

FORM SUMMARY

Name of Form: Civil Process Worksheet

Form Number: FA-4118

Statutory Reference: §§801.10, 801.11, 801.14, Wisconsin Statutes

Benchbook Reference: FA 2

Purpose of Form: To help the process server in locating the person to be served.

Who Completes It: Pro Se person who wants the papers to be served completes the document with sufficient information to help the person serving the papers.

Distribution of Form: Given to the person or agency that will be serving the documents. This document is not to be filed with the court.

Accompanying Forms: The documents that are going to be served.

New Form/Modification: Modification; last update 01/06.

Modification: Incorporated same sex divorce language.

Comments: None

About this Form: This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office.

As a *pro se* form, its use is NOT mandatory but it is required to be accepted and distributed by the circuit courts of the State of Wisconsin.