

PERSONAL SERVICE REQUIREMENTS*

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PERSONAL SERVICE MEANS BEING HANDED A COPY OF THE GUARDIANSHIP PETITION/REQUEST FOR AND ORDER TO FILE CHIPS/JIPS PETITION AND THE SUMMONS

- You must have a written “Affidavit of Service” which is a paper saying who was served, where and when. (A sample affidavit is attached.)
- The server must be over 18 and a resident of Wisconsin and not a party to the action.
- The server must leave a copy of the petition and the summons with the person being served.
- The Affidavit must be sworn to and signed by the server in front of a notary public.

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*** The Clerk’s Office cannot give out legal advice.
Please consult with an attorney if you have any questions.**