

## FORM SUMMARY

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<b>Name of Form:</b>	<b>Declaration of Service of SC-500, Summons and Complaint Corporation or Limited Liability Company (LLC) Non-Eviction (Small Claims)</b>
<b>Form Number</b>	<b>SC-5110V</b>
<b>Statutory Reference:</b>	§799.12, Wisconsin Statutes
<b>Benchbook Reference:</b>	CV 42-7, CV 2-3
<b>Purpose of Form:</b>	To provide a document by which a person who has served documents on (handed documents to) an officer, director, or managing agent of a corporation or LLC, or person in charge of the office, can provide the necessary information concerning that service.
<b>Who Completes It:</b>	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.
<b>Distribution of Form:</b>	Original is filed with the court.
<b>Accompanying Forms:</b>	The documents for which service is being made will be given to the process server along with a copy of this declaration of service.
<b>New Form/Modification:</b>	Modification; last update 09/24.
<b>Modifications:</b>	Removed references to affidavit as part of 23 Wis Act 245 (unsworn declaration).
<b>Comments:</b>	
<b>About this Form:</b>	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.**