



Portage County Clerk of Circuit Court

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Guidelines for Service in Portage County Small Claims

Personal service is required in certain types of small claims cases. The Clerk of Courts Office cannot provide legal advice. However, we are providing the following summary of service requirements in the types of cases that are filed most frequently:

Eviction Actions require Personal Service

- **Must be served 5 days prior to the hearing.**
- Provide documents to the Sheriff or Process Server to be personally served on the Defendant(s).
- File the **Original** certificate or affidavit of service with the Clerk's office or provide to the Judge at the time of the hearing. No Judgment will be entered against a Defendant(s) without proof of timely service.

Return of Property (Replevin) actions may require Personal Service

- **If the defendant resides within Portage County – Mail Service is allowed.**
- **If the defendant resides outside Portage County – Personal Service is required.**
- Provide documents to the Sheriff of the proper county or to a Private Process Server of your choice for personal service on the Defendant(s).
- Must be served at least **8 days prior to the hearing.**
- If the Defendant(s) resides Out of State, documents must be served **20 days prior to the hearing.**
- File the **Original** certificate or affidavit of service with the Clerk's office or provide to the Judge at the time of the hearing. No Judgment will be entered against a Defendant(s) without proof of timely service.

Judgments for money where the defendant resides outside of Portage County require personal service - Must be served at least 8 days prior to the hearing.

Additional information on service requirements can be found at the following locations:

- Pre-Judgment: Basic Steps to Small Claims Service Guide, Form SC-6050, found online at: <https://www.wicourts.gov/forms>
- Wisconsin State Courts website <http://www.wicourts.gov/forms>
- The Wisconsin Statutes: <https://docs.legis.wisconsin.gov/statutes/statutes/799>
- Portage County Local court rules (<http://www.co.portage.wi.us/courts/courtRules.shtm>).

If you have questions, please consult an attorney. You may call the Small Claims Clerk at: 715-346-1364 ext. 5 for information on filing dates and other filing procedures.

Daniel Hanson
Small Claims Deputy Clerk