

# Civil Process Services

## Overview

The Civil Process Division operates under the Sheriff's Administration of the Lafayette County Sheriff's Office (LCSO). Civil Process has been defined as "the writ or mandate that serves as the means used for bringing a defendant to court to answer in an action or proceeding, civil or criminal." The Wisconsin Statutes direct the Sheriff's Office to serve or execute according to the law, all court orders, writs, precepts and processes issued or made by a legal authority as defined in the Wisconsin State Statute 59.27 (4).



The LCSO staff serve over one thousand process documents each year.

The following services are offered by the Civil Process Division, and include, but are not limited to:

### The service of:

**Orders** - Including Temporary Restraining Orders, Orders to Show Cause, Orders to Appear, Orders for Financial Disclosure, all require a person to appear in court, at a specific time and day. If a person does not appear on the specified date and time, the court could take action, including punishment for being in contempt of court or ordering a bench warrant for the individual's arrest.

**Subpoenas** - An order for a witness to appear and testify, or produce documents. Failure to appear can be punished by contempt of court.

**Summons** - A civil document issued when a lawsuit is filed stating the name of the plaintiff and defendant, the title of the case, the file number and the contact information of each party and/or attorneys. Criminal Summons are also issued by the court through the District Attorney's Office.

**Notices** - A document covering a wide array of legal agreements. From notifying a party to a change in terms of a contract, to informing a defendant they are delinquent under terms of a mortgage or promissory note, lease or rental agreement. Also, informing a party to a contract, promissory note, lease, rental agreement or other legal relationship of a delinquency in

payment, default, intent to foreclose, notice to pay rent or quit, or other notice required by the agreement, mortgage, deed of trust or statute.

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Civil Process requests can emailed to: [civilprocess \[at\] lafcoso.org](mailto:civilprocess@lafcoso.org) (email)

## **Glossary of Terms**

[Civil Process Frequently Asked Questions](#)

[Civil Process Glossary of Terms](#)

[Civil Process Fees](#)

[Civil Process Worksheet](#)

[Timing Requirements for Service of Process](#)