

Enter the name of the county in which this case was filed.

Enter the **Plaintiff's** name as it is listed on the Summons and Complaint.

Enter the **Defendant's** name as it is listed on the Summons and Complaint.

Enter the case number.

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

Plaintiff(s): _____

-vs-

Defendant(s): _____

Amended

**Affidavit of Service of
 SC-500, Summons and Complaint
 Eviction
 (Small Claims)**

Case No. _____

UNDER OATH, I STATE:

For 1, check the box to indicate the state where you live.

Note: A party in this case **cannot personally** serve the summons and complaint on the defendant.

For 3, make sure that the served copy was signed at the time of service. Include the time, date, place, manner of service, and upon whom service was made.

For 4, check 4A, or 4B, or 4C. If 4A, fill in the address, date and time.

If 4B, fill in the name, address, date, and time.

If 4B, also explain what other efforts you made to find and serve the defendant personally before you left a copy with someone else

If 4C, fill in the dates.

If 4C, also explain what other efforts you made to find and serve the defendant personally before you attached and mailed a copy.

See Pre-Judgment: Basic Steps to Small Claims Service (SC-6050V).

1. I am an adult resident of the State of
 Wisconsin. Illinois. Iowa. Michigan. Minnesota.
2. I am am not a plaintiff in this case.
3. I served an authenticated copy of the Small Claims Summons and Complaint. At the time of service, I signed my name **on the copy that was served** [For example, on the back or in any blank space] and indicated the time, date, place, manner of service, and upon whom service was made.
4. The manner of service was
 - A. I gave a copy to the defendant personally at
 [Address] _____ on
 [Date] _____ at [Time] _____ o'clock in the a.m. p.m.
 - B. I could not give a copy to the defendant personally even after reasonable effort(s). I left a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's home. I informed that person of the contents of the papers.

 I left a copy with [Name] _____ at
 [Address] _____ on
 [Date] _____ at [Time] _____ o'clock in the a.m. p.m.

 Before leaving a copy, I made the following efforts to serve the defendant personally: _____.
 - C. I could not give a copy to the defendant personally or leave a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's home even after reasonable efforts were made.
 Therefore:
 - I attached a copy onto some part of the premises where it could be conveniently read on [Date] _____, which was at least 7 business days before the court date, **and**
 - I mailed a copy to the defendant's last known address on [Date] _____, which was at least 5 business days before the court date.

Before leaving and mailing a copy, I made the following efforts to serve the defendant personally or leave a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant's home: _____.

STOP!

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

After you, the server, have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public.

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

State of _____

County of _____

Subscribed and sworn to before me on _____

Notary Public/Court Official

Name Printed or Typed

My commission/term expires: _____

This notarial act involved the use of communication technology.



Signature

Name Printed or Typed

Address

Email Address

Telephone Number

Date