

## FORM SUMMARY

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**Name of Form:** Declaration of Mailing (Small Claims)

**Form Number** SC-5130V

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**Statutory Reference:** §§799.12, 801.14, Wisconsin Statutes

**Benchbook Reference:**

**Purpose of Form:** To provide a document 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, then signs this declaration of mailing.

**Distribution of Form:** Original is filed with the court.

**Accompanying Forms:**

**New Form/Modification:** Modification; last update 09/24.

**Modifications:** Removed references to affidavit as part of 23 Wis Act 245 (unsworn declaration).

**Comments:**

**About this Form:** This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

**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.**

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**