

# Service Options:

Choose the one that is right for you and your case. ✦



## Admission of Service

- Serve the other party **directly**
- Other party signs an Admission of Service



## Third Party Server

- A friend, family member, co-worker, etc. serves the papers to the other party
- Third party will sign an Affidavit of Service, **NOT THE OTHER PARTY**



## Milwaukee Sheriff's Service

- Safety Building, Room 102
- Sheriff **MUST** have an address or they will not serve the papers
- Sheriff will send you an Affidavit of Service
- Free with Fee Waiver or \$90.00



## Out of County Sheriff

- Contact the sheriff of the county the other party lives in
- Sheriff will send you an Affidavit of Service
- Fees may vary
  - **Some** counties will accept MKE Fee Waiver



## Private Process Server

- Private Process Servers will **search for the other party and serve them with the papers**
- **You do not need an address**
- Fees may vary
- **No Fee Waiver**



## Publication

- **THIS IS A LAST RESORT OPTION FOR DIVORCE**
- You must try **TWO** different forms of service before publishing
- You must publish with a verified publisher in the **last known** location of the other party
- Fees may vary
  - **No Fee Waiver**

# You have 90 days to serve your spouse!



## Milwaukee Sheriff's Service

1. Go to the **Sheriff's office in room 102 of the Safety Building**. Give the Sheriff two copies of the following forms:
  - Summons
  - Petition
  - Temporary Order Hearing (if applicable)
  - Notice of Dismissal Date
  - Blank Financial Disclosure Statement
2. **Within 30 days**, the Sheriff will give you an "Affidavit of Service" showing that they served your spouse. Bring this to your Part 2 appointment **OR** file a copy in your Judge's Courtroom
3. If you haven't heard from the Sheriff in 30 days, **call them at (414) 278-5030**
4. If the **Sheriff cannot serve your spouse** or you receive a blue sheet, **return to the Milwaukee Justice Center** to know what your options are