

***Appendix to
Local Rules of the
First Judicial District
State of Wisconsin***

Effective March 1, 2009

Milwaukee County Form CV 1: Affidavit of Personal Service

Case Name: _____

Case Number: _____

Document served:

☐ Summons and Complaint

☐ Notice of Motion and Motion

Person served: _____

Address where served: _____

Date and time of service: _____

Other pertinent information:

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time stated above.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____

Milwaukee County Form CV 2: Affidavit of Substitute Service

Case Name: _____

Case Number: _____

Document served:

☐ Summons and Complaint

☐ Notice of Motion and Motion

Person to be served: _____

Unsuccessful attempts:

Date: _____

Time: _____

Other pertinent information:

Substitute service upon:

Name

Relationship to person upon whom service is intended (and age, if not an adult)

Address where served: _____

Date and time of service: _____

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time stated above.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin

My commission expires: _____

**Milwaukee County Form CV 3:
Affidavit of Personal Service on Corporation
or Limited Liability Company**

Case Name: _____

Case Number: _____

Document served:

☐ Summons and Complaint

☐ Notice of Motion and Motion

Corporation or LLC served: _____

☐ Served officer, director,
managing agent or
registered agent

Name: _____

☐ Served person apparently
in charge of office of officer,
director or managing agent

Name: _____

Address where served: _____

Date and time of service: _____

Other pertinent information:

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time state above.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____

Milwaukee County Form CV 4: Affidavit of Reasonable Diligence

Case Name: _____

Case Number: _____

Document to be served:

☐ Summons and Complaint

☐ Notice of Motion and Motion

Person to be served: _____

Address(es) where service attempted: _____

Reason(s) to believe person could be served at this (these) address(es):

(e.g., contract document, skip trace, directory (specify by name), etc.)

Unsuccessful attempts:

Date: _____

Time: _____

Other pertinent information:

☐

Forwarding address requested from post office, but none available

☐

Additional leads pursued:

(e.g., internet directory (specify by name), other database (specify by name), etc.)

I certify that despite reasonable diligence the above-named person could not be served.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____

Milwaukee County Form CV 5: Petition to Amortize Debts

STATE OF WISCONSIN

CIRCUIT COURT
CIVIL DIVISION

MILWAUKEE COUNTY

In the Matter of the Voluntary Amortization of Debts of:

_____,
Debtor(s)

Case No. _____

Petition to Amortize Debts under Wis. Stat. §128.21

1. Debtor is an adult resident of Milwaukee County, Wisconsin, residing at _____
_____ (state address).
2. Debtor is employed by _____
_____ (state full name and address of each employer).
3. Debtor is indebted beyond debtor's ability to pay debts as they mature, and the assistance of the court is needed in the amortization of such indebtedness pursuant to Wis. Stat. § 128.21.
4. Debtor believes that unless the assistance of the court is obtained for the amortization of indebtedness pursuant to Wis. Stat. §128.21, creditors will continue to harass debtor by the issuance of garnishment, attachment or execution. Debtor is of the opinion and belief that debtor will be able to make future payments at regular intervals according to a plan of amortization so as to amortize debtor's indebtedness over a period of not more than three (3) years.
5. Debtor requests that (choose one):
 - ☐ the court enter an order that a portion of debtor's payroll checks be assigned directly to the trustee in this proceeding in an amount set forth in the proposed order submitted with this petition.
 - ☐ debtor pay to the trustee directly an amount set forth in the proposed order submitted with this petition.
6. Debtor requests that _____

(list name, address, telephone and e-mail of the proposed Trustee) be appointed Trustee in this proceeding.
7. Choose one:
 - ☐ My attorney certifies below that he/she has contacted the proposed Trustee and the proposed Trustee has consented to act.
 - ☐ I have personally spoken with the proposed Trustee and attached is the Trustee's written consent to act as Trustee.
8. Attached is my affidavit of debts to be included in the plan.
9. Debtor requests to be permitted to amortize debts pursuant to Wis. Stat. § 128.21, and that a plan of amortization as may be proposed by the Trustee and submitted to the creditor(s) be approved by the court.

10. Debtor has submitted a proposed Order appointing the Trustee and enjoining the creditors listed in this petition from further collection procedures.

Dated: _____, 20__.

Debtor Name

Debtor Name

Subscribed and sworn to before me

this _____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires _____, 20__
or is permanent

The undersigned attorney for debtor certifies that the proposed Trustee has consented to act as Trustee in this proceeding.

Dated: _____, 20__.

