
Instructions

Admission of Service

This form is used to inform the court that the other party has properly received the documents and notice of the court proceedings. You are encouraged to seek some legal assistance to verify that these forms are the most appropriate for your situation, as the Court's staff cannot give legal advice.

1. Complete the caption (top portion) of the **Admission of Service** the same way it appears in your original Divorce papers.
 - Write the first name, middle initial, and last names of the parties in the same order in which it appears in your original Divorce papers.
 - Call the Child Support Division at (262) 697-4500 to determine if the State of Wisconsin is a party to this case. Mark only one box with an **X** to report if the State is a party to the case or not.
 - Write in your case number.
2. The other party must complete the remainder of the form by:
 - Printing his/her name on the first line.
 - Listing the titles of the documents for which he/she is admitting service.
 - Writing the date.
 - Signing his/her name.
3. File the original with the Family Court office in room 109 and retain a copy for your records.