

FAP

R. O. No. 135 - 22 - 23. By CITY CLERK. April 5, 2023.

Submitting a Summons and Complaint - Small Claims in the matter of Cristy Murray vs. City of Sheboygan c/o Mayor Ryan Sorenson et al.

CITY CLERK

Case 2023SC000577

STATE OF WISCONSIN

Document 1

CIRCUIT COURT

Case No. 2023SC000577

Filed 03-27-2023

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SHEBOYGAN

Cristy Murray vs. City of Sheboygan c/o Mayor Ryan Sorenson et al

Electronic Filing Notice FILED 03-27-2023 Sheboygan County Clerk of Circuit Court 2023SC000577 Honorable Rebecca L. Persick Branch 4

## CITY OF SHEBOYGAN C/O MAYOR RYAN SORENSON 828 CENTER AVE #300 SHEBOYGAN WI 53081

Class Code: Sm Claim, Claim Under \$ Limit

Case number 2023SC000577 was electronically filed with/converted by the Sheboygan County Circuit Court office. The electronic filing system is designed to allow for fast, reliable exchange of documents in court cases.

Parties who register as electronic parties can file, receive and view documents online through the court electronic filing website. A document filed electronically has the same legal effect as a document filed by traditional means. Electronic parties are responsible for serving non-electronic parties by traditional means.

You may also register as an electronic party by following the instructions found at http://efiling.wicourts.gov/ and may withdraw as an electronic party at any time. There is a \$20.00 fee to register as an electronic party. This fee may be waived if you file a Petition for Waiver of Fees and Costs Affidavit of Indigency (CV-410A) and the court finds you are indigent under §814.29, Wisconsin Statutes.

If you are not represented by an attorney and would like to register an electronic party, you will need to enter the following code on the eFiling website while opting in as an electronic party.

#### Pro Se opt-in code: 13109b

Unless you register as an electronic party, you will be served with traditional paper documents by other parties and by the court. You must file and serve traditional paper documents.

Registration is available to attorneys, self-represented individuals, and filing agents who are authorized under Wis. Stat. 799.06(2). A user must register as an individual, not as a law firm, agency, corporation, or other group. Non-attorney individuals representing the interests of a business, such as garnishees, must file by traditional means or through an attorney or filing agent. More information about who may participate in electronic filing is found on the court website.

If you have questions regarding this notice, please contact the Clerk of Circuit Court at 920-459-3070.

Sheboygan County Circuit Court Date: March 27, 2023

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## FILED 03-27-2023 Sheboygan County Clerk of Circuit Court 2023SC000577 Honorable Rebecca L. Persick Branch 4

DATE SIGNED: March 27, 2023

Electronically signed by Christine Koenig Clerk of Court

#### STATE OF WISCONSIN

CIRCUIT COURT

Cristy Murray vs. City of Sheboygan c/o Mayor Ryan Sorenson et al

#### SHEBOYGAN COUNTY

Amended

## Summons and Complaint Small Claims

Case No: 2023SC000577 Sm Claim, Claim Under \$ Limit 31001

Plaintiff: Cristy Murray 1521 Kaufman Ave. Sheboygan WI 53081

#### Defendant:

City of Sheboygan c/o Mayor Ryan Sorenson 828 Center Ave #300 Sheboygan WI 53081

Defendant: Mark A Polich 2709 Pershing Ave. Sheboygan WI 53083

This form does not replace the need for an interpreter, any colloquies mandated by law, or the responsibility of court and counsel to ensure that persons with limited English proficiency fully comprehend their rights and obligations.

If you require reasonable accommodations due to a disability to participate in the court process, please call 920-459-3070 at least 10 working days prior to the scheduled court date. Please note that the court does not provide transportation.

# SUMMONS

To the Defendant(s):

You are being sued as described on the attached complaint. If you wish to dispute this matter:

You must appear at the time and place stated.

 $\overline{\mathbf{X}}$  You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.

If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.

