



**SCOTT R. PARKS  
SHERIFF**

**MARATHON COUNTY SHERIFF'S OFFICE**  
500 FOREST STREET WAUSAU, WI 54403-5568

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NON-EMERGENCY  
(715) 261-1200  
FAX (715) 261-1221  
www.marathoncountysheriff.org

(Rev. 10/18/18)

Sheriff's Sale Plaintiffs,

In an effort to provide better, more efficient service, the following procedures should be followed for all Sheriff's Sales conducted by the Marathon County Sheriff's Office:

**(A) Sheriff's Sale Posting**

A posting must be in place a minimum of three weeks prior to the sale. The Notice of Sheriff's Sale will be signed immediately after we receive it and then posted on the Marathon County Sheriff's Office website. For this purpose, please provide:

1. An original and two (2) copies of the Notice of Foreclosure Sale/Notice of Sheriff's Sale.
  - a. The physical address of the property being sold must be on the notice.
2. Sheriff's Sale posting fee of **\$150.00**. There is no additional fee for the actual sale. We accept payment by cash, credit card, and check.

Note: If the notice has multiple properties and the judgment states they will be sold individually, the fee is \$150.00 per property for the posting.

**(B) Adjournment/Cancellation of Sale**

If a plaintiff wishes to adjourn/cancel a sale for any reason, alert the Civil Process Unit in writing by email at [civil.process@co.marathon.wi.us](mailto:civil.process@co.marathon.wi.us). Please accompany the email with a phone call for short-notice adjournments/cancellations (less than 24 hours) at 715-261-1200, option 4.

**(C) Opening Bid**

The Marathon County Sheriff's Office requires a plaintiff or plaintiff representative (PR) to appear in person at the sale. The plaintiff or PR will place the opening bid.

**(D) Requirements after the Sale**

After the sale has taken place, the following will need to be forwarded to our office:

1. Sheriff's Report of Sale
2. Sheriff's Deed
3. Electronic Real Estate Transfer
4. Original Proof of Publication

**(E) Standardized Forms**

For continuity and efficiency, our website has examples of a standardized Sheriff's Report of Sale document and Sheriff's Deed document which we request you use for any Sheriff's Sale conducted in Marathon County. You may download and use as needed.



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### **(F) File Transfer to Clerk of Court**

To streamline the process and avoid a confirmation hearing delay, the Sheriff's Office will transfer the complete file to the Clerk of Court for processing **only** after all of the following items are received by the Civil Process Unit from the plaintiff or PR:

1. Notice of Foreclosure Sale
2. Certificate of Posting
3. Proof of publication
4. Sheriff's Report of Sale
5. Sheriff's Sale Disposition (completed by our office)
6. Sheriff's Deed
7. Electronic Real estate Transfer

If you have any questions, or if we can be of any further assistance, please contact our Civil Process Division Monday through Friday, 8am-4:30pm, at 715-261-1200, option 4, or email at [civil.process@co.marathon.wi.us](mailto:civil.process@co.marathon.wi.us).

Thank you,

Marathon County Sheriff's Office Civil Process Unit