

PROCESS SERVICE REQUEST

DATE/TIME DOCUMENTS READY FOR PICK UP

DEFENDANT/WITNESS BEING SERVED: _____

DOCUMENT BEING SERVED: _____

(Please attach the document being served.)

ADDRESS OF PERSON BEING SERVED: _____

PERSON REQUESTING: _____

LAW FIRM/COMPANY: _____

ATTORNEY'S NAME: _____

PHONE NUMBER: _____

YOUR EMAIL: _____

SHOULD THE EXECUTED AFFIDAVIT OF SERVICE BE RETURNED TO THE
PARALEGA/FIRM? ____ YES ____ NO

SHOULD THE EXECUTED AFFIDAVIT OF SERVICE BE FILED WITH THE
WISCONSIN CIRCUIT COURT E-FILING? ____ YES ____ NO

STANDARD SERVICE (*within 2-3 days*) ____

RUSH SERVICE (*same day attempt or next day*) ____ (*additional fee applies*)

Three attempts for service are made.

Use a separate form for each defendant/witness being served

If a witness is being served, please issue the witness fee check. Thank you