Date Time					
04-24-2023	08:30 am				
Place to App	ear/File an Answer				
Sheboygan County Co B-10 Lower Level 615 N 6th Street Sheboygan WI 53081	purthouse				
Sheboygan wi 3300 i					

Case 2023SC000577 Document 3 Filed 03-27-2 This form is also available in Spanish. (Este formulario está disponible en español.) STATE OF WISCONSIN, CIRCUIT COURT, <u>SHEBOYGAN</u>	2023 COUNTY	Page 3 of 12	FILED 03-27-2023 Sheboygan County Clerk of Circuit Court
Plaintiff: [Name (First, Middle, Last), Address, City, State, Zip] Cristy Murray 1521 Kaufman Ave. Sheboygan, W1 53081			2023SC000577 Honorable Rebecca L. Persick Branch 4
-VS-	li piaintiπs.	[	
To: Defendant(s): [Name (First, Middle, Last), Address, City, State, Zip] CITY OF SHEBOYGAN c/o Mayor Ryan Sorenson 828 Center Ave #300 Sheboygan, WI 53081 and MARK A. POLICH 2709 Pershing Ave. Sheboygan, WI 53083 See attached for additional d One or both parties require the services of an interpreter. Which part Which language? Complete and fi If you require reasonable accommodations due to a disability to participate in th prior to the scheduled court date. Please note that the court does not provide t	ty? le the Interp ne court proc	Summons (Sm Case No. 23 S( Claim for mone Tort/Personal i Return of prope Eviction Eviction due to Arbitration awa Return of earmi	ey (\$10,000 or less) 31001 injury (\$5,000 or less) 31010 erty (replev:n) 31003 31004 of foreclosure 31002 ard 31006 est money 31008 GF-149) form.
SUMMONS			
To the Defendant(s):	WI	nen to Appear/F	File an Answer
You are being sued as described on the attached complaint. If you wish to dispute this matter: <ul> <li>You must appear at the time and place stated.</li> </ul>	Date		rime 8:30 am
You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.	Pla	ace to Appear/F	File an Answer
If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.	Court Roc 615 N 6th Sheboyga	St, n, WI 53081	
Clerk/Attorney Signature	Date Summon	s Issued [	Date Summons Mailed

	Case 2023SC000577	Document 3	Filed 03-27-2023	Page 4 of 12	FILED
	1				03-27-2023
·		C	OMPLAINT		Sheboygan County
					Clerk of Circuit Court
Plaintiff'	s Demand:				2023SC000577
The p	laintiff states the following aintiff demands judgment for				Honorable Rebecca L. Persick
	Claim for Money \$ 1,0		late)		Branch 4
	Tort/Personal Injury \$				
			perty in 2 below.) (Not to include	Wie State 425 205 ac	tions to recover collateral 1
				W13. Oldia, 420.200 00	
	Eviction due to foreclo	sure			
	Return of Earnest Mor				
			orrection of arbitration awa	ard	
Pli	is interest, costs, attorney				
1 10		, and		caesine proper	
2. Bri	ef statement of dates and	facts:			
/16 +1	his is an eviction police and usua	to eaching manau dam	annes that should also state that a	lates and this fame. )	

(If this is an eviction action and you are seeking money damages, you must also state that claim on this form.)

On September 2nd, 2022 Cristy Murray's 2005 Ford Focus ("car") was parked in front of her home at 1521 Kaufman Ave., Sheboygan, WI. At approximately 11:00am Mark Polich, a City of Sheboygan employee, was performing his job duties. driving and picking up garbage cans with a City of Sheboygan garbage truck.

Mark lowered the arm of the truck to place a garbage can back on the ground, in front of 1521 Kaufman Ave., he then continued on towards the next garbage can, unfortunatley, Mark failed to raise the arm of the truck before doing so. The arm of the truck collided with the rear of the car, causing a large dent and paint scrape on the car's rear bumper, and breaking off part of the arm of the garbage truck.

Mark contacted the police, Officer Becker responded, and knocked on Ms. Murray's door to inform her of the incident. Officer Becker documented the crash, and Mark apologized to Ms. Murray saying: "I'm so sorry, the arm didn't come up". Ms. Murray took the vehicle to Dean's Auto Body, Inc. where Joe Black inspected the vehicle and gave Ms. Murray an estimate of \$1,060.93 to repair the damage done by the garbage truck.

A copy of the Preliminary Estimate is attached as Exhibit A.

Ms. Murray submited a claim to the City of Sheboygan, and was denied in full on March 14th, 2023.

A copy of the letter denying Ms. Murray's claim is attached as Exhibit B.

