

INSTRUCTIONS FOR FILING A COMPLAINT

1. Complete and sign the Complaint and Summons.

2. File the original Complaint with the Court.

- a. The Clerk will review the filing for completion.
- b. The Clerk will assign a case number.
- c. Pay a filing fee with the Finance Department (N8705 MohHeConNuck Rd, Bowler, WI 54416) or on the Judiciary Website (or request a fee waiver).

Note: (1) For Fee Waiver Requests, you must provide documentation (proof) of income.

- d. The Clerk will issue a Summons (court date will be given after the opposing party has been served and proof of service filed with the court.)

3. Serve all Parties.

a. You may not serve/deliver the court papers yourself!

- b. The Complaint and Summons must be served on the Respondent(s).
 - i. If the Respondent has an attorney/advocate, serve the complaint and summons on the Respondent's attorney/advocate.

ii. If any Stockbridge-Munsee Entity or Department is a party, you must also serve the Stockbridge-Munsee Legal Office (N8476 MohHeConNuck Rd, Bowler WI 54416).

- c. Proof of service must be delivered to the Court within ten (10) days of service upon the Respondent. d. The Complaint and Summons must be served within 30 days after the date filed.

4. Types of Service:

- a. **Personal Service: (MUST be attempted first)** Personal service consists of delivering to each of the parties a copy of the paper being served. It can be served by:

- i. A law enforcement officer or
- ii. Any other person who is:
 1. not a party to the action and
 2. at least eighteen (18) years of age.

- b. **Mail Service (IF personal service is not successful):** Service of any and all papers, when made by mail and from any party shall be by certified mail, with return receipt (green card).

- c. **Service of Publication:** To Serve by publication you must make a request to the Court

Any questions, call the Clerk of Court at 715-793-4397.

STOCKBRIDGE-MUNSEE TRIAL COURT

CIVIL COMPLAINT

Case No. _____

Petitioner:

First name	Middle name	Last name	(maiden name)
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Current Mailing address	City	State	Zip
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Phone number	Attorney information if you have one
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Respondent:

First name	Middle name	Last name	(maiden name)
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Current Mailing address	City	State	Zip
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Phone number	Attorney information if you have one
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1. Please explain why the Respondent(s) is being sued:

SEE ATTACHED

NOTE: The party being served with this Complaint has twenty (20) days to file an Answer/Response in writing to the Court and the other party OR the party being served has the option to respond in person at the hearing.

Dated this _____ day of _____, 20__.

BY: Petitioner or Petitioner's Attorney/Advocate

Signature

Printed

Phone #