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 AN INDIVIDUAL REQUESTING PAPER SERVICE, YOU MUST FILL THIS SECTION OUT:

PLEASE PRINT CLEARLY

Please Print Name: _____
First Name **Middle Name** **Last Name**

Home Address: _____

City, State, Zip Code: _____

Mailing address (if different than above): _____

Home Telephone: _____/_____/_____ **Cell Phone:** _____/_____/_____

Email Address: _____ **Home Fax:** _____

Date of Birth: _____/_____/_____ **Social Security Number:** _____-_____-_____

Driver's License Number: _____ **Driver's License State:** _____

Your Employer: _____ **Work Phone:** _____

Work Address: _____

_____ **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: _____