See attached for additional information. Provide copy of attachments for court and defendant(s).

I am the: plaintiff. attorney for the plaintiff.

Antiferenti man ana antiferenti a su surra che anno antiferenza della della della della della della della della	Plaintiff's Signature	
	Name Printed or Typed	
	Address	
Email Address		
Telephone Number	Date	

tyle	Bon	Kenlagen
• /	$\mathcal{O}$	Allorney's Signature

Kyle Borkehagen

Attorney's Name Pr	rinted or Typed
909 N. 8th Street, Suite 100, Shebo	ygan, WI 53081
Attorney's A	
kborkehagen@rohdedales.com	(920) 458-5501
Attorney's Email Address	Attorney's Telephone Number
3/27/2023	1084544
Date	State Bar No

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Document 3

SC-500 09/22 Summons and Compliant (Small Claims) This form shall not be modified. It may be supplemented with additional material. Page 3 of 3

Chapter 799, Wisconsin Statutes

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Workfile ID:

PartsShare:

018fa2f1 6Zz5VZ

Deans Has the Means for All Your Collision Needs! 1407 N 29TH ST, SHEBOYGAN, WI 53081 Phone: (920) 457-5494

DEAN'S AUTO BODY, INC.

EAV. (020) 457-6495

		Preliminary	Estimate		
Custon	ner: Murray, Cristy	n an	a na mangan kang ang mga ng mga pang na ng mga n Ng mga ng mga		
		Written By: J	oe Black		
Insured:	Murray, Cristy	Policy #:	Cla	aim #:	
Type of L		Date of Loss:	Da	iys to Repair:	0
Point of I	mpact: 07 Left Rear				
Owner:		Inspection Location:	In	surance Cor	mpany:
Murray, C	Cristy	DEAN'S AUTO BODY, INC.			
1521 Kau	fmann Ave	1407 N 29TH ST			
Sheboyga	an, WI 53081	SHEBOYGAN, WI 53081			
(920) 362-3664 Cell		Repair Facility			
2005 FOR	RD Focus SE ZX4 4D SED 4-	(920) 457-5494 Business VEHIC 2.0L Gasoline SMPI Blue	LE		
2005 FOR	RD Focus SE ZX4 4D SED 4-	VEHIC	LE		
2005 FOR VIN:	RD Focus SE ZX4 4D SED 4- 1FAFP34N35W209496	VEHIC	I <b>LE</b> Mileage In:	162,906	Vehicle Out:
		VEHIC		162,906	Vehicle Out:
VIN:	1FAFP34N35W209496	VEHIC 2.0L Gasoline SMPI Blue Interior Color:	Mileage In:	162,906 Poor	Vehicle Out: Job #:
VIN: License: State:	1FAFP34N35W209496 ALB-8795	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue	Mileage In: Mileage Out: Condition:		Job #:
VIN: License: State: TRA	1FAFP34N35W209496 ALB-8795 WI	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004	Mileage In: Mileage Out:		
VIN: License: State: TRJ Ove	1FAFP34N35W209496 ALB-8795 WI ANSMISSION	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004 DECOR	Mileage In: Mileage Out: Condition: Keyless Entry		Job #: Passenger Air Bag
VIN: License: State: TRJ Ove 5 Sj	1FAFP34N35W209496 ALB-8795 WI ANSMISSION erdrive	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004 DECOR Dual Mirrors	Mileage In: Mileage Out: Condition: Keyless Entry RADIO		Job #: Passenger Air Bag SEATS
VIN: License: State: TRJ Ove 5 Sj PO	1FAFP34N35W209496 ALB-8795 WI ANSMISSION erdrive peed Transmission	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004 DECOR Dual Mirrors Tinted Glass	Mileage In: Mileage Out: Condition: Keyless Entry <b>RADIO</b> AM Radio		Job #: Passenger Air Bag <b>SEATS</b> Cloth Seats
VIN: License: State: TRJ Ove 5 Sp PO' Pow	1FAFP34N35W209496 ALB-8795 WI ANSMISSION erdrive peed Transmission WER	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004 DECOR Dual Mirrors Tinted Glass Console/Storage	Mileage In: Mileage Out: Condition: Keyless Entry <b>RADIO</b> AM Radio FM Radio		Job #: Passenger Air Bag <b>SEATS</b> Cloth Seats Bucket Seats
VIN: License: State: TRJ Ove 5 Sp POV Pow Pow	1FAFP34N35W209496 ALB-8795 WI ANSMISSION erdrive peed Transmission WER ver Steering	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004 DECOR Dual Mirrors Tinted Glass Console/Storage Overhead Console	Mileage In: Mileage Out: Condition: Keyless Entry <b>RADIO</b> AM Radio FM Radio Stereo		Job #: Passenger Air Bag SEATS Cloth Seats Bucket Seats WHEELS
VIN: License: State: TR/ Ove 5 Sg PO' Pow Pow Pow	1FAFP34N35W209496 ALB-8795 WI ANSMISSION erdrive peed Transmission WER ver Steering ver Brakes	VEHIC 2.0L Gasoline SMPI Blue Interior Color: Exterior Color: Blue Production Date: 10/2004 DECOR Dual Mirrors Tinted Glass Console/Storage Overhead Console CONVENIENCE	Mileage In: Mileage Out: Condition: Keyless Entry <b>RADIO</b> AM Radio FM Radio Stereo Search/Seek		Job #: Passenger Air Bag SEATS Cloth Seats Bucket Seats WHEELS Wheel Covers



