



# ONEIDA COUNTY SHERIFF'S OFFICE

*Grady M. Hartman*  
Sheriff

*Daniel L. Hess*  
Chief Deputy



## ONEIDA COUNTY CIVIL PROCESS GENERAL INFORMATION

Civil Process is included within the Support Services Division of the Oneida County Sheriff's Office.

Civil process is defined as "the writ or mandate that serves as the means used for bringing a defendant to court to answer in an action or proceeding, civil or criminal." It is the responsibility of the Sheriff's Office to serve or execute according to law, all processes, writs, precepts, and orders issued or made by lawful authority according to Wisconsin State Statute 59.27(4).

In a broader sense, any writ, order, notice, summons, subpoena, or other document by which a court exercises its jurisdiction over the parties or subject matter of any action or proceeding, is called a process. The Oneida County Sheriff's Office serve an average of 1300 papers per year, along with posted notices throughout the County for foreclosed properties.

**Only papers to be served within Oneida County will be accepted for service.**

The time it takes to serve the papers varies depending on the amount of documents to be served and the ability to locate the person who is being served.

### **FREQUENTLY ASKED QUESTIONS**

#### **Where do I obtain legal forms necessary to bring a case to court?**

Most forms are available from the Clerk of Courts Office located in the Oneida County Courthouse, 1 S Oneida Avenue, Rhinelander, Wisconsin. Most forms are free, but there are filing fees. You may also find forms and their instructions on the website <https://wcca.wicourts.gov/index.xls>. Once these forms are completed, they need to be filed with the Clerk of Courts office.

#### **I have papers to serve on a person. Where do I bring them?**

**Only papers to be served within Oneida County will be accepted for service.**

Papers can be brought or mailed to the Oneida County Sheriff's Office, 2000 E Winnebago Street, Rhinelander, Wisconsin 54501.

#### **How many copies do I bring with me?**

One copy for each person/company to be served.



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## **Can you help me fill out my court papers?**

No. The Sheriff's Office will only check papers to make sure they are legible (readable) and meet the service requirements.

## **Can I call someone with a legal question?**

The Sheriff's Office is not permitted to give out legal advice of any kind. You may contact an attorney for legal advice.

## **Can you go to the person's workplace and serve them the papers there?**

Many employers request we do not come to their company for the purpose of serving papers. Serving papers at a company often results in a loss of production for the company. The person receiving the papers may become emotional, and the company may not have the resources to deal with this type of situation. Additionally, the actual job site that the employee is at may be different from the company location, and locating the employee may be difficult. If it is possible to get service at the workplace, and it is allowed, it may be served there. In some cases, you may only know the work address so the deputy will attempt service or try to make contact by phone.

## **I do not have a recent address for the person I want served. Will the Sheriff's Office tell me where the person lives?**

No. The Sheriff's Office will not provide an address. You will need a current, physical address in order for us to attempt service.

## **I know the person will be at a specific location at a specific time. Can you serve them there?**

We will attempt to accommodate your request, but it can be difficult to "schedule" an officer to be somewhere at a specific time.

## **I need the person to be served right away. Can you serve the papers immediately?**

We attempt to serve papers as efficiently as possible, but we cannot promise that a paper will be served immediately or in a specific time period. We suggest that you allow us sufficient time to locate and serve the person their papers.



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**The Aid In Serving Papers Form asks for specific information I do not know, how do I complete the form?**

Answer the questions as completely as you can. All information you provide helps us serve the papers as efficiently as possible.

**Will you serve someone else when you go to the house?**

There are many types of legal papers. Some papers require "personal" service, meaning the papers must be served on the person who is named on the papers. Other papers can be given (substitute service) to someone else at the residence (at least fourteen years of age).

**Will you place the papers in the mailbox or between doors?**

We do not mail papers, leave them in a mailbox, or in between doors because the statutes require papers to be served on the person. If this cannot be accomplished after three diligent attempts of service, we will return the papers as un-served.

**I have more questions, who can I contact?**

Jenny Pappas, Civil Process Technician (715) 361-5178

## **FEES**

Current service fees are listed under the "Fees for Records" link on our webpage.

## **FEE EXCEPTIONS**

An indigent person is an exception. The indigent person must have a current waiver of fees from the court of jurisdiction.

Temporary Restraining Orders and Injunctions may be exempt. If it is not exempt, a Petition for Waiver of Fees issued by the court of jurisdiction must accompany the papers.

## **PROCESS SERVICE PROCEDURES**

To more effectively assist you in serving your papers, we will need to know information about each person to be served such as reference phone numbers, workplace and hours, vehicle, date of birth, or physical descriptors. Include as much information as



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you are able to provide. This will help by saving excessive fees and officer's time. You must provide a current physical address or your papers will not be served

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*The information contained on this site is for general guidance only and is in no way intended to be legal advice. As such, it should not be used as a substitute for consultation with an attorney or other advisor as necessary.*