



STERLING LAW OFFICES, S.C.

Civil Process Worksheet

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Serving the Milwaukee, Madison, and Fox Valley Areas

----- Milwaukee Area Offices -----

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Brookfield, WI 53005
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(262) 383-4640

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(414) 431-4997

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West Bend, WI 53095
(262) 665-5470

----- Madison Area Offices -----

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Sterling Law Offices, S.C.
2810 Crossroads Dr
#3500
Madison, WI 53718
(608) 208-6009

[Baraboo Office](#)

Sterling Law Offices, S.C.
717 South Blvd Suite
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Baraboo, WI 53913
(608) 737-3050

[Jefferson Office](#)

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(920) 542-6444

[Beloit Office](#)

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#225
Beloit, WI 53511
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340 Midland Rd
Suite 140
Janesville, WI 53546
(608) 765-5573

[Beaver Dam Office](#)

Sterling Law Offices, S.C.
122 Monroe St
Beaver Dam, WI 53916
(920) 557-3335

[Middleton Office](#)

Sterling Law Offices, S.C.
8383 Greenway Blvd
#600
Middleton, WI 53562
(608) 208-6017

----- Fox Valley Area Offices -----

[Appleton Office](#)

Sterling Law Offices, S.C.
3701 E Evergreen Dr
Ste 500A
Appleton, WI 54913
(920) 843-9098

[Sheboygan Office](#)

Sterling Law Offices, S.C.
1414 N Taylor Dr
215
Sheboygan, WI 53081
(920) 287-0400

[Green Bay Office](#)

Sterling Law Offices, S.C.
225 S Monroe Ave
Suite 102
Green Bay, WI 54301
(920) 393-2900

[Fond du Lac Office](#)

Sterling Law Offices, S.C.
17 Forest Ave
#017
Fond du Lac, WI 54935
(920) 944-6665

[Oshkosh Office](#)

Sterling Law Offices, S.C.
111 N Main St
#400
Oshkosh, WI 54901
(920) 479-2058

Petitioner/Joint Petitioner A: _____
Respondent/Joint Petitioner B: _____

Enter the name of the county in which this case is filed.	STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY
Enter the name of the petitioner. If joint petitioners, enter the name of Petitioner/Joint Petitioner A.	IN RE: THE MARRIAGE OF Petitioner/Joint Petitioner A _____ Name (First, Middle and Last)
Enter the name of the respondent. If joint petitioners, enter the name of Respondent/Joint Petitioner B.	and Respondent/Joint Petitioner B _____ Name (First, Middle and Last)
Enter the case number.	

Civil Process Worksheet

Case No. _____

Do not file this form with the court.

Note: Complete this form and give it to the law enforcement agency or private process server to help locate and serve the necessary documents on the other party.

Enter the following information for the person to be served.	A. Party Information
If you do not know an answer, write "unknown" in the blank.	Name _____
	Address _____
	Address _____
	City _____
	State & Zip _____
	Date of Birth _____
	Phone (day) _____
	Phone (evening) _____
	Phone (cell) _____
	Occupation _____
	Height _____
	Weight _____
	Hair Color _____
	Eye Color _____
	Race _____
Enter any other physical characteristics that may assist identifying him/her.	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Glasses <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beard <input type="checkbox"/> Yes <input type="checkbox"/> No
	Mustache <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other Identifying Characteristics: _____
Enter the other party's place of employment and the hours they are most likely to be there.	B. Employer Information
	Employer _____
	Address _____
	Address _____
	City/State/Zip _____
	Phone _____
	Work Hours _____
Check yes or no.	C. Other Locations
	Are there other locations this person can regularly be found? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Place _____
If yes, enter the name and	Address _____

Petitioner/Joint Petitioner A: _____
Respondent/Joint Petitioner B: _____

address for an alternate location and the days and times that they will likely be there.

Address _____
City/State/Zip _____
Phone _____
Possible Days/
Times _____

Describe the person's vehicle.

D. Vehicle

Make _____
Model _____
Year _____
Color _____
License Plate
Number _____
Unusual
Characteristics _____

Check yes, no, or I don't know.

Also identify any other habits, characteristics, or behaviors of which the server should be aware.

E. Special Circumstances:

Is the person to be served likely to have a violent reaction to the service?

☐ Yes ☐ No ☐ I don't know

Does this person normally carry any weapons?

☐ Yes ☐ No ☐ I don't know

Other: _____