p> <p>The \$2,500 check will be used for Sheriff, Moving, and Storage Fees. If the cost of Eviction exceeds \$2,500 the landlord/attorney will be contacted and must immediately pay the balance due to the Sheriff's Office. If the Cost is less than \$2,500 the balance will be returned to the plaintiff by check.</p> <p>The Original Writ must be brought in along with 3 copies and additional copies for each person to be served.</p> <p>Failure to comply with the above procedures will result in the papers being returned or not accepted.</p>
Executions and Replevins	Pre-payment of \$80.00 per person Additional Sheriff's Fees will be billed. All invoices are net due 30 days. Seizing property requires a bond twice the value of property to be seized. Bond must accompany paperwork.
Sheriff's Fee	Current deputy hourly rate; overtime rates will apply if applicable.
Sheriff's Sales	Pre-payment of \$150.00 per Sale Date. (\$75.00 Posting and \$75.00 Sale Fee) Real Estate and Sheriff Sale Fees are non-refundable. The posting fee of \$75 is charged EACH time a posting is required. The Sale fee of \$75 is collected for EACH sale date, regardless of whether it is amended, adjourned, cancelled or the sale is actually conducted. <b>NO REFUNDS</b> . Additional Sheriff's Fees will be billed. All invoices are net due 30 days.

Dave Gerber  
 Sheriff

By:  
 Captain Staggs  
 Civil Process Division