

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

STATE OF WISCONSIN, CIRCUIT COURT,
_____ COUNTY

Enter the name(s) as listed on the Summons and Complaint.

Plaintiff(s): _____

Enter the name(s) as listed on the Summons and Complaint.
Enter the case number.
Complete one form for each defendant served. Each individual owner or partner must be served separately.

-vs-
Defendant(s): _____

**Affidavit of Service of SC-500,
Summons and Complaint
Individual/Sole Proprietorship/
Partnership - Non-Eviction
(Small Claims)**

Case No. _____

For 1, check the box to indicate the state where you live.
Note: A party in this case **cannot** serve the summons and complaint on the defendant.

UNDER OATH, I STATE:

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

2. I am not a plaintiff in this case.

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.

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

4. The manner of service was
 A. **Individual:** I gave a copy to the defendant personally at
[Address] _____ on
[Date] _____ at [Time] _____ o'clock a.m. p.m.

If 4B, fill in the name of the business, name of the person you served, the address, date, and time.

B. **Sole proprietor/partnership:** I gave a copy to the defendant who is the sole proprietor or a partner doing business under the name of _____ by serving
[Name] _____ at [Address] _____ on
[Date] _____ at [Time] _____ o'clock a.m. p.m.

I believe the person I served is the owner or a partner.

If 4C, fill in the name, address, date, and time.
If 4C, also explain what other efforts you made to find and serve the defendant personally before you left a copy with someone else.

C. **Substituted service:** I could not give a copy to the defendant, owner, or partner 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, owner's, or partner'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 a.m. p.m.

Before leaving a copy, I made the following efforts to serve the defendant, owner, or partner personally: _____

See Pre-Judgment: Basic Steps to Small Claims Service (SC-6050V).

STOP!

Take this document to a Notary Public BEFORE you sign it.

After you, the server, have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public.

State of _____
County of _____
Subscribed and sworn to before me on _____

▶ _____
Signature

Notary Public/Court Official

Print or Type Name

Name Printed or Typed

Address

Have the Notary Public sign and date.

My commission/term expires: _____

Email Address

This notarial act involved the use of communication technology.

Telephone Number Date