

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.
If you do not know an answer, write "unknown" in the blank.

A. Party Information

Name _____
Address _____
Address _____
City _____
State & Zip _____
Date of Birth _____
Phone (day) _____
Phone (evening) _____
Phone (cell) _____
Occupation _____
Height _____
Weight _____
Hair Color _____
Eye Color _____
Race _____
Gender Male Female
Glasses Yes No
Beard Yes No
Mustache Yes No
Other Identifying Characteristics: _____

Enter any other physical characteristics that may assist identifying him/her.

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.
If yes, enter the name and

C. Other Locations

Are there other locations this person can regularly be found? Yes No
Name of Place _____
Address _____

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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: _____