

*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

*Walworth County Sheriff's Office-Civil Process Division*

*1770 Hwy NN, Elkhorn, Wisconsin 53121*

*262-741-4480*

**\*\* Law Enforcement Use Only – Do Not Release Info \*\***

**CIVIL PROCESS PAPER SERVICE**

**INSTRUCTIONS:**

1. Papers for Service: You **must** provide the correct number of papers to be served or we will not accept your papers. We will not make copies.
  - If you are serving (1) one person – you need (2) two sets of papers.
  - If you are serving (2) two people – you need (3) three sets of papers, etc.
  - Writs require (4) four copies with court seal.
  
2. Provide a stamped, self-addressed envelope for papers to be returned to you. Be sure your envelope is large enough and has enough postage on it.
  
3. **COMPLETE** the Information Form below. This form is used by individuals. Please answer the questions that apply to you.
  
4. **YOU MUST PAY** \$80.00 per person, per case number at the time you bring your papers in for service. We will accept cash, checks, or money orders (made payable to Walworth County Sheriff's Office) for the exact amount. Credit/debit card payments can be made in person during normal business hours. **NO REFUNDS.**  
If you have a Waiver of Fees you must present it with your papers, or you will have to pay.

**IF YOU ARE AN INDIVIDUAL SERVING PAPERS,  
 FILL THIS SECTION OUT:  
PLEASE PRINT CLEARLY**

Please Print Name: \_\_\_\_\_  
   First Name  Middle Name  Last Name

Date of Birth:     \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Mailing address (if different than above): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_                      Home Fax: \_\_\_\_\_

**Walworth County court papers will be forwarded to the clerk of courts along with their proof of service. All other papers it is your responsibility to get a copy to the courts with the proof of service.**

\_\_\_\_\_ A fee sheet was given to the customer        \_\_\_\_\_ Employee Initials        \_\_\_\_\_ Customer Initials  
 \_\_\_\_\_ Amount Paid

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

## CIVIL PROCESS PAPER SERVICE

### INSTRUCTIONS:

1. Papers for Service: You **must** provide the correct number of papers to be served or we will not accept your papers. We will not make copies.
  - If you are serving (1) one person – you need (2) two sets of papers.
  - If you are serving (2) two people – you need (3) three sets of papers, etc.
  - Writs require (4) four copies with court seal.
  
2. Provide a stamped, self-addressed envelope for papers to be returned to you. Be sure your envelope is large enough and has enough postage on it.
  
3. **COMPLETE** the Information Form below. This form is used by business firms. Please answer the questions that apply to you.
  
4. **YOU MUST PAY** \$80.00 per person, per case number at the time you bring your papers in for Service. We will accept cash, checks, or money orders (made payable to Walworth County Sheriff's Office) for the exact amount. Credit/debit card payments can be made in person during normal business hours. **NO REFUNDS.**  
 If you have a Waiver of Fees you must present it with your papers, or you will have to pay.

## IF YOU ARE A BUSINESS SERVING PAPERS, FILL THIS SECTION OUT: PLEASE PRINT CLEARLY

Please Print Name: \_\_\_\_\_  
First Name Middle Name Last Name

Date of Birth:    \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Mailing address (if different than above): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_

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

## 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.

Kurt Picknell  
 Sheriff

By:  
 Captain Staggs  
 Civil Process Division