

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): _____ _____
Enter the Defendant's name.	-VS- Defendant(s): _____ _____
Enter the case number.	Affidavit of Mailing (Small Claims) Case No. _____

<p>After you have mailed the summons and complaint, or other document, you must complete the information to the right.</p>	<p>UNDER OATH, I STATE:</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>
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>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>

STOP!

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

After you have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public.	<p style="text-align: center;">▶ _____ Signature</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Print or Type Name</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
Have the Notary Public sign, date, and seal the document.	<p>State of _____</p> <p>County of _____</p> <p>Subscribed and sworn to before me on _____</p> <p style="text-align: center;">_____ Notary Public/Court Official</p> <p style="text-align: center;">_____ Name Printed or Typed</p> <p>My commission/term expires: _____</p>