



COUNTY OF KENOSHA

Clerk of Circuit Court

GAIL GENTZ

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February 13, 2006

To: All Plaintiffs – Small Claims Court

RE: Affidavit of Non-Military Service


Effective immediately, a small claims default judgment will not be entered if the defendant does not appear in court and there is no Affidavit of Nonmilitary Service filed. The Affidavit of Nonmilitary Service must be the official form GF-175. This form is available at <http://www.wicourts.gov/forms1/circuit.htm>

You may file the affidavit either at the hearing or prior to the hearing. In the event you have not filed the affidavit or did not bring an affidavit to court, the court will have copies available in the courtroom.

If the affidavit is not available at the time of the hearing because you lack knowledge about the defendant's military status, the court will enter a provisional judgment subject to your filing the affidavit within 7 days. When the affidavit is filed, the judgment will be entered. If the affidavit is not filed, the case will be dismissed.

Please see attached for information on how to determine if the defendant is a service member on active duty.

Thank you for your cooperation.



John C. Plouf, Circuit Court Commissioner.

To find out if a servicemember is on active duty:

For US military and reservists: The Department of Defense maintains a website for determining active duty status at <https://www.dmdc.osd.mil/scra/>. You must provide a name and social security number. Birth date is helpful to confirming identity, but it is not necessary. If the individual is on active duty, the website will confirm the individual's service and provide the beginning date of active duty status. If not, it will display a report saying that the Department of Defense does not show the person as being on active duty.

Active duty verifications by mail: If you do not have the person's social security number, you may submit a request by mail. Send your request with a self-addressed stamped envelope to:

Defense Manpower Data Center
Attn: Military Verification
1600 Wilson Blvd., Suite 400
Arlington, VA 2209-2593

You may also submit a request by fax to 703-696-4156.

National Guard requests: The Wisconsin National Guard does not currently have a website for verifying active duty status. Verification requests may be made by calling the Army National Guard and the Air National Guard at the numbers below.

Army National Guard
Headquarters G-1 Personnel Shop
Chief Warrant Officer Michael Kreisler
608-242-3406

Air Force National Guard
Headquarters
Chief Master Sgt. Janet Gaedke
608-242-3122

These numbers are current as of 12/8/05.