

SERVING SOMEONE WHO LIVES OUTSIDE OF MILWAUKEE COUNTY (FOR SMALL CLAIMS)

I AM TRYING TO SERVE IN _____ COUNTY IN _____ STATE

THE SHERIFF'S OFFICE PHONE NUMBER THERE IS: _____

WHEN YOU CALL, TELL THEM THIS:

I am calling from Milwaukee County, Wisconsin, and I need to have *small claims court papers* personally served on a person who lives in your county.

- How much does it cost?
- I have an approved fee waiver (affidavit of indigency) from Milwaukee County, Wisconsin. Will you accept that as proof of my inability to pay for the cost of service?
- What do you need me to send you? (Number of copies? A brief letter explaining what is being served? To whom and from whom?)
- How many attempts will your cost for service cover? (If it's less than 3 attempts, ask how much at least 3 attempts will cost)
- How will you contact me once you serve the other party? Or if you're unable to serve the other party?
- How will you provide proof of either service or non-service? Will I get an affidavit, and how long should that take to receive?

Once you have received proof of service in the mail, make sure to bring your proof of service to your hearing.

If the sheriff has made at least 3 attempts and still failed to serve the other party, please go to Room 400 in the Milwaukee County Courthouse for help serving by publishing in the newspaper.

SERVICE MUST BE COMPLETE AT LEAST 8 BUSINESS DAYS PRIOR TO YOUR HEARING

PLEASE DON'T WAIT ON THIS. THIS MEANS GETTING THE OTHER PARTY SUCCESSFULLY SERVED (PAPERS IN HAND), OR TO MAKE 3 ATTEMPTS AND THEN COMPLETE PUBLISHING SERVICE IN THE NEWSPAPER.

MY HEARING DATE: _____
(scheduled by FCC or Judge)

8 DAYS BEFORE MY DATE IS: _____
(don't count weekends/major holidays)



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