

## FORM SUMMARY

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**Name of Form:** Affidavit of Mailing

**Form Number:** FA-4121

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**Statutory Reference:** §801.14, Wisconsin Statutes

**Benchbook Reference:** FA 2

**Purpose of Form:** To provide a document by which a person who has served documents by mail upon another person can sign under oath the necessary information concerning that service.

**Who Completes It:** The person who has actually prepared and mailed the documents fills out the information concerning the documents that were mailed, seeks out a notary public and, after being sworn, signs the document. The notary public will complete the notarial section.

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

**Accompanying Forms:** Generally none.

**New Form/Modification:** Modification; last update 10/06.

**Modification:** Incorporated same sex divorce language, added form numbers to list of documents, and updated notary language.

**Comments:** None

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

**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.**