

FSG's LAW ENFORCEMENT MANAGEMENT SYSTEM (FSG/LEMS)
Civil Process

Civil Process paper service is a program within LEMS that tracks the "Civil Process" paper from when it is initially received by the department, until it is paid in full or satisfied. Specifically, Civil Process prints the "Affidavit of Service", is updated back to the computer (after having been served or returned unserved), prints the "invoice" and corresponding cover letter, updates an "open receivables" file and remains there until full payment is made.

SYSTEM HIGHLIGHTS:

- Interfaces to master name file.
- Enter any "user" defined paper (summons/complaint, order to appear):
 - Update papers after service
 - Bill papers (print invoice)
 - Apply payments
- View papers to be served by:
 - Case #
 - Defendant/Witness name
 - Plaintiff name
 - Attorney name
- Answer the following questions:
 - what paper has/hasn't been served?
 - where is it now?
 - how was it served?
 - on what date and by which officer?
 - is it paid and what balance is due?
- Generates the following reports:
 - Open receivables, Past due notices
 - Unserved papers – condensed, Due date report
 - Print total fees collected by date
 - Print total papers by paper type
 - Daily, monthly and YTD receipts Listing
 - Monthly docket book
 - Monthly unserved papers book
 - Monthly and YTD papers served statistics report
 - Affidavit of service - regular or worksheet
 - No service return letter
 - Execution/Replevin action, sheriff's sale, garnishment

SAMPLE

AFFIDAVIT OF SERVICE

CASE # **87TR105**
FILED DATE **1/15/87**

CASE SEQUENCE # **12459**
RECEIVED DATE **1/15/87**

SUMMONS
DIE DATE **1/15/87**

DEFENDANT/WITNESS **JONES, DAVE A**

PRIMARY ADDRESS:

ALTERNATE/EMPLOYER

ADDRESS:

**101 MAIN STREET
MADISON WI 53745
(608) 555-1313**

**KMART
1702 WEST BELTLINE HWY
MADISON, WI 53745
WILSON AND JONES
MADISON, WI 53711**

PLAINTIFF **STATE OF WI.**

PAPERS SERVED: **ORDER TO APPEAR.**

(A) I CERTIFY THAT I SERVED THIS SUMMONS ON THE DEFENDANT AS FOLLOWS:

___ 1 PERSONAL SERVICE: BY LEAVING A COPY OF THE SUMMONS AND COMPLAINT WITH THE NAMED DEFENDANT PERSONALLY.

___ 2 SUBSTITUTE SERVICE: BY LEAVING A COPY OF THE ABOVE PAPERS AT THE THE ABOVE ABODE WITH SOME PERSON OF THE FAMILY, OF THE AGE OF 13 YEARS OR UPWARDS, AND INFORMING THAT PERSON OF THE CONTENTS THEREOF. ALSO, A COPY OF THE SUMMONS WAS MAILED TO THE DEFENDANT AT THE ABOVE ADDRESS.

___ 3 SERVICE ON: CORPORATION COMPANY BUSINESS PARTNERSHIP BY LEAVING A COPY OF THE ABOVE PAPERS (OR INTERROGATORIES) WITH THE REGISTERED AGENT, AUTHORIZED PERSON OR PARTNER OF THE DEFENDANT.

(B) Richard F. Jones, SHERIFF, BY _____ DEPUTY
SEX **M** RACE **W** AGE **27**

NAME OF DEFENDANT/WITNESS: **JONES, DAVE A**

PERSON SERVED FOR DEFENDANT/WITNESS _____

RELATIONSHIP TO DEFENDANT/WITNESS _____

ADDRESS SERVED _____

THIS _____ DAY OF _____, 19____ TIME____:____AM/PM

ADDITIONAL REMARKS _____

REASON NOT SERVED:

ATTEMPTED SERVICES

_____ MOVED	DATE	TIME	DATE	TIME
_____ WRONG ADDRESS				
_____ RETURNED BY ATTY	____/____/____	____:____AM/PM	____/____/____	____:____AM/PM
_____ OTHER REASONS	____/____/____	____:____AM/PM	____/____/____	____:____AM/PM

*****SAMPLE AFFIDAVIT OF SERVICE - WORKSHEET**

SHERIFF'S OFFICE , COUNTY OF Rock
AFFIDAVIT OF SERVICE

CASE # **87TR105** CASE SEQUENCE # **12459** **SUMMONS**
FILED DATE **10/15/87** RECEIVED DATE **10/15/87** DIE DATE **11/15/87**

DEFENDANT/WITNESS **JONES, DAVE A**

PRIMARY ADDRESS:
101 MAIN STREET
MADISON WI 53745
(608) 555-1313

ALTERNATE/EMPLOYER ADDRESS:
KMART
1702 WEST BELTLINE HWY
MADISON, WI 53745

PLAINTIFF **STATE OF WI.** **WILSON AND JONES**
MADISON, WI 53711

PAPERS TO BE SERVED: ORDER TO APPEAR.

OFFICERS PROGRESS REPORT

DATE	TIME	OFFICER	ACTION TAKEN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SHERIFFS FEES:
SERVICE _____
MILEAGE _____
RETURN _____

TOTAL _____

*****SAMPLE INVOICE*****

COOK COUNTY SHERIFF DEPT.
JOHN J. JONES
103 E. RIDGE ST.
CHICAGO, IL 12345
(608) 555-1212

INVOICE FOR SERVICE

2/11/88

Mileage Charges:

Defendant	Township Served In	Date		
JANES SMITH	WINSLOW	2/11/88	\$	24.00
JIM JONES	WINSLOW	2/11/88	\$	16.00
		Mileage Total	\$	40.00

Service Charges: **2 @ \$10.00** each.....Total \$ **20.00**

Return Charges: **1 @ \$ 5.00** each.....Total \$ **5.00**

Total Charges \$ **65.00**

Total Payments \$ **.00**

Case # **87TR105** Case Seq # **8** BALANCE DUE **NO CHARGE**
Plaintiff: **JOHN DOE**

*****SAMPLE COVER LETTER*****

COOK COUNTY SHERIFF DEPT.
JOHN J. JONES
103 E. RIDGE ST.
CHICAGO, IL 12345
(608) 555-1212

10/22/86

WILSON AND JONES
1254 MAIN ST.
P.O. BOX 1223
MADISON, WI 53711

Case Number: **87TR1012**
Case Seq. #: **52**

Dear Sir or Madam;

Please be advised that your civil process paper has been processed by our department. Enclosed please find the detail of this service.

Cost for services: \$ **27.00**
Payments received: \$ **.00**

Please mail balance due of \$ **27.00** and the attached invoice to the address above.

Enclosure

Richard F. Jones
Sheriff, Cook County, Wisconsin