

## FORM SUMMARY

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

**Form Number:** SC – 5120V

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**Statutory Reference:** §§801.11 and 801.14, 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 individual, or another person who is a sole proprietor or partner, can provide the necessary information concerning that service.

**Who Completes It:** The person who has formally served documents on a person 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.**