

## SMALL CLAIMS FEES & PROCEDURES

AT THE TIME OF FILING YOU MUST PROVIDE ONE ORIGINAL SUMMONS AND COMPLAINT AND ATTACHMENTS, ONE COPY FOR YOUR RECORDS AND ONE COPY FOR EACH DEFENDANT WITH ANY ATTACHMENTS. PLEASE BE ADVISED THAT IF THIS IS NOT DONE THE CLERK'S OFFICE WILL RETURN THE DOCUMENTS TO YOU. COPIES MAY BE OBTAINED FROM THE CLERK'S OFFICE **PRIOR TO FILING** AT THE RATE OF \$.25 PER PAGE. \$1.25 PER PAGE AFTER FILING.

**SMALL CLAIMS LIMIT \$5000.00**

### SMALL CLAIMS FEES EFFECTIVE JULY 1, 2009

Basic filing fee	<b>\$94.50</b>
Regular first class mail service (per defendant)	<b>2.00</b>
Certified mail service (per defendant)	<b>7.00</b>

Or personal service - personal service is required for out of county individuals and eviction actions. Replevins (Consumer credit transactions) must be served either by certified mail or personal service. A consumer replevin summons is available from the clerk's office, however, the complaint must be drafted by the plaintiff or an attorney.

Docket, satisfaction and execution on judgment fees - \$5.00

**(the docket fee cannot be paid in advance of judgment being entered)**

Upon receipt of your summons and complaint, the clerk will assign a case number and appropriate court date. If mail service is requested, the clerk will mail the documents to the defendant(s). If personal service is required, you are responsible for obtaining service on the defendant. Defendants located outside Waushara County **must** be personally served. The clerk can assist you with information for obtaining such service.

Appearances are not required by the plaintiff on the return date. If contested, the defendant must appear on the return date or file a written answer with the clerk and forward a copy to the plaintiff in advance of the hearing. (please note on your answer that a copy was mailed to the plaintiff)

**EVICTION ACTIONS – Appearances ARE required by both parties.**

A Small Claims Guide is available for \$5.00 plus tax or is available on the internet at:  
[http://www.courts.state.wi.us/circuit/pdf/small\\_claims.pdf](http://www.courts.state.wi.us/circuit/pdf/small_claims.pdf)