

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!



Private Process Server

1. **Find a Private Process Server.** Use the MJC list of Private Process Servers or do a web search.
2. Ask them these questions:
 - **How much will it cost?**
 - Does it **cost more if I don't know my spouse's address?**
 - How should I get my paperwork to you?
 - How long will it take?
 - **How will you send me my proof of service?**
3. Send these documents to the Private Process Server:
 - Summons
 - Petition
 - Notice of Dismissal Date
 - Blank Financial Disclosure
 - Temporary Order Hearing (if using)
4. Once your spouse is served, the Private Process Server will send you an "Affidavit of Service." Bring this to your Part 2 appointment **OR** file a copy in your Judge's courtroom.
5. If the Private Process Server **could not server your spouse,** **return to the Milwaukee Justice Center** to learn your options.