

FORM SUMMARY

Name of Form: Declaration of Service of SC-500, Summons and Complaint Eviction (Small Claims)

Form Number SC-5100V

Statutory Reference: §§799.12, 799.24(3), Wisconsin Statutes

Benchbook Reference: CV 42-7, CV 2-3

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

Who Completes It: The person who has formally served documents fills out the information concerning the date and time of service and the documents served. That person then signs this declaration of service.

Distribution of Form: Original is filed with the court.

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

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* voluntary 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.