

**DOUGLAS COUNTY SHERIFF'S OFFICE
LAW OFFICE/CREDITOR SHERIFF SALE PROCEDURE**

Contact information and sale dates:

715-395-1432 or stonedo@ci.superior.wi.us. It is not necessary to call when scheduling a sale. You may set a sale for any Tuesday at 10:00 a.m. (excluding holidays). Send required posting documents and fee to the Douglas County Sheriff's Office- Attention Civil Process, 1316 N. 14th Street, Superior, WI 54880

Location of Sheriff Sales:

All sales are held in the Douglas Courthouse front lobby at 1313 Belknap Street, Superior, WI 54880

Firm/Creditor appearance at sales:

Plaintiff need not be present for the opening bid. Email bids are permitted (stonedo@ci.superior.wi.us). Faxed bids are also permitted. Both are First bid only. For confirmation of the winning bid, please call the office at 715-395-1432 or request via email.

Posting & Fee requirements:

2 copies required if property is located in the City of Superior. 3 copies are required if the property is rural. Please send an additional copy if you require one sent back to you.

The posting notice will REQUIRE: Parcel Number, physical address and foreclosure amount.

A \$150 non-refundable fee is due with the submission of the posting notices. Should the sale be cancelled or adjourned, an additional \$150 must be submitted with the reposting notices.

PLEASE ALLOW AMPLE TIME FOR POSTING. WE CANNOT GUARANTEE POSTING THE SAME WEEK OF RECEIPT.

Prior to Sale:

Provide a copy of the proof of publication. (Original should have been filed with Clerk of Court) Certificate of Service will be mailed to you. You are responsible for filing with the Clerk of Court.
If bankruptcy has been filed, copy of the Order of Relief of Stay.

After-sale document requirements:

Sheriff's Deed
Sheriff's Report of Sale
Transfer Return and Recording fee (\$30) may be sent to either the Sheriff's Office or the directly to the Clerk of Court. DO NOT SEND TO REGISTER OF DEEDS.