

## File The Paperwork

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The court fee is \$89.50 which you pay in room 102 of the Milwaukee County Court House, located at 901 N. 9 St. If you use the set that you downloaded, ask the clerk for an eviction sticker which you place on the court copy.

Bring all four copies of the Summons and Complaint to Clerk of Courts office on the main floor. The court will keep the original with the court seal (sticker) on it. The clerk will stamp the other three copies with the case number and file stamp. These copies are distributed as follows: One copy served on the tenant by your process server, one copy for the process server's files and final copy for the property owner or their attorney.

Tip: If you are heading North on 43, exit the freeway at the civic center exit, go North on 6th St. One block to State street, go West on State street, three blocks to 9th Street. Make a left on to 9th street, which is a one way street heading south and you should be able to find adequate parking between Wells and Wisconsin or facing north on 10th street.

Tip: If you use a private process server you can set your own court date between 8 and 30 days after the summons has been served. If you have the Milwaukee Sheriff serve the summons you must use the court date set by the clerk.

Tip: Easy Evict can serve your paperwork for \$25 (Milwaukee County only) the affidavit of nonmilitary service form, the affidavit of service of the notice to vacate and bring along a copy of the notice that you served on the tenant before you file your paperwork with the court, you can staple these papers to the courts copy of the summons and complaint. That way you will only have to bring the affidavit of service of the summons to court.