



# Douglas County Sheriff's Office

1316 N. 14<sup>th</sup> Street • Suite 100 • Superior, Wisconsin 54880

## SHERIFF SALE PROCEDURE

### \*\* INFORMATION FOR THE LAW FIRM \*\*

1. Creditor's mode of contacting sheriff's sale department and scheduling the sale:

- Contact number 715-395-1432
- It is NOT necessary to call, when scheduling a sale. Just send required posting documents & fee to the Sheriff's Office, attention Civil Process.

2. Established date and time for the sheriff foreclosure sales:

- Tuesdays - at 10:00 AM (excluding holidays)

3. Location of the sheriff foreclosure sales:

- Douglas County Courthouse, 1313 Belknap St, Superior WI 54880
- Actual sale location - Front steps / Front lobby of the courthouse.

4. Creditor's/Firm's responsibility to appear at sale or ability to submit bid via email or facsimile:

- Email bids are permitted & preferred ([plaschm@ci.superior.wi.us](mailto:plaschm@ci.superior.wi.us))
  - Fax bids are permitted (715-395-1503)
- NOTE: FIRST bid only.

5. Required number of the posting document, 'Notice of Foreclosure Sale':

- 6-copies if property is located in Superior
- 7-copies if property is rural.

6. Fee associated with sheriff foreclosure sales:

- \$150 pre-pay
- If sale is cancelled there is no refund (the officer must still appear)
- If sale is adjourned, process begins over, with \$150.

7. ADDITIONAL REQUESTS by the Douglas County Sheriff's Office:

- Please include on the public POSTING NOTICE:
  - Parcel number,
  - Physical address,
  - Foreclosure amount (if possible).

8. 'After sale documents':

- A copy or the original proof of 'PUBLICATION' must be included with documents, for review.
- Once sale documents are reviewed & signed by the Sheriff, they are sent to the Clerk of Crts.

9. Posting Locations:

- Websites = Douglas County & Douglas County Sheriff's Office.
- City posting = on the Douglas County Courthouse bulletin board, main lobby of courthouse.
- Rural posting = one selected site in each township or village, where the property is located.

(notice dated 10-01-2014)

Main Desk 715-395-1371 • Detective Bureau 715-395-1692 • Narcotics/Vice 715-395-1519 • FAX 715-395-1503  
Jail 715-395-1375 • Jail FAX 715-395-1383