



Clerk of Circuit Court

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

Claims for Money Procedures

(All class codes other than Eviction or Replevin)

Effective for cases being heard starting January of 2025.

- **Claims for money are held IN PERSON on Tuesdays at 1:00 pm in Court Commissioner Hearing Room 1.**
- Plaintiff will complete a Summons and Complaint (SC-500) to open a case and pay the \$94.50 filing fee. Plaintiff must mark the Claim for money box on page 1 and 2 and enter the amount they are seeking on page 2. "TBD" (To Be Determined) is not acceptable.
- If the Defendant resides outside of St Croix County, they must be personally served with the Summons and Complaint. Service must be by a neutral third party. Many people choose law enforcement to do this for them. The Plaintiff is required to pay the service provider any required fees. At least 24 hours prior to the hearing, Plaintiff must file a Certificate of Service with the Clerk of Court showing that the 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. Judgment will not be granted without this proof.
- If the Defendant resides in St. Croix County, service may be mailed from the Court. There is a \$2.00 mailing fee per Defendant. The Post Office cannot forward court mail so if the address is not valid, or Defendant has moved, mail will be returned to the court with a reason stated for non-service. If the mail is not returned prior to the Return Date, parties are considered properly served by statute. If a new St Croix County address is provided the Clerk will send the Summons and Complaint to the new address. If the new address is outside of St. Croix County, the Plaintiff will have to proceed with personal service.
- You do not need to file supporting documents with the Summons and Complaint. Bring those documents to the Return Date. If you choose to file supporting documents, you must provide a copy for all parties or pay the statutory copy fee of \$1.25/page.
- **If Plaintiff fails to appear at the Return Date, the matter will be DISMISSED. If the Defendant fails to appear, a DEFAULT JUDGMENT will be granted**
- When both parties appear at the Return Date you will attend mediation with a mediator. Bring any supporting documents with you to the Return Date. Parties are required, per

local rule, to attempt to resolve the matter outside of court at mediation. If matter is not resolved, all parties will be mailed a notice of hearing with a court trial date and instructions on filing statements to the court and the other party prior to the court trial.

Where do I file my Small Claims case? If you determine that your claim can be brought as a small claims case and have determined the right party to sue, you will need to decide where you should file the small claims action.

Money judgments must be filed in the county where one of the following is true:

For Non-Consumer claims:

- The defendant resides, or
- the claim arose.

For Consumer claims:

- The customer resides or is personally served, or
- the customer sought or acquired the money or credit which is the subject of the claim or signed the document showing his or her obligation.

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

www.wicourts.gov → Forms → Small Claims → (SC-6000) Basic Guide to Wisconsin Small Claims Actions.