

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/Injunction (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/Evictions actions. This fee includes three attempts and mileage.

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

Person Requesting Service: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Person Being Served: _____ D.O.B. _____

Address: _____

Home Ph#: _____ Cell Ph#: _____ Other #: _____

Employer: _____

Best Time to Serve: _____

Additional information that will help the deputy serve the papers: _____
