

This form is also available in Spanish.
(Este formulario está disponible en español.)

Enter the name of the county in which you are filing this case.	STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY														
The plaintiff is the person bringing the law suit. Enter the Plaintiff's name and address. If two plaintiffs are living at the same address, then the names and addresses may be listed together. For more plaintiffs, check the "additional plaintiffs" box and attach another sheet with their names and addresses.	Plaintiff: _____ First name Middle name Last name _____ Address _____ Address _____ City State Zip <input type="checkbox"/> See attached for additional plaintiffs. -VS-														
If this is an Amended Complaint, check the box. Enter the case number given you by the Clerk. The defendant is the person or business you are suing. Enter the name(s) and address(es) of the defendant(s). For more than two defendants, check the "additional defendants" box and attach another sheet with their names and addresses.	To: Defendant(s): _____ First name Middle name Last name _____ Address _____ Address _____ City State Zip <input type="checkbox"/> See attached for additional defendants.														
On the far right: Check one of the boxes to show what type of small claims case you are filing. Note: The clerk will provide the phone number for the disability box.	<input type="checkbox"/> Amended Summons and Complaint (Small Claims) Case No. _____ <table border="0"><tr><td><input type="checkbox"/> Claim for money (\$10,000 or less)</td><td>31001</td></tr><tr><td><input type="checkbox"/> Tort/Personal injury (\$5,000 or less)</td><td>31010</td></tr><tr><td><input type="checkbox"/> Return of property (replevin)</td><td>31003</td></tr><tr><td><input type="checkbox"/> Eviction</td><td>31004</td></tr><tr><td><input type="checkbox"/> Eviction due to foreclosure</td><td>31002</td></tr><tr><td><input type="checkbox"/> Arbitration award</td><td>31006</td></tr><tr><td><input type="checkbox"/> Return of earnest money</td><td>31008</td></tr></table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">If you require reasonable accommodations due to a disability to participate in the court process, please call _____ prior to the scheduled court date. Please note that the court does not provide transportation.</div>	<input type="checkbox"/> Claim for money (\$10,000 or less)	31001	<input type="checkbox"/> Tort/Personal injury (\$5,000 or less)	31010	<input type="checkbox"/> Return of property (replevin)	31003	<input type="checkbox"/> Eviction	31004	<input type="checkbox"/> Eviction due to foreclosure	31002	<input type="checkbox"/> Arbitration award	31006	<input type="checkbox"/> Return of earnest money	31008
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☐ One or both parties require the services of an interpreter. Which party? _____
Which language? _____ Complete and file the Interpreter Request (GF-149) form.

SUMMONS

Do not check either of these boxes. The clerk will check one or both and circle "AND" or "OR" according to local court procedure. The clerk will circle what you need to do and will provide the date, time, and place to appear and/or answer.	To the Defendant(s): You are being sued as described on the attached complaint. If you wish to dispute this matter: <input type="checkbox"/> You must appear at the time and place stated. AND / OR (circle one, if applicable) <input type="checkbox"/> You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated. If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.	When to Appear/File an Answer	
		Date	Time
Note: Leave dates blank; the clerk or plaintiff's attorney will enter them.	Clerk/Attorney Signature	Place to Appear/File an Answer	
		Date Summons Issued	Date Summons Mailed

COMPLAINT

Plaintiff's Demand:

The plaintiff states the following claim against the defendant(s):

1. Plaintiff demands judgment for: *(Check as appropriate)*

☐ Claim for Money \$ _____

☐ Tort/Personal injury \$ _____

☐ Return of property (replevin) *(Describe property in 2 below.)*
(Not to include Wis. Stats. 425.205 actions to recover collateral.)

☐ Eviction

☐ Eviction due to foreclosure

☐ Return of Earnest Money

☐ Confirmation, vacation, modification or correction of arbitration award.

Plus interest, costs, attorney fees, if any, and such other relief as the court deems proper.

2. Brief statement of dates and facts:

(If this is an eviction action and you are seeking money damages, you must also state that claim on this form.)

☐ **See attached for additional information.** Provide copy of attachments for court and defendant(s).

I am the ☐ plaintiff.
☐ attorney for the plaintiff.

Check the box for the type of small claims case you have filed.

See [Basic Guide to Wisconsin Small Claims Actions](#) (SC-6000V).


Briefly explain the facts and why the court should award you what you are asking for.

For Eviction Actions: If you are seeking money damages, you must also state that claim on this form. If you do not know the exact amount of money damages yet, state that the amount of money damages cannot yet be determined.

If you need more room, check this box and attach additional sheets.

Check if you are the plaintiff or the attorney.

Complete this section accordingly.

		_____	
Plaintiff's Signature		Attorney's Signature	
_____		_____	
Plaintiff's Name Printed or Typed		Attorney's Name Printed or Typed	
_____		_____	
Plaintiff's Address		Attorney's Address	
_____		_____	
Plaintiff's Email Address		Attorney's Email Address	Telephone Number
_____		_____	_____
Plaintiff's Telephone Number	Date	Date	State Bar No (if any)
_____	_____	_____	_____

COPIES: For each person you are suing, make two copies of this signed original and any attachments, and bring them to the clerk of court.