Page 1



Document 3

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Preliminary Estimate

## Customer: Murray, Cristy

2005 FORD Focus SE ZX4 4D SED 4-2.0L Gasoline SMPI Blue

Line	Ope	r Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	REAR BUMPER						
2	Rep	Bumper cover Note: CCC Guide to Estimating G36	6S4Z17K835BA	1	417.92	1.5	2.8
		. Any Component clear coated as a clear coat mix because of flex addit					erent
3		Add for Clear Coat					1.1
4	MISCELLANEOUS O	PERATIONS					
5	# Repl	Administration Supplies		1	25.00		
6	#	Hazardous waste removal		1	6.00 T		
7	# Repl	Flex additive		1	6.50 T		
			SUBTOTALS		455.42	1.5	3.9

### ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				442.92
Body Labor	1.5 hrs	@	\$ 68.00 /hr	102.00
Paint Labor	3.9 hrs	Ô	\$ 68.00 /hr	265.20
Paint Supplies	3.9 hrs	(i)	\$ 45.00 /hr	175.50
Body Supplies	1.5 hrs	<b>(0)</b>	\$ 5.00 /hr	7.50
Miscellaneous				12.50
Subtotal				1,005.62
Sales Tax	\$ 1,005.62	( <u>ĝ</u> )	5.5000 %	55.31
Grand Total				1,060.93
Deductible				0.00
CUSTOMER PAY	I.			0.00
INSURANCE PAY				1,060.93

#### MyPriceLink Estimate ID / Quote ID:

1009540312516796416 / 113073047

2005 FORD Focus SE ZX4 4D SED 4-2.0L Gasoline SMPI Blue

As a family owned business, OUR MISSION, is to be your #1 collision repair facility. To provide you with outstanding customer care as we honestly and ethically repair your vehicle using environmentally friendly materials, the latest techniques, and up-to-date procedures. We will strive to grow our company with integrity to keep your business for life.

\*\* All supplements must be addressed before the vehicle leaves. Any supplements left open will result in the vehicle not being delivered until the supplement is agreed upon with a copy in hand.

Per Wisconsin Statue 628.46 - any claim not paid within 30 days is subject to a 7.5% interest charge.

## TOTAL LOSS ESTIMATES

Charges for total loss estimates with pictures and documentation to support estimate

Minimum of 4 hours at \$90 and going up from there depending what is all need to complete the written evaluation for a total loss.

Disassembly to gain access to document damage will be added on accordingly at the proper shop rate.

Scanning and measuring for diagnosing complete damage, will be billed out for each job accordingly at the proper shop rate.

Any OEM repair procedures needing a subscription to gather information for the repairs will also be added per vehicle according.

