



# STERLING LAW OFFICES, S.C.

## Civil Process Worksheet

Learn more here: [sterlinglawyers.com](http://sterlinglawyers.com)

### Serving the Milwaukee, Madison, and Fox Valley Areas

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

##### [Milwaukee Office](#)

Sterling Law Offices, S.C.  
250 E Wisconsin Ave  
#1830  
Milwaukee, WI 53202  
(414) 431-8697

##### [Brookfield Office](#)

Sterling Law Offices, S.C.  
200 S Executive Dr  
#101  
Brookfield, WI 53005  
(262) 221-8355

##### [Kenosha Office](#)

Sterling Law Offices, S.C.  
625 57th St  
#501  
Kenosha, WI 53140  
(262) 383-4640

##### [Mequon Office](#)

Sterling Law Offices, S.C.  
11019 N Towne Square Rd  
#6  
Mequon, WI 53092  
(262) 302-2299

##### [Waukesha Office](#)

Sterling Law Offices, S.C.  
N19 W24400 Riverwood Dr  
#350  
Waukesha, WI 53188  
(262) 221-8435

##### [Racine Office](#)

Sterling Law Offices, S.C.  
731 Main St  
Racine, WI 53403  
(262) 425-5656

##### [Menomonee Falls Office](#)

Sterling Law Offices, S.C.  
N56 W13405 Silver Spring Dr  
Menomonee Falls, WI 53051  
(414) 431-4997

##### [West Bend Office](#)

Sterling Law Offices, S.C.  
139 N Main St  
#107  
West Bend, WI 53095  
(262) 665-5470

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

##### [Madison Office](#)

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  
#2  
Baraboo, WI 53913  
(608) 737-3050

##### [Jefferson Office](#)

Sterling Law Offices, S.C.  
222 S Wisconsin Dr  
#6  
Jefferson, WI 53549  
(920) 542-6444

##### [Beloit Office](#)

Sterling Law Offices, S.C.  
136 W Grand Ave  
#225  
Beloit, WI 53511  
(608) 713-8880

##### [Janesville Office](#)

Sterling Law Offices, S.C.  
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.	<b>STATE OF WISCONSIN, CIRCUIT COURT,</b> _____ <b>COUNTY</b>
Enter the name of the petitioner. If joint petitioners, enter the name of Petitioner/Joint Petitioner A.	<b>IN RE: THE MARRIAGE OF</b> <b>Petitioner/Joint Petitioner A</b> _____ Name (First, Middle and Last)
Enter the name of the respondent. If joint petitioners, enter the name of Respondent/Joint Petitioner B.	<b>and</b> <b>Respondent/Joint Petitioner B</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.	<b>A. Party Information</b>
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>B. Employer Information</b>
	Employer _____
	Address _____
	Address _____
	City/State/Zip _____
	Phone _____
	Work Hours _____
Check yes or no.	<b>C. Other Locations</b>
	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: \_\_\_\_\_