

# 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!



## Out of County Sheriff

County: \_\_\_\_\_

Phone number: \_\_\_\_\_

1. **Call the Sheriff** in the county you're serving in. Ask them:
  - How much does it **cost to serve** divorce papers?
  - Will the county accept a Milwaukee County **Fee Waiver**?
  - How do I get the divorce papers to you?
  - How do I get the payment to you?
  - **What proof of service** will you send me?
  - How long will the process take?
2. Send these documents to the Sheriff:
  - Summons
  - Petition
  - Notice of Dismissal Date
  - Blank Financial Disclosure
  - Temporary Order Hearing (if using)
3. Once your spouse is served, the Sheriff will give you an "Affidavit of Service." Bring this to your Part 2 appointment **OR** file it in your Judge's courtroom.
4. If you **haven't heard from the Sheriff within 30 days, call them again.**
5. If the **Sheriff cannot serve your spouse, return to the Milwaukee Justice Center** to know what your options are