

Enter the name of the county in which this case was filed.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">STATE OF WISCONSIN, CIRCUIT COURT,</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">COUNTY</div>
Enter the Plaintiff(s)' and Defendant(s)' names as listed on the Summons and Complaint.  Complete one form for each defendant served.  Each individual owner or partner must be served separately.  Enter the case number.	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Plaintiff(s):</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;">-VS-</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Defendant(s):</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>

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

Case No. \_\_\_\_\_

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

For 1, check the box to indicate the state where you live.

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.

For 4, check A, B, or C.

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

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

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

See Form SC-6050V, Pre-Judgment: Basic Steps to Small Claims Service.

**I DECLARE THAT:**

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

☐ **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.

☐ **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: \_\_\_\_\_

**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)