

Door County Sheriff's Office - Sheriff's Sale Attorney Information

How do I obtain a sale date? Contact the Court Security Division at (920) 746-2584 or courtsecurity@co.door.wi.us for the next available Sheriff Sale date. Door County Sheriff's Sales are held on Wednesdays (generally the first Wed. of the month unless otherwise noted) at 10:00 a.m.

Submitting a Notice of Sale Packet: Notice of Sheriff Sale Packets should be submitted to the Door County Sheriff's Office, Civil Process, 1201 S. Duluth Ave, Sturgeon Bay, WI 54235.

Documents in the Notice of Sale Packet: The Notice of Sale packet shall include:

- a. Notice of Sheriff Sale (1 original & 4 copies)
- b. Copy of the Judgment of Foreclosure (optional)
- c. \$75 posting fee, due prior to the time of posting of the sale. The \$75 conducting fee will be collected **after** the sale has taken place. Total cost of the sale is \$150.00.

Wording Requirements for Notice of Sheriff Sale:

- a. The Sheriff of Door County is **Steven G. Delarwelle**
- b. The notice must also include the statement "Buyer to pay applicable Wisconsin Real Estate Transfer Tax from the proceeds of the sale."
- c. Along with the legal description of the property, please also provide in the notice of sale the physical address and parcel number

Notice of Sale: The Notice of Sale will be signed upon receipt and posted to the Door County Sheriff's Office website. If the notice is on our website, it has been signed. The notice of Sheriff Sale does not have to be signed before it is published.

Original Pre-Sale Documents: The Original Notice of Sale and Certificate of Posting will be mailed to the attorney once the posting is complete.

Do I Need To Be Present at the Sale? The Door County Sheriff's Office will accept opening bids, adjournment requests or cancellations of sale for properties via fax. Faxes should be sent to (920) 746-2411 on company letterhead and received no later than 9 a.m. on the designated sale date.

After Sale Requirements:

After the sale has taken place, the following documents must be submitted in a timely manner to the Sheriff's Office Civil Process Division:

- a. Sheriff's Report of Sale
- b. Sheriff's Deed
- c. Electronic Real Estate Transfer (E-Receipt & Legal Summary Pages). Please note the conveyance date is the confirmation of sale hearing date **not** the sheriff sale date.

When the Door County Sheriff's Office has received the completed deed packet, the packet will be forwarded to the Door County Clerk of Courts Office.