

# Langlade County Sheriff's Office - Civil Process Information Sheet

- This form is strictly for the purpose of assisting the deputy in serving the individual.
  - Include this sheet along with payment of fees or a "Waiver of Fees" from the court.
  - Temporary Restraining Orders and Injunctions may be exempt, depending on the basis of the order.
  - Payment can be in cash, check or money order payable to the Langlade County Sheriff's Office.
  - Fees are \$75 for Summons/Complaints/Petitions, Restraining Orders/Injunctions (harassment), Subpoenas, Notices, Motions and Orders. If there is more than one defendant or person to be served at the same address, \$30 for each additional defendant or person. This fee includes three attempts and mileage.
  - Fees are \$150 for Writs of Restitution/Replevin/Eviction actions. This fee includes three attempts and mileage.
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Langlade County Sheriff's Deputies provide diligent service which is three attempts at serving an individual. If attempts beyond diligent service are requested a charge of \$30 per attempt will be billed. A request for this level of service must be made at the time of paper submission.

\_\_\_\_\_ Three attempts ONLY

\_\_\_\_\_ # additional attempts

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**Person Requesting Service:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

**Person Being Served:** \_\_\_\_\_

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

Home Ph#: \_\_\_\_\_ Cell Ph#: \_\_\_\_\_ Other #: \_\_\_\_\_

Employer: \_\_\_\_\_

Best Time to Serve: \_\_\_\_\_

Additional information that will help the deputy serve the papers: \_\_\_\_\_

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