Signature
Name, Bar number, address, phone and email address:

Note: Include two (2) stamped envelopes – one addressed to Trustee and one to Debtor's attorney or, if no attorney, to Debtor

Milwaukee County Form CV 6: Affidavit of Debts

STATE OF WISCONSIN

CIRCUIT COURT
CIVIL DIVISION

MILWAUKEE COUNTY

In the Matter of the Voluntary Amortization of Debts of:

Debtor(s)

Case No. _____

Affidavit of Debts under Wis. Stat. §128.21

State of Wisconsin)
) SS
Milwaukee County)

_____ (Debtor's name), being first duly sworn upon oath, deposes and states:

He/she/they is/are the debtor(s) in the above-entitled proceeding. The following is a true list of the debts debtor desires to be included in the amortization plan to be formulated by the Trustee.

Instructions:

1. List each creditor by name and address and identify any account number you have for that creditor unless there would be an identity theft issue, i.e. the account number is a social security number.
2. List the amount due each creditor.
3. List a total of all debts to be included in the plan.
4. Each debtor must sign and each signature must be notarized.
5. Attach additional sheets if necessary to complete the list.

List of Creditors and Debts:

List of Creditors and Debts, cont'd:

Dated: _____, 20____.

Debtor Name

Debtor Name

Subscribed and sworn to before me

this _____ day of _____, 20____.

Notary Public, State of Wisconsin
My commission expires _____, 20____
or is permanent

Milwaukee County Form CV 7: Order Appointing Trustee

STATE OF WISCONSIN

CIRCUIT COURT
CIVIL DIVISION

MILWAUKEE COUNTY

In the Matter of the Voluntary Amortization of Debts of:

_____,
Debtor(s)

Case No. _____

Order Appointing Trustee and Enjoining Creditors

This matter is before the court on petition of the debtor(s) listed above for the amortization of indebtedness pursuant to Wis. Stat. § 128.21.

NOW THEREFORE, IT IS ORDERED, that:

1. The petitioner(s) are allowed to proceed with the amortization of debts pursuant to the provisions of Wis. Stat. § 128.21.

2. _____
_____ (list name, address, phone and email for Trustee)

is appointed Trustee in this proceeding. The Trustee is directed to comply with Wis. Stat. §§ 128.21(3) and (3g).

3. No distributions shall be made before a plan is approved.

4. Upon the filing of this Order and while the case is proceeding, no execution, attachment, activation of wage assignment or garnishment may be initiated or enforced by creditors of the above-named debtor unless such creditor is not included in the plan.

5. Choose one:

☐ As requested by the debtor in the petition filed with the court, debtor's employer, _____
_____ (list employer) or debtor's current employer, shall, until otherwise directed by the Trustee or further order of the court, deduct \$ _____ from each of debtor's payroll checks and mail that sum directly to the Trustee named above.

☐ The debtor shall, until otherwise directed by the Trustee or further order of the court, pay directly to the Trustee, named above, the sum of \$ _____ monthly, on or before the 15th day of each month.

Dated: _____. 20____.

BY THE COURT:

Circuit Court Judge

Milwaukee County Form CV 8: Report of Trustee

STATE OF WISCONSIN

CIRCUIT COURT
CIVIL DIVISION

MILWAUKEE COUNTY

In the Matter of the Voluntary Amortization of Debts of:

Debtor(s)

Case No. _____

Report of Trustee

_____, the Trustee appointed by the court in this proceeding under Wis. Stat. § 128.21, reports to the court as follows:

1. Notice of these proceedings was mailed to all creditors listed in the Affidavit of Debts that was previously filed with the court with the petition; a copy of the notice to creditors is attached.
2. Pursuant to Wis. Stat. § 128.21, and in accordance with the notice given to creditors, a meeting of creditors was held on _____, 20____. No objections to the plan have been timely filed.
3. This plan is feasible and I recommend it be approved with payments to the Trustee in the monthly amount of \$_____ [weekly] [bi-weekly] [monthly] by [direct payments to the Trustee] [wage assignment].
4. THE PLAN: attached as Exhibit A is a list of creditors with the amounts owing as determined by the Trustee. The Trustee proposes to make pro-rata payments to all creditors every ninety (90) days or less, except small debts may be paid at the discretion of the Trustee in full from initial distributions for the sake of economy and convenience. Debtor's attorney fees do not constitute administrative expenses and if included within the plan shall be paid pro-rata along with all other creditors. All debts will be paid with three (3) years of the date of the Order Approving the Plan.

