

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.	-VS- Defendant(s): _____ _____
Complete one form for each defendant served. Each individual owner or partner must be served separately.	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 <input type="checkbox"/> Wisconsin. <input type="checkbox"/> Illinois. <input type="checkbox"/> Iowa. <input type="checkbox"/> Michigan. <input type="checkbox"/> 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 or B or C. If 4A, fill in the address, date and time.	4. The manner of service was <input type="checkbox"/> A. Individual: I gave a copy to the defendant personally at [Address] _____ on [Date] _____ at [Time] _____ o'clock <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
If 4B, fill in the name of the business, name of the person you served, the address, date, and time.	<input type="checkbox"/> 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 <input type="checkbox"/> a.m. <input type="checkbox"/> 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.	<input type="checkbox"/> 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 <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Before leaving a copy, I made the following efforts to serve the defendant, owner, or partner personally: _____
See <u>Pre-Judgment: Basic Steps to Small Claims Service</u> (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.

▶ _____

Signature

Print or Type Name

Date

Have the Notary Public sign and date.

State of _____

County of _____

Subscribed and sworn to before me on _____

Notary Public/Court Official

Name Printed or Typed

My commission/term expires: _____