

NOTICE OF RIGHT OF DEFENDANT-TENANT TO APPEAR AT THE EVICTION  
RETURN DATE BY TELEPHONE.

YOU have been named as a Defendant-Tenant in an Eviction Action filed in the Waukesha County Circuit Court. Due to the PUBLIC HEALTH EMERGENCY stemming from the COVID-19 (Corona) Virus, the Waukesha County Circuit Courts have established certain procedures in eviction proceedings:

1. YOU are required to comply with the summons served upon you with this NOTICE; and,
2. YOU are required to PERSONALLY APPEAR on the Summons Return Date and Time if you wish to contest the claims made in the eviction complaint filed against you; and,
3. YOU may make your required personal appearance at the Summons Return Date and Time by Telephone Appearance if you wish to limit your physical exposure to the general public in the Waukesha County Courthouse. Limiting physical exposure is recommended by public health officials during this PUBLIC HEALTH EMERGENCY.
4. In order to make a PERSONAL APPEARANCE at the Summons Return Date and Time, you should call 262-548-7525 and indicate that you are a Defendant-Tenant in an eviction matter and would like to appear for the Summons Return Date and Time by telephone. You must provide to the clerk a working telephone number and be available within a 60-minute window on the Summons Return Date and Time to receive a contact from the Waukesha County Clerk who will facilitate your PERSONAL APPEARANCE. Failure to be available, not answering the Clerk's telephone call or allowing the Clerk's telephone call will constitute a FAILURE OF PERSONAL APPEARANCE permitting the entry of a WRIT OF EVICTION and DEFAULT JUDGMENT, without further notice.
5. If you choose to make a PERSONAL APPEARANCE in person at the Waukesha County Courthouse on the Summons Return Date and Time, you should be mindful of exercising good hygiene (washing hands frequently for at least 20 seconds, coughing into a tissue or forearm, do not touch face) and social distancing (6 feet) and you should exit the courthouse immediately after you have completed your matter scheduled for that day.
6. This Procedure is effective during the declared Public Health Emergency, currently extended to May 10, 2020, unless further extended by Order of the Circuit Court.