

**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.
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 and also 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. **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 REQUESTING PAPER SERVICE, YOU MUST FILL THIS SECTION OUT:  
PLEASE PRINT CLEARLY**

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

Print Your Address: \_\_\_\_\_

Print Your Date of Birth: \_\_\_\_\_      Print Your Phone Number: \_\_\_\_\_

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

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

Business Telephone: \_\_\_\_\_

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

Business email: \_\_\_\_\_

\_\_\_\_\_ The petitioner was informed **ORIGINAL COPIES OF RESTRAINING ORDERS** will be filed with the court.

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

Amount Paid: \_\_\_\_\_