

PRINT in BLACK ink

Enter the name of the county in which you are filing this case.

**STATE OF WISCONSIN, CIRCUIT COURT,
DANE COUNTY**

For Official Use

Enter the **Plaintiff's** name and address.

Plaintiff(s) (Name and Address):

First name Middle name Last name

Address

Address

City State Zip

See attached for additional plaintiffs.

-vs-

Defendant(s) (Name and Address):

First name Middle name Last name

Address

Address

City State Zip

See attached for additional defendants.

If there is more than one plaintiff, check the "additional plaintiffs" box and attach another sheet with their names and addresses.

Enter the case number.

Enter the **Defendant's** name and address.

If there is more than one defendant, check the "additional defendants" box and attach another sheet with their names and addresses.

**Small Claims
Publication Summons
And Notice**

Case No. _____

If you need help in this matter because of a disability, please call: 266-4311 (WI Relay 7-1-1) and ask for the Court ADA Coordinator

Publication Summons and Notice of Filing

TO THE PERSON(S) NAMED ABOVE AS DEFENDANT(S):

You are being sued by the person(s) named above as Plaintiff(s). A copy of the claim has been sent to you at your address as stated in the caption above.

The lawsuit will be heard in the following Small Claims court:

Dane County Courthouse

Telephone Number of Clerk of Court: (608) 266-4311

Courtroom/Room Number: 1000

Address: 215 South Hamilton Street

Address: _____

City: Madison State WI Zip 53703-3285

on the following date and time:

Date: _____

Time: _____ a.m. / p.m.

Enter the county in which you are filing this case. Get the date, time, location of the hearing, and telephone number from the Clerk of Court. Enter the information at right.

A copy of the publication notice and a copy of the original summons and complaint must be mailed to the defendant at the last known address.

If you do not attend the hearing, the court may enter a judgment against you in favor of the person(s) suing you. A copy of the claim has been sent to you at your address as stated in the caption above. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of property.

You may have the option to Answer without appearing in court on the court date by filing a written Answer with the clerk of court **before** the court date. You must send a copy of your Answer to the Plaintiff(s) named above at their address. You may contact the clerk of court at the telephone number above to determine if there are other methods to answer a Small Claims complaint in that county.

Sign here. Enter your phone number and date. Leave the Attorney's State Bar Number box blank.	Signature of Plaintiff/Attorney	Date	Law Firm and Address
	Plaintiff's/Attorney's Telephone Number	Attorney's State Bar Number	

Notice to Printers: Do not print the instructional text in the boxes along the left-hand column when publishing this summons. Print bolded text in bold typeface.