

**This form is also available in Spanish.  
(Este formulario está disponible en español.)**

Enter the name of the county in which you are filing this case.	<b>STATE OF WISCONSIN, CIRCUIT COURT,</b> <b>COUNTY</b>									
The plaintiff is the person bringing the law suit.	<b>Plaintiff:</b> <hr/> First name      Middle name      Last name <hr/> Address <hr/> Address <hr/> City      State      Zip <input type="checkbox"/> <b>See attached for additional plaintiffs.</b>									
Enter the Plaintiff's name and address. If two plaintiffs are living at the same address, then the names and addresses may be listed together.	<hr/> -VS-									
For more plaintiffs, check the "additional plaintiffs" box and attach another sheet with their names and addresses.	<input type="checkbox"/> <b>Amended</b>									
If this is an Amended Complaint, check the box.	<b>To: Defendant(s):</b> <hr/> First name      Middle name      Last name <hr/> Address <hr/> Address <hr/> City      State      Zip <input type="checkbox"/> <b>See attached for additional defendants.</b>									
Enter the case number given you by the Clerk.	<hr/>									
The defendant is the person or business you are suing. Enter the name(s) and address(es) of the defendant(s).	<hr/>									
For more than two defendants, check the "additional defendants" box and attach another sheet with their names and addresses.	<hr/>									
On the far right: Check one of the boxes to show what type of small claims case you are filing.	<hr/>									
<b>Note:</b> The clerk will provide the phone number for the disability box.	<hr/>									
<input type="checkbox"/> One or both parties require the services of an interpreter. Which party? _____ Which language? _____ Complete and file the Interpreter Request (GF-149) form.										
<p align="center"><b>SUMMONS</b></p> <table border="1"> <tr> <td><b>Do not check either of these boxes.</b></td> <td><b>To the Defendant(s):</b> You are being sued as described on the attached complaint. If you wish to dispute this matter:           <ul style="list-style-type: none"> <li><input type="checkbox"/> You must appear at the time and place stated.</li> <li>AND / OR (circle one, if applicable)</li> <li><input type="checkbox"/> You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.</li> </ul>           If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.         </td> <td><b>When to Appear/File an Answer</b> Date _____ Time _____</td> </tr> <tr> <td><b>Note:</b> Leave dates blank; the clerk or plaintiff's attorney will enter them.</td> <td>Clerk/Attorney Signature</td> <td><b>Place to Appear/File an Answer</b> _____ _____ _____</td> <td>Date Summons Issued _____ Date Summons Mailed _____</td> </tr> </table>				<b>Do not check either of these boxes.</b>	<b>To the Defendant(s):</b> You are being sued as described on the attached complaint. If you wish to dispute this matter: <ul style="list-style-type: none"> <li><input type="checkbox"/> You must appear at the time and place stated.</li> <li>AND / OR (circle one, if applicable)</li> <li><input type="checkbox"/> You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.</li> </ul> If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.	<b>When to Appear/File an Answer</b> Date _____ Time _____	<b>Note:</b> Leave dates blank; the clerk or plaintiff's attorney will enter them.	Clerk/Attorney Signature	<b>Place to Appear/File an Answer</b> _____ _____ _____	Date Summons Issued _____ Date Summons Mailed _____
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# COMPLAINT

## Plaintiff's Demand:

The plaintiff states the following claim against the defendant(s):

1. Plaintiff demands judgment for: (Check as appropriate)

Claim for Money \$\_\_\_\_\_

Tort/Personal injury \$\_\_\_\_\_

Return of property (replevin) (Describe property in 2 below.)  
(Not to include Wis. Stats. 425.205 actions to recover collateral.)

Eviction

Eviction due to foreclosure

Return of Earnest Money

Confirmation, vacation, modification or correction of arbitration award.

Plus interest, costs, attorney fees, if any, and such other relief as the court deems proper.

