



ST. CROIX COUNTY WISCONSIN  
**CLERK OF CIRCUIT COURT**

**Kristi Severson**

ST CROIX COUNTY GOVERNMENT CENTER  
1101 Carmichael Road  
Hudson, WI 54016-7710

(715) 386-4630 FAX (715) 381-4396

Small Claims Clerk: 715-386-4636

## **Contempt Procedures**

*Effective for cases being heard starting January of 2025.*

- **Contempt Hearings are held IN PERSON on Tuesdays at 2:30 pm.**
- Plaintiff will complete Motion and Request for Hearing on Contempt – Small Claims (SC-507A) and Order for Hearing on Contempt – Small Claims (SC-507B) to have the Contempt Hearing scheduled. There is no fee for filing these forms.
- Plaintiff must have each defendant personally served the contempt paperwork by the Sheriff and pay their service fee. At least 24 hours prior to your hearing, Plaintiff must file a Certificate of Service with the Clerk of Court showing Defendant was served at least 8 business days prior to the hearing. File any bill for service with your proof of service since the filing and service fees are added to any judgment. A finding of Contempt will not be found without proper service.
- If the Defendant provides the Plaintiff with the Financial Disclosure form prior to the Contempt Hearing, Plaintiff should file a letter to the case and a copy to the Defendant, withdrawing the contempt hearing as it is no longer needed.
- If the Defendant does not appear at the contempt hearing, a warrant will be referred to the Judge for issuance. Purge provisions are for Defendant to pay the judgment in full, \*OR\* be held to answer to the intake Judge as to their non-appearance and to fully and accurately complete the Financial Disclosure Form to the approval of the Judge. Once the form is approved, or the judgment is paid in full, Defendant would be released from jail. Either a check for the judgment amount or the approved financial disclosure form will be sent to Plaintiff by the Clerk of Court.
- A warrant can only be issued for a PERSON, if the debtor is a business, a warrant cannot be issued. The warrant will only be issued after the Plaintiff has filed the defendant's RACE / SEX / FULL DATE of BIRTH in writing to the case.

The full guide to Small Claims in Wisconsin can be found at:

[www.wicourts.gov](http://www.wicourts.gov) → Forms → Small Claims → (SC-6000) Basic Guide to Wisconsin Small Claims Actions.