



## OFFICE OF THE SHERIFF DOOR COUNTY

1201 S. Duluth Avenue Sturgeon Bay, WI 54235  
(920) 746-2400 FAX (920) 746-2411

SHERIFF

*Terry J. Vogel*

CHIEF DEPUTY

*Gary L. Behling*

### CIVIL PROCESS SERVICE SHEET

**Phone: (920) 746-2415, FAX: (920) 746-2411**

**REQUIREMENTS:** Two authenticated copies of the filed documents you wish to have served, prepayment or a copy of the waiver of fees, along with any information that will help the deputy serve the individual. The civil process worksheet can be downloaded and submitted with your documents.

**COST:** A flat rate pre-payment of \$65 per paper or a waiver of fees from the court is required for service. Payment can be in cash or check, payable to the Door County Sheriff's Office. This payment is required from individuals, law firms or other in-state or out-of-state agencies requesting service that do not have court fee waivers. Pre-payment is not required from government agencies.

Door County Sheriff's deputies provide diligent service, which is generally three attempts at serving an individual. If attempts beyond diligent service are made, there is no additional charge.

**SERVICE:** Papers can be mailed to Door County Sheriff's Office, Attn: Civil Process, 1201 S. Duluth Ave, Sturgeon Bay WI 54235. Papers are accepted at the Sheriff's Department lobby Monday through Friday, 8:00 a.m. to 4:30 p.m. In certain situations we do accept faxed copies of papers to be served. Please call in advance to arrange this. The more information you provide for the deputies, the quicker an individual can be served. If you submit your papers during the afternoon hours, your papers may not go out until the next business day. Paper service is provided on a daily basis by the deputies.

**FOLLOW UP:** Once an individual has been served you will receive a Certificate of Service in the mail. This document will indicate the date, time and location where the individual was served. If the documents were filed with the Door County Clerk of Court, the original certificate of service will be forwarded directly to their office and you will be mailed a copy. If the individual cannot be located or the statutory time limit for service has expired, you will receive a Certificate of Non-Service. This document will indicate the dates and times of the attempts.

**Door County Sheriff's Office - Civil Process Information Sheet**  
*Completion of this form is voluntary and strictly for the purpose of assisting the deputy in serving the individual. This document will be destroyed once the individual is served.*

Name of Person Being Served: \_\_\_\_\_

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

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

M/F: \_\_\_\_\_ Race: \_\_\_\_\_ DOB: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Beard/Mustache: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Color: \_\_\_\_\_ License Plate # : \_\_\_\_\_

Best time to serve at home address: \_\_\_\_\_

**Work Information**

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

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

Work # : \_\_\_\_\_ Work Hours: \_\_\_\_\_

Please list any possible threats to the deputy (e.g.: guns, dogs, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Additional Information**

Please include any information that will help the deputy serve the papers:

\_\_\_\_\_  
\_\_\_\_\_

Name of Person Requesting Service: \_\_\_\_\_

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

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

Contact # : \_\_\_\_\_