

# 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!



## Third Party Server

1. **Pick a friend or family member** to serve your spouse. That person **MUST** be:
  - An adult
  - a Resident of the state your spouse lives
  - Not associated with the divorce case
2. Your friend or family member **will give a copy of these forms:**
  - Summons
  - Petition
  - Temporary Order Hearing documents (if applicable)
  - Notice of Dismissal Date
  - Blank Financial Disclosure Statement
3. Your friend or family member **MUST HAND THE DOCUMENTS to your spouse** - they cannot leave the documents at the door
4. Your friend or family member will complete the Affidavit of Service (FA-4120V)
  - **You will write the case number**
  - The server will write **when and where they served your spouse**
  - The server will **sign and date the form**
5. You will bring the form to your Part 2 appointment **OR** file it in your Judge's courtroom