



MANITOWOC COUNTY SHERIFF

Sheriff - Daniel L. Hartwig

In Partnership with the Community. Dedicated to Your Safety.

INFORMATION SHEET FOR CIVIL PROCESS/PAPER SERVICE

To the Petitioner/Submitter,

You are required to provide, to the best of your ability, the following information. It is understood that all information may not be available to you; however, all information provided will assist in the service of your papers.

Court Date: _____ Court Time: _____ Serve by date: _____

INFORMATION ON THE PERSON TO BE SERVED:

Paper Service For:

Name _____ Date of Birth _____ or Age _____

Present Address: _____ Home Phone # (____) _____

Temporary Address: _____ Cell Phone # (____) _____

Vehicle: _____ Color: _____ License Plate # _____

Place of Employment: _____

Address: _____

Shift Hours: _____ Work phone # (____) _____

Suggested Time to Serve Papers: _____

Comments: _____

*****COMPLETE FOR DOMESTIC ABUSE SERVICE ONLY*****

Does the Respondent possess any firearms? Yes/No How many? _____

Where are the firearms stored? _____

Must the Respondent be removed from the residence? Yes / No 72 Hour no-contact in effect? Yes / No

Person Requesting Service/Billing Information (MUST BE COMPLETED!)

I understand that I will be billed for the service, unless I have provided an Indigency Order.

Your Name _____ Date of Birth _____
(Last Name) (First Name) (M.I.)

Mailing Address: _____

Telephone Number (____) _____ Cell Phone Number: (____) _____

Email Address: _____

There is no fee for serving Temporary Restraining Orders or Injunctions.

1025 South 9th Street • Manitowoc, Wisconsin 54220 • Phone: (920) 683-4200

Jail Fax: (920) 683-4405 • Patrol Fax: (920) 683-4946 • Records Fax: (920) 683-4342