

## FORM SUMMARY

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**Name of Form:** Admission of Service

**Form Number:** FA-4119V

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**Statutory Reference:** §801.10(4)(c), Wisconsin Statutes

**Benchbook Reference:** FA 2

**Purpose of Form:** To provide a document by which a party can voluntarily accept service of documents without the need for formal service of process through a third person or agency.

**Who Completes It:** Pro Se person who wants to avoid formally serving documents will generally complete the document. The person who is voluntarily accepting service will sign it when she or he gets the documents.

**Distribution of Form:** Original will be filed with the court after the person accepting the documents has signed it. A copy would normally be provided to the person who has signed the document.

**Accompanying Forms:** The documents for which service is being accepted.

**New Form/Modification:** Modified; last update 05/17.

**Modification:** Pursuant to 2019 WI Act 30, updated to add party/attorney address, email address and telephone number.

**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.

**As a *pro se* form, its use is NOT mandatory but it is required to be accepted and distributed by the circuit courts of the State of Wisconsin.**