



Douglas County Sheriff's Office

1316 N. 14th Street · Suite 100 · Superior, Wisconsin 54880

PAPER SERVICE Fees and Billing

With the request of papers to be served – **a down payment is required.**

(Note: This down payment requirement does not apply to government agencies.)

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\$30 for city service – plus, if there is a second set, at the same address - \$15 additional.

\$45 for rural service - plus, if there is a second set, at the same address - \$15 additional.

NOTE: This down payment will be applied to the total due, once the service has been completed.

NOTE: If a balance is due, this must be paid prior to receiving the 'Certificate of Service or Non-Service'.

NOTE: This certificate is required for Court and MUST BE brought to court. (The 'Certificate of Service' is the legal proof of service OR non-service.)

How the paper service is billed:

- \$30 for actual service of papers.
- \$15 for each attempt, up to 3 attempts - any attempt(s) after 3, will not be charged for.
- 1/2 price for second set at same address, w/no mileage charged for the second set.
- Mileage @ .50 per mile, for one (1) round trip from the Superior law enforcement office to service address.

(If the down payment paid is more than amount due, a refund will be mailed.)

Documents returned to you:

- 1) Extra set of documents (if provided)
- 2) **Invoice** (yellow): will show billing detail & any amount due or possible refund.
- 3) **Certificate of Service or Non-Service** (gray)

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Serving papers is just one of the many duties of Sheriff's deputies.

The utmost effort is made to serve a paper successfully. At times, papers are not successfully served.

The following can be reasons for an unsuccessful service:

- Not enough time given to serve papers.
- Other deputy duties have taken priority.

- Bad addresses or party has moved.
- Avoidance by party to receive papers.

Thank you
(notice dated 10-01-14)