



SHERIFF KALVIN D. BARRETT
DANE COUNTY SHERIFF'S OFFICE

CHRISTOPHER J. NYGAARD, Chief Deputy
(608) 284-2418



MATTHEW L. KARLS
Captain, Administrative Services
(608) 284-6175

DAVID R. DOHNAL
Captain, Support Services
(608) 284-6186

JANICE L. TETZLAFF
Captain, Security Services
(608) 284-6165

KERRY W. PORTER
Captain, Field Services
(608) 284-6870

NOTICE OF FEES

DANE COUNTY SHERIFF'S OFFICE - CIVIL PROCESS
115 W. DOTY ST.
MADISON, WI 53703
OFFICE HOURS: M-F 7:45 AM TO 4:30 PM
CIVIL PROCESS OFFICE TELEPHONE (608) 284-6824

THERE IS A **\$40.00 PRE-PAYMENT** REQUIREMENT FOR PAPERS SUBMITTED FOR SERVICE UNLESS YOU HAVE AN ACCOUNT WITH THIS OFFICE AND THE ACCOUNT HAS BEEN MAINTAINED IN GOOD STANDING.

Through action of the Dane County Board of Supervisor, the following fees will be effective for Service of Process by the Dane County Sheriff's Office.

SERVICE

Forty (\$40) dollars per paper, per person, per attempt or service of civil papers. This includes all summons, complaints, writs, orders, injunctions, subpoenas, executions, judgments, or other legal process. Generally, service will be attempted up to three (3) times, unless service can be made on the fourth attempt or the Civil Process Office is otherwise instructed to continue and the appropriate fees are paid. You will be billed for fees incurred in excess of the pre-payment amount. Authority: Dane County Ordinance Amendment 26, 2004-2005

*** MILEAGE *** (CURRENT RATE IS 67 CENTS)

Mileage is charged at the current IRS mileage rate, if service is accomplished. This rate is subject to change based on the IRS. Mileage is calculated on a round-trip basis. No mileage is charged for unsuccessful attempts at service. Mileage will be charged once per each address, notwithstanding the number of people served at one address.

Authority: Dane County Resolution 48, 04-05

ADDITIONAL COPIES OF PAPERS MUST BE PROVIDED

For each person or entity that is to be served, the Civil Process Office must be provided with one (1) copy for each person/company to be served, PLUS one (1) copy for office use that will be returned to you with the affidavit(s) of service. (A charge will be added of \$.25 per page for each copy made.)

NOTARIZATION

If requested and a notary signature line needs to be added to our affidavit of service, \$.50 will be added to your bill. (If your own form is provided, no extra charge).