

PRINT in BLACK ink

Enter the name of the county in which you are filing, or have already filed, this case.

STATE OF WISCONSIN, CIRCUIT COURT,
_____ **COUNTY**

For Official Use

Enter the **Plaintiff's** name.

Plaintiff(s): _____

Enter the **Defendant's** name.

-vs.-

Defendant(s): _____

Enter the case number.

Affidavit of Mailing

Case No. _____

After you have mailed the summons and complaint, or other document, you must complete the information to the right.

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.

UNDER OATH, I STATE:

I placed in an envelope a copy of the following documents:

Authenticated Copy of the Summons and Complaint

Motion: _____

Other: _____

I mailed that envelope with proper postage affixed on (date) _____ to:

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

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.

Signature

Print or Type Name

Date

Subscribed and sworn to before me

on _____

(Seal)

Notary Public, State of Wisconsin

Have the Notary Public sign, date, and seal the document.

My commission expires: _____