



SHERIFF KALVIN D. BARRETT DANE COUNTY SHERIFF'S OFFICE

CHRISTOPHER J. NYGAARD, Chief Deputy
(608) 284-6167



HEIDI GARDNER
Captain, Administrative Services
(608) 284-6175

JESSAMY TORRES
Captain, Support Services
(608) 284-6186

KELLY SPLINTER
Captain, Security Services
(608) 284-6165

IRA SIMPSON
Captain, Field Services
(608) 284-6870

NOTICE OF FEES

Dane County Sheriff's Office – Civil Process
115 W. Doty St
Madison, WI 53703
Office Hours: Monday – Friday 8:00am to 4:00pm
Phone Number: 608-284-6824

We accept a \$40 prepayment for papers submitted. If serving multiple people, we will accept a prepayment of \$40 per person or entity being served. We ask you do not attempt to calculate mileage charges. We do not process refunds if the prepayment is in excess of charges incurred.

Per the Dane County Board of Supervisors, the following fees are charged for service of process.

Service Fees

We charge \$40 per attempt and service will typically be attempted up to (3) times. If serving two people at the same address, the second paper will be a flat fee of \$40. If serving two cases at the same address, the second paper will be a flat fee of \$40.

You will be billed for fees incurred in excess of the prepayment amount. If no prepayment is received, you will be billed for all fees incurred during the service.

(Authority: Dane County Ordinance Amendment 26, 04-05)

Mileage Fees

Mileage is charged at the IRS mileage rate if service is completed. Mileage is calculated on a round-trip basis. No mileage is charged for unsuccessful attempts. Mileage will be charged once per each address, notwithstanding the number of people served at one address. Current rate is **\$0.725** per mile, minimum mileage charged is \$1.45.

(Authority: Dane County Resolution 48, 04-05)

Copies Fees

Civil Process is to be provided one copy of documents per person/entity to be served. One additional copy is required as an office copy. If the appropriate number of copies are not provided you will be charged \$0.25 per page printed. If documents are received electronically, you will be charged \$0.25 per page printed.

Notarization Fees

If requested and a notary signature line needs to be added to our affidavit of service, \$0.50 will be added to your bill.

Writs, Replevins & Sheriff Sales are billed separately. Prices can be located on our webpage. Sheriff Sales & Evictions can be found under the Services section at www.danesheriff.com.