

**Columbia County Sheriff's Office
Service Time Requirements Pursuant to
Wisconsin State Statutes**

Although the Columbia County Sheriff's Office serves many different types of legal documents, this time information chart covers some of our more commonly served papers. Please refer to Wisconsin State Statutes for specific papers and/or time lines.

Paper	Timing
-Domestic Abuse, Harassment and other personal protection restraining orders	Unless otherwise specified they can be served right up to the time of the hearing. <i>Most restraining orders, in Columbia County, state 48 hours prior to the scheduled court hearing.</i>
<u>Family Court Matters</u> <ul style="list-style-type: none"> - Order to Show Cause - Notice/Motion - Order to Appear 	Personal service no less than 5 working days prior to court date. Personal service at least 24 hours before hearing if found in county and at least 72 hours before hearing if found elsewhere in the state.
Summons and Petition (Divorce Proceedings)	Summons shall be served within 90 days of the filing date unless court grants 60 day extension.
Writ of Restitution	Valid for 30 days from issuance, but is only valid for 10 days from the receiving date for the Sheriff's Office to take action (weekends/holidays excluded).
Writ of Assistance	Valid for 60 days from issuance.
Small Claims (Money Claim)	Summons and complaint shall be served on a state resident at least 8 business days before the court date.
Small Claims (Eviction Only)	Summons and complaint shall be served at least 5 business days before the court date.
Subpoenas	Unless otherwise specified, a subpoena may be served up to the time of the hearing.