STORAGE CHARGES are \$50 per day

MOTOR VEHICLE REPAIR PRACTICES ARE REGULATED BY CHAPTER ATCP 132, WIS. ADM. CODE, ADMINISTERED BY THE BUREAU OF CONSUMER PROTECTION, WISCONSIN DEPT. OF AGRICULTURE, TRADE AND CONSUMER PROTECTION, P.O. BOX 8911, MADISON, WISCONSIN 53708-8911. Filed 03-27-2023

**Preliminary Estimate** 

Document 3

2005 FORD Focus SE ZX4 4D SED 4-2.0L Gasoline SMPI Blue

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DE2JK00, CCC Data Date 09/16/2022, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (\*) or Double Asterisk (\*\*) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Record. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2023 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

#### SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

#### SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

#### OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. BInd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number. Preliminary Estimate

# Customer: Murray, Cristy

2005 FORD Focus SE ZX4 4D SED 4-2.0L Gasoline SMPI Blue

## PARTS SUPPLIER LIST

Line	Supplier	Description	Price
2	Broadway Ford Hyundai Genesis	#6S4Z17K835BA	\$ 417.92
	1010 S Military Ave	Bumper cover	
	Green Bay WI 54304	Quote: 1338263642	
		Expires: 11/11/22	

**Preliminary Estimate** 

Document 3

## Customer: Murray, Cristy

2005 FORD Focus SE ZX4 4D SED 4-2.0L Gasoline SMPI Blue

#### ALTERNATE PARTS USAGE

2005 FORD Focus SE ZX4 4D SED 4-2.0L Gasoline SMPI Blue

VIN:	1FAFP34N35W209496	Interior Color:		Mileage In:	162,906	Vehicle Out:
License:	ALB-8795	Exterior Color:	Blue	Mileage Out:		
State:	WI	Production Date:	10/2004	Condition:	Poor	Job #:

Alternate Part Type	Selection Method	# Of Times Notified Of Available Parts	# Of Parts Selected
Aftermarket	Automatically List	0	0
Optional OEM	Automatically List	0	0
Reconditioned	Automatically List	0	0
Recycled	N/A	0	0

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March 1<sup>4</sup>, 2023

# CERTIFIED & RESTRICTED MAIL

Cristy Murray 1521 Kaufmann Avenue Sheboygan, W1 53081

Re: Your Claim Against the City of Sheboygan Date of Loss: September 2, 2022

Dear Ms. Murray:

City of Sheboygan staff have reviewed and considered your claim filed on November 28, 2023, concerning damages you allegedly received, and denied it in full.

Please be advised that no lawsuit may be brought on this claim against the City of Sheboygan or any of its officials, officers, agents or employees after  $six(\delta)$  months from the date of receipt of this letter.

If you have any further questions on this claim, contact the City Attorney's office at 459-3917.

Sincerely Charles C. Adams CITY A FFORNEY

CCA/mmf

City Clerk Meredith DeBrum



To all litigants,

SUBSTANTIAL CHANGES were made to the Sheboygan County Small Claims rules in April, 2020. It is important that you follow the procedures below carefully. Court staff cannot make exceptions for individuals who do not follow the Small Claims procedures set forth below.

PLEASE NOTE: <u>ALL PARTIES MUST READ "THE ABBREVIATED GUIDE</u> <u>TO SMALL CLAIMS" AVAILABLE ON THE SHEBOYGAN COUNTY</u> <u>OFFICIAL WEBSITE, sheboygancounty.com. THE DOCUMENT IS</u> <u>AVAILABLE ON THE PAGES OF BOTH THE CLERK OF COURTS OFFICE</u> <u>AND THE FAMILY COURT COMMISSIONERS OFFICE.</u> If necessary, a paper copy of the Guide can be obtained in person from the Clerk of Courts office. Failure to read and follow all rules in the Guide and this letter may result in adverse consequences to parties failing to follow the applicable law and procedure.

Additional assistance can be found at <u>https://www.wicourts.gov/services/public/selfhelp/smallclaims.htm</u>.

THESE SPECIFIC LOCAL INSTRUCTIONS OVERIDE ANY LANGUAGE REGARDING APPEARANCES ON THE COMPLAINT ITSELF, INCLUDING IN THE BOX MARKED "WHEN TO APPEAR/FILE AN ANSWER". <u>FOLLOW</u> <u>ONLY THE INSTRUCTIONS BELOW.</u>

This letter will provide important information regarding the initial appearance in this matter. Information on the next steps in the process are in The Abbreviated Guide referenced above.

Initial appearances are conducted in writing only. <u>DO NOT COME TO THE</u> <u>COURTHOUSE IN PERSON ON THE RETURN DATE.</u> All answers are to be efiled or submitted by mail only.

