

FORM SUMMARY

Name of Form:	Publication Summons and Notice (Small Claims)
Form Number	SC-5160V
Statutory Reference:	§§799.12(2), (4), and (6), 799.16, Ch. 985, Wisconsin Statutes
Benchbook Reference:	CV-42-7
Purpose of Form:	To provide a notice of filing to the defendant and for the plaintiff to use for publication as a Class I notice in a newspaper of the existence of a small claims action when the defendant cannot otherwise be served personally or by substitute service.
Who Completes It:	The party who needs to serve the other party.
Distribution of Form:	Original will be filed with the court. The Clerk of Court will authenticate copies. Party will provide to the newspaper for publication.
Accompanying Forms:	
New Form/Modification:	Modification; last update 11/19.
Modifications:	Updated signature block pursuant to 20219 WI Act 30.
Comments:	Mail a copy of Summons and Complaint with a copy of the notice of publication. The newspaper will provide a declaration of the publication dates that must be filed with the Clerk of Court.
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 <i>pro se</i> 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.