

Attachment to Summons & Complaint

1. Plaintiff **must** also appear on the initial return date or your claim may be dismissed.
2. Unless the court's calendar requires an adjournment, eviction actions shall be tried on the return date.
3. **Defendants in eviction actions are required to update their address with the Fond du Lac County Clerk of Courts Office.** In eviction actions, the plaintiff can claim additional damages after a judgment is entered. The Motion and Order for Award of Additional Damages is mailed to the defendant who has a right to object within 20 days. Failure to provide an updated address **will** result in a judgment for those additional damages.

INFORMATION FOR YOUR INITIAL COURT APPEARANCE IN SMALL CLAIMS

ALTERNATE DISPUTE RESOLUTION is a mediation service that is provided to litigants in small claim. It has been successful in resolving disputes in this county and is a process that is utilized state-wide.

If the Court orders your case to mediation, it is **mandatory** to attend orientation and participate in the mediation process which will follow the call of the morning cases. This process will be held in the City-County Government Legislative Chambers on the first floor. If your case is ordered into mediation and one or both of the parties fail to sign in for the orientation meeting and participate in the mediation of your case, they will be granted either a default judgment or the case will be dismissed, whichever is appropriate.

All parties will meet with trained, impartial mediators to help resolve the dispute. Mediators will be available to mediate the case on Monday immediately after the orientation. If there is an agreement reached in mediation, it will be a legal binding agreement which will be filed with the Court. If an agreement cannot be reached, the Court will notify the parties of a trial date.

When you appear in court on Monday morning for your initial appearance, **you MUST bring your SUMMONS AND COMPLAINT and all information concerning your small claims case in preparation for mediation.** If you do not bring the required paperwork and you need a copy you will be charged \$1.25 per page.

Only questions regarding **mediation**, please contact the Fond du Lac Conflict Resolution Center at (920) 929-7600. Questions regarding your court appearance should be directed to **Small Claims Court** at (920) 929-3032.