

FORM SUMMARY

Name of Form: Declaration of Service

Form Number FA-4120V

Statutory Reference: §801.10, Wisconsin Statutes

Benchbook Reference: FA-2

Purpose of Form: To provide a document by which a person who has served documents on another person can state the necessary information concerning that service.

Who Completes It: The person who has formally served documents on a person fills out the information concerning the date and time of service and the documents served.

Distribution of Form: Original will be filed with the court after it has been signed.

Accompanying Forms: The documents for which service is being made will be given to the process server along with a copy of this form.

New Form/Modification: Modification; last update 09/24.

Modifications: Removed references to affidavit as part of 23 Wis Act 245 (unsworn declaration).

Comments:

About this Form: This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

As a *pro se* form, its use is NOT mandatory but it is required to be accepted and distributed by the circuit courts of the State of Wisconsin.

If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.