

FORM SUMMARY

Name of Form: Affidavit of Mailing (Small Claims)

Form Number: SC – 5130V

Statutory Reference: §§799.12 and 801.14, Wisconsin Statutes

Benchbook Reference:

Purpose of Form: To provide a document, under oath, by which a person who has served documents by mail upon another person can provide the necessary information concerning that service.

Who Completes It: The person who has actually prepared and mailed the documents fills out the information concerning the documents that were mailed, 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: Generally none.

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.