

# GREEN LAKE COUNTY

## Small Claims Local Rule

(This rule shall be effective April 1, 2023)

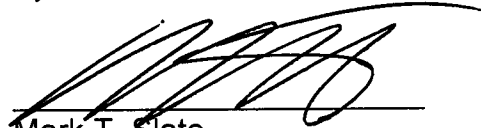
**I. Service of Summons.** The Court authorizes service by mail, as allowed under Wis. Stat. 799.12(2) and in eviction proceedings by certified mail as allowed under Wis. Stat. 799.12(3). Contempt proceedings must be personally served. Plaintiffs requesting an adjourned return date must file an amended summons and complaint prior to the original return date. Proof of service must be filed at, or before the return date.

**II. Pleadings.** All pleadings shall be in writing. Complaints shall state, or attach, enough information for the debtor to be put on notice as to what the debt is. (Example, a copy of the invoice, credit card statement, etc...) A defendant, or their attorney, may file an Answer, Counterclaim or Affirmative Defense with the Clerk of Court and opposing party at or before the return date, or, if appearing at the return date in person and orally claimed, within 10 calendar days of the return date. Failure to do so may result in a default judgment.

**III. Personal Appearance.** Parties need not appear in person at the return date EXCEPT for evictions and contempt proceedings, which they MUST appear in person.

Dated this 24<sup>th</sup> day of March, 2023.

By the Court:



Mark T. Slate

Green Lake County Circuit Court Judge

Approved this 30<sup>th</sup> day of March, 2023.

  
Hon. Guy Dutcher, Chief Judge