Dated: _____, 20____

Trustee

List address, phone, and email:

Milwaukee County Form CV 9: Plan

STATE OF WISCONSIN

CIRCUIT COURT
CIVIL DIVISION

MILWAUKEE COUNTY

In the Matter of the Voluntary Amortization of Debts of:

Debtor(s)

Case No. _____

Amortization Plan (Exhibit A)

The list of creditors below states the amounts owing to each creditor as determined by the Trustee either from the claims filed by the creditor or, if no claim was filed, then according to the amount set forth in the Debtor's Affidavit of Debts.

Additionally, the amount of the debtor's attorney's fees to be included within the plan is listed below. Those attorney fees do not constitute administrative expenses and will be paid pro-rata along with all other creditor claims under the plan.

The administrative expenses for the Trustee pursuant to §128.21(4)(a) and (b), Wis. Stats., are also listed below:

Instructions:

1. List Creditors, including debtor's attorney's fees, if included in the plan. (Attach additional sheets if necessary.)
2. List Trustee expenses – 7% or 10%, whichever applies, plus postage (estimate to be adjusted with each distribution)
3. State total debts and expenses.
4. State how much debtor will pay under the plan, e.g., Debtor will pay to the Trustee the sum of \$ _____, [weekly] [bi-weekly] [monthly] by [direct payments to the Trustee] [wage assignment].

Dated: _____, 20____

Trustee

List address, phone, and email:

Milwaukee County Form CV 10: Order Approving Plan

STATE OF WISCONSIN

CIRCUIT COURT
CIVIL DIVISION

MILWAUKEE COUNTY

In the Matter of the Voluntary Amortization of Debts of:

_____,
Debtor(s)

Case No. _____

Order Approving Plan

This matter is before the court on petition of the debtor(s) listed above for the amortization of indebtedness pursuant to Wis. Stat. § 128.21.

The Trustee filed with the court a report showing that: (1) the debtor has submitted an Affidavit of Debts; (2) notice was sent to all scheduled creditors of a meeting with the Trustee; (3) the meeting was conducted, during which the scheduled creditors were given an opportunity to file claims and consider a plan of amortization; and (4) the Trustee recommends the court adopt the plan described in the Trustee's report to the court.

NOW THEREFORE, IT IS ORDERED that the plan set forth in the Trustee's report is approved, subject to the following conditions:

1. The Trustee make pro-rata disbursements to the creditors, including the debtor's attorney fees, every 90 days or less.
2. The debtor's attorney fees do not constitute administrative expenses under the plan and shall be paid pro-rata along with all other creditors without any priority.
3. The Trustee make periodic reports of receipts and disbursements to the court, debtor and all creditors, upon request by any of those listed.
4. The injunctive order prohibiting any execution, attachment, activation of wage assignment or garnishment by any creditor included in this plan shall remain in effect for three (3) years from the date of this order or as otherwise ordered by the court.
5. If the debtor fails to make payments for thirty (30) days or more, the Trustee shall report the matter to the court with the Trustee's recommendations. The debtor shall be given notice of the Trustee's report. The court shall either dismiss the proceedings or, if satisfied from the Trustee's report that the debtor is in good faith and should be able to make good the default, extend the period of grace for not to exceed thirty (30) days. At the end of the grace period, the Trustee shall again report to the court and if all defaults have not then been cured the court shall immediately dismiss the proceeding and Trustee shall notify all the creditors.
6. If the debtor makes preferential payments to creditors during the pendency of the proceedings, or appears for any reason to be abusing the privileges of Wis. Stat. § 128.21, the Trustee shall promptly report the matter to the court and the court may dismiss the proceedings.
7. If the claims of all creditors as listed in the plan are satisfied in full, the Trustee shall upon completion of the final distribution report to the court and the court shall dismiss the proceeding.
8. The debtor shall make payments to the Trustee in accordance with the plan and the debtor may make additional payments from time to time to the Trustee.

9. The Trustee shall distribute the payments proportionally among the creditors listed in the plan, less all of the following:
- a. A deduction for the Trustee's compensation in an amount not exceeding 7% of each distribution, if payments are made through an assignment to the Trustee of a portion of the debtor's wages or salary, and not exceeding 10% if no such assignment is made; and
 - b. A deduction equal to the amount of postage necessary for the mailing of payments and of the notices of the meeting with creditors and of any correspondence with creditors.
10. Any order for dismissal issued by the court shall be provided to the debtor, creditors and any interested party.
11. For statistical purposes, this case is ordered closed, subject to being reopened to enforce or dissolve injunction, administer or dismiss the plan or for the Trustee's final report

Dated: _____. 20____.

BY THE COURT:

Circuit Court Judge