

Enter the name of the county in which this case was filed.

Enter the **Plaintiff's** name as it is listed on the Summons and Complaint.

Enter the **Defendant's** name as it is listed on the Summons and Complaint.

Enter the case number.

STATE OF WISCONSIN, CIRCUIT COURT,
 _____ **COUNTY**

Plaintiff(s): _____

-vs-

Defendant(s): _____

Amended

**Declaration of Service of
 SC-500, Summons and Complaint
 Corporation or Limited Liability
 Company (LLC) - Non-Eviction
 (Small Claims)**

Case No. _____

Note: A party in this case **cannot** serve the summons and complaint on the defendant.

I DECLARE THAT:

For 1, select the state where you live.

1. I am an adult resident of the state of
 Wisconsin. Illinois. Iowa. Michigan. Minnesota.

For 3, make sure that the served copy was signed at the time of service, and also included the time, date, place, manner of service, and upon whom service was made.

2. I am not a plaintiff in this case.
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 A, B, or C.

If 4A, fill in the address, date, and time. If 4B, fill in the name, address, date, and time.

If 4B, explain what other efforts you made to find and serve the officer personally before you left a copy with someone else.

If 4C, see Form SC-6050V, Pre-Judgment: Basic Steps to Small Claims Service.

4. The manner of service was
- A. I gave a copy to the person who I knew to be an officer, director or managing agent of the corporation/LLC with [Name] _____ at [Address] _____ on [Date] _____ at [Time] _____ o'clock a.m. p.m.
- B. I could not give a copy to an officer, director or managing agent of the corporation/LLC personally even after reasonable effort(s). I left a copy with the person who is apparently in charge of the office. I informed that person of the contents of the papers.
 I left a copy with [Name] _____ at [Address] _____ on [Date] _____ at [Time] _____ o'clock a.m. p.m.
- Before leaving a copy, I made the following efforts to serve the defendant personally: _____
- C. I gave a copy to an agent authorized by appointment or by law to accept service of the summons for the defendant.

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)