

SHERIFF'S OFFICE

Brown County

2684 DEVELOPMENT DR
GREEN BAY, WISCONSIN 54311
PHONE (920) 448-4200 FAX (920) 448-4206



CIVIL PROCESS SERVICE INFORMATION

Phone: (920) 448-4244 FAX: (920) 448-4206
Email: bc_sheriff_civil_process@browncountywi.gov

REQUIREMENTS: One authenticated copy of the filed documents you wish to have served, prepayment of \$95.00 or a copy of the waiver of fees along with any information that will help the deputy serve the individual. The more information you provide for the deputies, the quicker an individual can be served. The civil process worksheet can be downloaded and submitted with your documents.

COST: A flat rate pre-payment of \$95.00 per paper or a waiver of fees from the court is required for service. Payment can be in cash or check, payable to the Brown County Sheriff's Office. Credit/debit cards are also accepted. This payment is required from individuals, law firms and in state or out-of-state agencies requesting service.

SERVICE: Papers that are received will go out for service on the next business day. Brown County Sheriff's deputies provide diligent service, which is generally three attempts.

Note: If service is cancelled prior to attempts being made, a \$20 administrative fee will be assessed for the process of the paperwork.

FOLLOW UP: Once an individual has been served you will receive a Certificate of Service in the mail. This document will indicate date, time and location the individual was served. 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.

It is your responsibility to file the service affidavit with the courts.

**Please take the certificate you receive to court.
The judge may ask for your proof of service.**

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