2. Brief statement of dates and facts:

(If this is an eviction action and you are seeking money damages, you must also state that claim on this form.)

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Check the box for the type of small claims case you have filed.

See Basic Guide to Wisconsin Small Claims Actions (SC-6000V).

Briefly explain the facts and why the court should award you what you are asking for.

**For Eviction Actions:** If you are seeking money damages, you must also state that claim on this form. If you do not know the exact amount of money damages yet, state that the amount of money damages cannot yet be determined.

**If you need more room, check this box and attach additional sheets.**

Check if you are the plaintiff or the attorney.

**See attached for additional information.** Provide copy of attachments for court and defendant(s).

I am the  plaintiff.  
 attorney for the plaintiff.

Complete this section accordingly.

► Plaintiff's Signature

Plaintiff's Name Printed or Typed

Plaintiff's Address

Plaintiff's Email Address

Plaintiff's Telephone Number

Attorney's Signature

Attorney's Name Printed or Typed

Attorney's Address

Attorney's Email Address

Telephone Number

Date

Date

State Bar No (if any)

**COPIES:** For each person you are suing, make two copies of this signed original and any attachments, and bring them to the clerk of court.

# SMALL CLAIMS RULES CHIPPEWA COUNTY, WISCONSIN

## RETURN DATE-APPEARANCE AND ANSWER

**ALL PARTIES MUST APPEAR.** Defendants must state or file a detailed answer alleging facts. General denials are insufficient and may result in a judgment for the plaintiff.

If a defendant does not appear, the plaintiff will be entitled to a judgment if the complaint states a proper complaint. If the defendant resides out of state, the court will allow a written answer to be filed, instead of a personal appearance.

If a plaintiff does not appear, the complaint shall be dismissed without prejudice, and costs may be awarded to the defendant as allowed by statute. **Complaints dismissed because the plaintiff failed to appear require that a new action must be commenced.**

Any person appearing on behalf of a party **must** have authorization to settle the case. **If a party appears without full authority to settle the case, the case shall be dismissed without prejudice and a new action must be commenced.**

The Small Claims Commissioner shall conduct a settlement conference in all contested matters on the return date. If a settlement is not reached, a trial date will be set before the Court Commissioner on a future date for all contested money actions. Evictions, replevins, and garnishment trials shall be set before a Judge. **Whenever possible, eviction trials will be held on the return date before one of the Circuit Court Judges.**

## SERVICE

Small claims summonses and complaints may be served by regular mail, certified mail, or personal service if the defendant lives in Chippewa County. Personal service is required on all eviction actions and non-county residents. Certified mail or personal service is required on all replevin actions.

## PLEADINGS

All pleadings **must** be filed before being served, Sec. 799.12(7) of the Wisconsin Statutes.

Pursuant to Sec. 218.04(9j), a collection agency may bring a consolidated creditors action, but it is not allowed to appear in court without counsel. When multiple plaintiffs appear in the same action, the collection agency for those plaintiffs **must** submit a bill of costs apportioning the costs and fees among the various plaintiffs.

**Evictions:** Per Chippewa County Circuit Court Rule 903.01, the following documents **MUST** be filed with the Summons & Complaint: (A) The name of the owner of the rental property; (B) The name of the person(s) authorized by the landlord to act on behalf of the landlord; (C) A copy of any written lease; (D) A copy of the notice to vacate.

## DECLARATION OF NONMILITARY SERVICE

To provide the Court with the defendant's current military status as required by the Servicemembers Civil Relief Act, A Declaration of Nonmilitary Service form must be completed and filed on or before the Return Date Hearing. The military status website can be found at <https://scra.dmdc.osd.mil/>.

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For general information on small claims court, A Basic Guide to Wisconsin Small Claims Actions is available on the Internet at [www.wisconsincourts.gov](http://www.wisconsincourts.gov). (Click on **Self Help Center** and select **Going to Court**). You can also purchase a copy of this Guide at the Clerk of Courts office.