

Enter the name of the county in which this case was filed.	STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
Enter the Plaintiff's name as it is listed on the Summons and Complaint.	Plaintiff(s): _____ _____	
Enter the Defendant's name as it is listed on the Summons and Complaint.	-vs- Defendant(s): _____ _____	
Enter the case number.		<input type="checkbox"/> Amended

**Declaration of Service of SC-500,
Summons and Complaint Eviction
(Small Claims)**

Case No. _____

I DECLARE THAT:

For 1, check the box to indicate the state where you live.	1. I am an adult resident of the State of <input type="checkbox"/> Wisconsin. <input type="checkbox"/> Illinois. <input type="checkbox"/> Iowa. <input type="checkbox"/> Michigan. <input type="checkbox"/> Minnesota.
Note: A party in this case cannot personally serve the summons and complaint on the defendant.	2. I <input type="checkbox"/> am <input type="checkbox"/> am not a plaintiff in this case.
For 3, make sure that the served copy was signed at the time of service. Include the time, date, place, manner of service, and upon whom service was made.	3. I served an authenticated copy of the Small Claims Summons and Complaint. At the time of service, I signed my name on the copy that was served [For example, on the back or in any blank space] and indicated the time, date, place, manner of service, and upon whom service was made.
For 4, check 4A, or 4B, or 4C. If 4A, fill in the address, date and time.	4. The manner of service was <input type="checkbox"/> A. I gave a copy to the defendant personally at [Address] _____ on [Date] _____ at [Time] _____ o'clock in the <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. <input type="checkbox"/> B. I could not give a copy to the defendant personally even after reasonable effort(s). I left a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's home. I informed that person of the contents of the papers. I left a copy with [Name] _____ at [Address] _____ on [Date] _____ at [Time] _____ o'clock in the <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Before leaving a copy, I made the following efforts to serve the defendant personally: _____.
If 4B, fill in the name, address, date, and time. If 4B, also explain what other efforts you made to find and serve the defendant personally before you left a copy with someone else	<input type="checkbox"/> C. I could not give a copy to the defendant personally or leave a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's home even after reasonable efforts were made. Therefore: <ul style="list-style-type: none">• I attached a copy onto some part of the premises where it could be conveniently read on [Date] _____, which was at least 7 business days before the court date, and• I mailed a copy to the defendant's last known address on [Date] _____, which was at least 5 business days before the court date.
If 4C, fill in the dates. If 4C, also explain what other efforts you made to find and serve the defendant personally before you attached and mailed a copy.	Before leaving and mailing a copy, I made the following efforts to serve the defendant personally or leave a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's home: _____.
See <u>Pre-Judgment: Basic Steps to Small Claims Service</u> (SC-6050V).	

Sign this document WITHOUT a Notary Public.

Provide a declaration under criminal penalty of false swearing in lieu of a sworn statement.

You **do not** have to take the document to a Notary Public if you provide an unsworn declaration.

I declare under the criminal penalty of false swearing that the information I have provided is true and accurate.



Signature

Name Printed or Typed

Address

Email Address

Telephone Number

Date

State Bar No. (if any)