

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

<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>
<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>	<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.

<p>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>	<p>State of _____</p> <p>County of _____</p> <p>Subscribed and sworn to before me on _____</p> <p>_____</p> <p style="text-align: center;">Notary Public/Court Official</p> <p>_____</p> <p style="text-align: center;">Name Printed or Typed</p> <p>My commission/term expires: _____</p> <p><input type="checkbox"/> This notarial act involved the use of communication technology.</p>	<div style="text-align: center;"> </div> <p style="text-align: center;">Signature</p> <hr/> <p style="text-align: center;">Print or Type Name</p> <hr/> <p style="text-align: center;">Address</p> <hr/> <p>Email Address _____ Telephone Number _____</p> <hr/> <p>Date _____ State Bar No. (if any) _____</p>
<p>Have the Notary Public sign, date, and seal the document.</p>		