



1 Fill out a Small Claims Summons and Complaint Form (SC-500).....

This form can be found online at: <https://www.wicourts.gov/forms1/circuit/index.htm> or at the Clerk of Courts Office (112 S Court Street, Sparta).

2 File the SC-500 with the Clerk of Courts Office .....

3 A filing fee of \$95 is required.

4 Serve the Tenant .....

The Tenant should be served at least 5 business days prior to the court date listed on the SC-500. Service can be provided by a private server or the Monroe County Sheriff's Office. The Sheriff's Office fee for service is \$75; *exact cash, money order or business check required.*

5 File proof of Service with the Clerk of Courts .....

Once the SC-500 has been served, a certificate of service will be given to you. You must take this certificate and file it with the Clerk of Courts Office.

6 Attend the Court Dates or Submit your Written Answers .....

The summons paperwork will state if you have to appear in person or if you can submit a written answer to the courts. If you are awarded judgement, proceed to the next step.

7 Obtain a Signed Writ of Restitution from the Clerk of Courts .....

If the courts have granted you the eviction judgment and the Tenant still refuses to move out, you can request a signed Writ of Restitution from the Clerk of Courts Office (\$5.00).

Have the Writ Served .....

The Writ can only be served by the Sheriff's Office; they charge a \$120 fee for this service. (The Writ must be presented to the Sheriff's Office within 30 days of issuance.) A Deputy will make verbal arrangements with you to find a suitable removal date. *This does not mean that the eviction will happen at the time of the service of the Writ.*

Date of Removal .....

A Deputy will meet you or your representative on the removal date agreed on and a Deputy will remove the renter / tenant if they have not left.

*Typically, there is no charge from the Sheriff's Office for this process, unless there are extenuating circumstances. The Deputy will discuss your options at the time the appointment is made.*

Clerk of Courts

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112 South Court Street  
Room 2200  
Sparta, WI 54656  
Phone: 608.269.8745  
Fax: 608.269.8781

**Office Hours**  
Monday – Friday  
8:00a.m. – 4:30p.m.

Sheriff's Office

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112 South Court Street  
Room 500  
Sparta, WI 54656  
Phone: 608.269.2117  
Fax: 608.269.8889

**Office Hours**  
Monday – Friday  
8:00a.m. – 4:30p.m.