The **PLAINTIFF** does not need to file a letter of appearance, but Proofs of Service and non-military service must be filed with the Clerk of Courts office by noon on the Friday before the date of the scheduled initial appearance. The proof of Non-Military Service can be found at wicourts.gov, under Form, Circuit Court, General, Form GF-175. Submission through the efiling system or by mail is strongly preferred.

If you are a **DEFENDANT**, you may answer one of two ways:

- You may submit your answer through the e-filing system or by mail. Defendants should receive a copy of the answer form with the complaint. If you do not have a form, it can be downloaded at wicourts.gov, under "Forms," "Circuit Court," "Small Claims". Form SC5200V. Answers must be received by the Clerk of Courts Office by noon of the Friday before the scheduled initial appearance date. A copy also must be mailed to the plaintiff or his or her attorney at this time as well.

Enter the name of the county in which you are filing this case.	STATE OF WISCONSIN, CIRCUIT COURT, SHEBOYGAN COUNTY
Enter the Plaintiff's name. The Plaintiff is the person bringing the lawsuit.	Plaintiff(s):
Enter the Plaintiff's address.	First name Middle name Last name
If there is more than one plaintiff, check the "additional plaintiffs" box and attach another sheet	Address
with their names and addresses. Enter the case number	City State Zip
from the summons and complaint.	-vs-
Enter your name. You are the Defendant.	Defendant(s): Answer and Counterclaim (Small Claims)
Enter your address.	First name Middle name Last name Case No
If there is more than one defendant, check the	Address
"additional defendants" box and attach another sheet with their names and	Address
addresses.	City State Zip

# ANSWER

I am the defendant (or an authorized representative of the defendant):

Check 1 or 2. Check 1 if you do not dispute the plaintiff's claim.	1.	This matter IS I taken as reques -OR-	NOT contested. sted in the comp	l agree wit laint, plus c	h the plaintiff's o costs and intere	claim. Judgm st as allowed	ent may be by law.
Check 2 if you do dispute the plaintiff's claim. State the reasons why you disagree.	2.	This matter <b>IS</b> of scheduled so the scheduled so the scheduled so the scheduled areas the schedule area the sched	at the parties m	not agree w ay present	their evidence.	The reason(s	matter should be ) why the matter nal information.
Check the box if you need more room and attach any additional pages.		ž K	· ·	e.	1		
See <u>Pre-Judgment: Basic</u> <u>Steps to Small Claims</u> <u>Service</u> (SC-6050V).							

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5	Counterclaim/Demand					
Check the box if there is no counterclaim/demand and go to the signature section.	I/We do not have a counterclaim/demand	against the plaintiff(s).				
Check this box if there is a counterclaim/demand. Complete this section only if you are making a counterclaim/demand. Briefly explain why the	☐ I/We have a counterclaim/demand again: plaintiff(s) for \$, plus inter relief as the court deems proper.	st the plaintiff(s) and demand judgment against the est, costs, attorney fees, if any, and such other				
court should award you what you are asking for.						
If you are seeking to recover damages of more than \$5,000 for your tort or personal injury counterclaim, or more than \$10,000 for other types of counterclaims, the case may not continue in small claims court. In addition, you must pay a filing fee to the Clerk of Court, and you must send the <u>Notice of</u> <u>Counterclaim</u> (SC-5250V) to the plaintiff(s) on the same day the counterclaim is filed. <b>NOTE:</b> Eviction actions are heard in small claims court, regardless of the amount of the counterclaim.						
If you need more room, check the box and attach any additional pages to this Counterclaim.	Defendant(s) certify that a copy of this mailed to the plaintiff(s) or plaintiff's at	answer and counterclaim has been or will be torney, if any.				
Follow local rules for filing and serving.						
	Signatures					
Sign and print your name. Enter the date on which you signed your name. Note: This signature does	Defendant's Signature	Attorney's Signature				
not need to be notarized.	Name Printed or Typed	Name Printed or Typed				
If an attorney is	Address	Law Firm and Address				
completing this form, enter your information.	Email Address	Email Address Telephone Number				

SC-5200V, 11/19 Answer and Counterclaim (Small Claims)

Telephone Number

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Date

Date

State Bar No. (if any)

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