

Enter the name of the county in which you are filing, or have already filed, this case.	STATE OF WISCONSIN, CIRCUIT COURT, _____ COUNTY	
Enter the Plaintiff's name.	Plaintiff(s): _____ _____	Affidavit of Mailing (Small Claims) Case No. _____
Enter the Defendant's name.	-VS- Defendant(s): _____	
Enter the case number.	_____	

<p>After you have mailed the summons and complaint, or other document, you must complete the information to the right.</p>	<p>I DECLARE THAT:</p> <p>I placed in an envelope a copy of the following documents:</p> <p><input type="checkbox"/> Authenticated Copy of the Summons and Complaint</p> <p><input type="checkbox"/> Motion: _____</p> <p><input type="checkbox"/> Other: _____</p>
<p>Enter the date [month, day, year] on which you placed the documents in a mailbox, and the name(s) and address(es) of the person to whom you mailed them.</p>	<p>I mailed that envelope with proper postage affixed on [Date] _____ to:</p> <p>Name _____</p> <p>Address _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Name _____</p> <p>Address _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p>

Sign this document WITHOUT a Notary Public.

<p>Provide a declaration under criminal penalty of false swearing in lieu of a sworn statement.</p> <p>You do not have to take the document to a Notary Public if you provide an unsworn declaration.</p>	<p>I declare under the criminal penalty of false swearing that the information I have provided is true and accurate.</p> <p>▶ _____ Signature</p> <p>_____ Name Printed or Typed</p> <p>_____ Address</p> <p>_____ Email Address</p> <p>_____ Date</p> <p>_____ Telephone Number</p> <p>_____ State Bar No. (if any)</p>
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