

Brown County Sheriff's Office – Sheriff's Sale Attorney Information

How do I obtain a sale date? Contact the Civil Process Division at (920) 448-4244 or email bc_sheriff_civil_process@browncountywi.gov for the next available Sheriff Sale date. Brown County Sheriff's Sales are conducted on the 2nd & 4th Wednesdays of the month (unless otherwise noted) at 10 a.m.

Submitting a Notice of Sale Packet: Notice of Sheriff Sale Packets should be submitted to the Brown County Sheriff's Office, Civil Process Division, 2684 Development Drive, Green Bay, WI 54311.

Documents in the Notice of Sale Packet shall include:

- a. Notice of Sheriff Sale (1 original & 2 copies)
- b. Copy of the Judgment of Foreclosure
- c. \$150 posting fee. There is no cost to conduct the sheriff sale. The \$150 fee is due prior to the time of posting of the sale. Sales adjourned 3 weeks or more from the original sale date will require a new sale packet along with an additional \$150 fee.

Wording Requirements for Notice of Sheriff Sale:

- a. The Sheriff of Brown County is **Todd J. Delain**.
- b. The notice must also include the statement "Buyer to pay applicable Wisconsin Real Estate Transfer Tax in addition to the purchase price."
- c. Along with the legal description of the property, please also provide in the notice of sale the physical address and parcel number.

The Brown County Sheriff's Office has a Suggested Format available on our website. To locate the document, log onto: www.browncountywi.gov/government/sheriffs-office/general-information, click on Forms & Documents, select Q-T, and scroll to Sheriff Sales to find the suggested document.

Notice of Sale: The Notice of Sale will be signed upon receipt and added to the Brown County Sheriff's Office website. If the notice is on our website, it has been signed. The notice of Sheriff Sale does not have to be signed before it is published.

Original Pre-Sale Documents: The signed Notice of Sale and Certificate of Posting will be held by the Brown County Sheriff's Office until after the sale date.

Do I Need To Be Present at the Sale? No. The Brown County Sheriff's Office will accept opening bids, adjournment requests or cancellations of sale for properties via fax or email. Faxes should be sent to (920) 448-4206 on company letterhead and received no later than 9 a.m. on the designated sale date. Emails can be forwarded to: bc_sheriff_civil_process@browncountywi.gov.

After Sale Requirements:

After the sale has taken place, the following documents must be submitted in a timely manner to the Sheriff's Office Civil Process Division:

- a. Sheriff's Report of Sale
- b. Sheriff's Deed
- c. Electronic Real Estate Transfer (E-Transfer & Legal Summary Pages).
- d. Self-addressed stamped envelope.

Once the Brown County Sheriff's Office receives these documents, the sheriff will sign them. The Deed and Electronic Real Estate Transfer will be forwarded to the clerk of courts by the sheriff's office. The signed Report of Sale, Notice of Sale and Certificate of Posting will be returned to the attorney firm in the self-addressed stamped envelope that you provided. **It will be the attorney firm's responsibility to electronically file these documents.**