Eviction Checklist

CHECKLIST		
	Task	Statutory Reference
☐	Determine what type of notice is necessary to initiate eviction process (e.g., 5-day, 14-day, 28-day notice).	Wis. Stat. §§ 704.17, 704.19.
☐	Properly serve the notice (personal service, substituted service, post & mail service, certified mail service).	Wis. Stat. § 704.21.
☐	Complete the Affidavit of Service of Notice Terminating Tenancy, or retain a copy of the certified mail receipt.	Wis. Stat. § 799.40(1g).
☐	Draft and file the Summons and Complaint for Evictions*, and file either the Affidavit of Service of Notice Terminating Tenancy or the certified mail receipt. *If you are also requesting money damages, you must also state that claim on this form. Check all boxes that apply. (You can mark more than one box). If you do not know the exact amount yet, state that the damages amount is to be determined.	Wis. Stat. § 799.41.
☐	Have the Summons and Complaint properly served upon the tenant and file the Affidavit of Service.	Wis. Stat. §§ 799.16, 799.12.
☐	Draft and file a Declaration of Non-Military Service.	Wis. Stat. § 321.62.
☐	Appear in person on the return date for the eviction.	Wis. Stat. § 799.206.
☐	If the action proceeds to the cause of action for monetary damages, file and serve upon opposing party an Affidavit of Damages, along with supporting documents no later than 30 days after the eviction.	Wis. Stat. §§ 799.01, 799.209.
☐	Appear in person for return date on monetary damages and appear in person for trial on monetary damages.	Wis. Stat. 799.209, 799.21.