



**Brown County Sheriff's Office  
Service Time Requirements Pursuant to  
Wisconsin State Statutes**



<b>Paper</b>	<b>Timing</b>
- Restraining Orders - Personal Protection Orders	Unless otherwise specified they can be served right up to the time of the hearing. <i>Most restraining orders, in Brown County, state 48 hours prior to the scheduled court hearing.</i>
<u>Family Court Matters</u> - Order/Affidavit - Notice/Motion - Notice/Petition	Personal service no less than 5 working days prior to court date.
- Order to Appear	Personal service at least 24 hours before hearing if found in county & at least 72 hours before hearing if found elsewhere in the state.
Summons & Petition (Divorce Proceedings)	Summons shall be served within 90 days of the filing date unless the court grants a 60 day extension.
Writ of Restitution	Valid for 30 days from issuance, but is only valid for 10 days from the date received for the Sheriff's Office to take action (weekends/holidays excluded).
Writ of Assistance	Valid for 60 days from issuance.
Writ of Replevin	Valid for 90 days from issuance. Must be served 60 days from date received.
Small Claims (Money Claim)	Served at least 8 business days before the court date. Cannot be posted
Small Claims (Eviction Only)	Served at least 5 business days before the court date.
Small Claims (Eviction Only – Posting)	Post 7 days prior to court hearing after due diligence (3 attempts). Copy must be mailed 5 days prior to court hearing. **** COURT DATE MUST BE OUT A MINIMUM OF 10 BUSINESS DAYS ****
Subpoenas	Unless otherwise specified, may be served up to the time of the hearing.
Order to Show Cause	Personal service no less than 5 working days prior to court date.
Notice of Motion & Motion for Judgement against Garnishee	Served at least 5 business days before the court date.
Order for Appearance – Contempt	Serve 48 hours prior to hearing.