

## 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**

**REQUIREMENTS:** One authenticated copy of the filed documents you wish to have served, prepayment of \$80.00 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 \$80.00 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. If attempts beyond diligent service are requested a charge of \$20 per attempt will be billed. A request for this level of service must be made at the time of paper submission.

*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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