



ST. CROIX COUNTY WISCONSIN

CLERK OF CIRCUIT COURT

Kristi Severson

ST CROIX COUNTY GOVERNMENT CENTER

1101 Carmichael Road

Hudson, WI 54016-7710

(715) 386-4630 FAX (715) 381-4396

Small Claims Clerk: 715-386-4636

Eviction Procedures

Effective for cases being heard starting January of 2025.

- **Eviction Return Dates are held via ZOOM on Tuesdays at 3:00 pm.**
- Plaintiff will complete a Summons and Complaint (SC-500) to open a case and pay the \$94.50 filing fee. If Plaintiff is seeking Eviction and Money claims, both boxes must be marked on page 1 and 2 and the amount of monies owed (at the time of filing) noted on page 2. "TBD" (To Be Determined) is not acceptable. Plaintiff is allowed to amend the amount of the judgment after assessing the property and applying any security deposit.
- Plaintiff is required to file a copy of the Notice to Vacate with proof that such Notice was properly served upon the Defendant(s) when opening an Eviction matter. This is filed with the Summons and Complaint.
- **Landlord forms may be found at: www.wilawlibrary.gov/services/forms.html**
Landlord / Tenant Guide for WI may be found at:
<https://datcp.wi.gov/pages/publications/landlordtenantguide.aspx>
- Plaintiff must have each defendant personally served with the Summons and Complaint and pay the service provider any required fees. Service must be by a neutral third party. Many people choose law enforcement to do this for them. At least 24 hours prior to your hearing, Plaintiff must file a Certificate of Service with the Clerk of Court showing Defendant was served at least 5 business days prior to the hearing. File any bill for service with your proof of service since the filing and service fees are added to any judgment. Judgment will not be granted without this proof.
- **If Plaintiff fails to appear at the Eviction Return Date, the matter will be DISMISSED. If the Defendant fails to appear, DEFAULT JUDGMENTS for eviction and money will be granted.**
- If the Defendant has a valid legal defense at the Eviction Return Date the matter will be set for an Eviction Hearing with the Judge assigned to the case to decide the matter of eviction. This is to be heard within 30 days of the Return Date. If the eviction is granted, a money judgment may be granted if not disputed and was requested on the Summons and Complaint.
- If Eviction is granted and there is a dispute as to the amount owed, a Damages Hearing will be set within 45 days of the Eviction Hearing with the Court Commissioner.

Where do I file my Small Claims case? If you determine that your claim can be brought as a small claims case and have determined the right party to sue, you will need to decide where you should file the small claims action.

Eviction actions must be filed in the county where:

- The defendant resides
- The rented property is located.

The full guide to Small Claims in Wisconsin can be found at:

www.wicourts.gov → Forms → Small Claims → (SC-6000) Basic Guide to Wisconsin Small Claims Actions.