

INSTRUCTIONS

COMPLETING PERSONAL SERVICE IN THE WISCONSIN PRISON SYSTEM

Personal service consists of delivering to the party a copy of the paper(s) being served by a law enforcement officer or other person, who is not a party to the action and who is at least eighteen years of age. With personal service, an Affidavit of Service must be filed with the court as proof of service.

When the person being served is an inmate in one of the Wisconsin prison facilities, you may have the Records Office at the institution perform personal service and complete the Affidavit of Service by sending the Records Office the documents that you need served via the U.S. Postal Service.

Once the documents are received at the prison facility, service of process shall be completed as soon as possible. After the inmate is provided with the documents, the designated staff member will complete the Affidavit of Service and return it to you. There is **no charge** for service of process on inmates in the Wisconsin prison system.

You may use the attached cover letter to send the document to the Records Office Supervisor. **It is your responsibility to obtain the correct mailing address from the prison facility to ensure that your documents reach the Records Office Supervisor.** To accomplish this, you should call the prison facility directly to obtain the address.

If you have any questions with this process, a list of the DOC's prison facilities is located here: <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/AdultFacilities.aspx>. If you click on any of the links, you will be given the main phone number for the institution. If you call that number, you will reach the control center and you may ask to speak with the Records Office Supervisor to coordinate personal service (e.g., obtain prison mailing address, get inmate's DOC #, etc.).

The prison facilities that the Oneida Family Court deals with the most include (others may be found using the link above):

- Dodge Correctional Institution: (920) 324-5577
- Fox Lake Correctional Institution: (920) 928-3151
- Green Bay Correctional Institution: (920) 432-4877
- Jackson Correctional Institution: (715) 284-4550
- Kettle Moraine Correctional Institution: (920) 526-3244
- New Lisbon Correctional Institution: (608) 562-6400
- Oshkosh Correctional Institution: (920) 231-4010
- Prairie du Chien Correctional Institution: (608) 326-7828
- Racine Correctional Institution: (262) 886-3214
- Redgranite Correctional Institution: (920) 566-2600
- Robert E. Ellsworth Correctional Center: (262) 878-6000
- Sanger B. Powers Correctional Institution: (920) 869-1095
- Stanley Correctional Institution: (715) 644-2960
- Taycheedah Correctional Institution: (920) 929-3800
- Wisconsin Resource Center: (920) 426-4310
- Wisconsin Secure Program Facility: (608) 375-5656

If you have any other questions, please call the Family Court Clerk at (920) 496-7200.

SERVICE OF PROCESS REQUEST (WI DOC)

Enter the date.

_____, 20____

Enter the address of the prison facility. The addresses are listed on the Wisconsin Dept. of Corrections website or call (608) 240-5000.

Attn: Records Office Supervisor

Dear Records Office Supervisor,

Enter the name and DOC number of the inmate. This information may be obtained by using the Inmate and Offender Search located at <https://appsdoc.wi.gov/lop/welcome> or by calling the prison facility.

I need to complete service of process on an inmate in your facility and have enclosed the documents that must be served on the inmate and an Affidavit of Service.

The inmate's name and DOC number are as follows:

Name: _____

DOC #: _____

Once service of the documents has been performed, please complete the Affidavit of Service and return it to me via the U.S. Postal Service at:

Enter your name and mailing address

Thank you for your time and attention in this matter.

Signature

Print Name

Enclosures