

[Write Easy to Understand Title Here]

Standard Operating Procedure (SOP)

Purpose

[Provide a concise statement explaining the intent of the SOP in one or two sentences.]

Procedure

[This is the main section of the SOP. Whenever possible, create a video walkthrough procedure. If a video is not available, write out a detailed step-by-step process that should be followed. To give a complete overview of the procedure, consider including steps that the Virtual Assistant (VA) does not handle directly. Highlight non-VA steps in a different color for clarity (see example).]

Best Practices

[List any helpful tips or best practices here. This section is especially useful for capturing commonly missed steps as the SOP is updated over time.]

Relevant Links and Resources

[Include any related links or documents here. It is also appropriate to reference other SOPs in this section.]

****SEE EXAMPLE ON NEXT PAGE****

Gathering Eviction Mailing Records

Standard Operating Procedure (SOP)

Purpose

To create a real estate mailing list for eviction records in Wisconsin.

Procedure

Example 1 (video)

1. Follow the instructions in this video: <https://youtu.be/frS-bBRuklk>

Example 2 (written) ■ = Owners Responsibility

1. Open the "Eviction List for Sauk County" Google Sheet
2. Go to <https://wcca.wicourts.gov/advanced.html>
3. In the "Filing date *from*" put the first date of last month and in the "Filing date *to*" put the last date of last month
4. Under class code type "31004" and select "Small Claims, Eviction"
5. Under county name search for "Sauk"
6. Open the first record
7. Copy the "Filing Date" to the Google Sheet starting a new row in the "Filing Date" column
8. Copy the "Plaintiff - Party Name" and paste to the "Owner Name" column
9. Copy the "Address" under "Plaintiff" and paste to the "Owners Address" column
10. Copy the address in the "Court Record" section directly after the words "Eviction demand for the following premises" and paste to the "Property Address" column
11. Return to the original case results search page and repeat for all case numbers in the search month
12. Email me once complete
13. I will mail letters to property owners asking if they want to sell their property

Best Practices

1. The Class Code will always be "31004"
2. Please adjust "filling dates" each month to reflect the dates for the previous month
3. The owner's name is the *Plaintiff* on the court website (NOT the *Defendant*)
4. When copying the property address please use the address listed below after the sentence that says "Eviction demand for the following premises:"

Relevant Links and Resources

<https://wcca.wicourts.gov/advanced.html>