

FORM SUMMARY

Name of Form: Affidavit of Service of SC-500, Summons and Complaint Corporation or Limited Liability Company (LLC) Non-Eviction (Small Claims)

Form Number: SC – 5110V

Statutory Reference: §799.12, Wisconsin Statutes

Benchbook Reference: CV 42-7 and CV 2-3

Purpose of Form: To provide a document, signed under oath, by which a person who has served documents on an officer, director, or managing agent of a corporation/LLC or person in charge of the office, can provide the necessary information concerning that service.

Who Completes It: 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 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: The documents for which service is being made will be given to the process server along with a copy of this affidavit of service.

New Form/Modification: Modified; last update 11/17.

Modifications: Deleted “SEAL”.

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* 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.