

Clark County Sheriff's Department

517 Court Street, Room 308
Neillsville, WI 54456-1902

1-800-743-2420

715-743-5278

888-TIP-CLSO - Confidential Tip Line

715-743-4350 - FAX



Civil Process Procedures in Clark County

When requesting civil process service in Clark County, please send a cover letter and a self-addressed stamped envelope, along with your request to:

Clark County Sheriff's Department
Attention: Civil Process – Susan Wells
517 Court Street, Room 308
Neillsville, WI 54456

The fees associated with service of civil process are as follows:

- \$60 for process fee
- \$60 per attempt
- \$60 for a rush, if required to serve within 5 days (this does not count weekends or holidays)
- \$18 for a copy fee for second person
- 42¢ per mile to execute process (current county rate)

Please make your check payable to the Clark County Sheriff's Department.

If you have any questions regarding the process or rates for this service, please contact Susan Wells at 715-743-5354.