

## FORM SUMMARY

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**Name of Form:** Affidavit of Service

**Form Number:** FA-4120V

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**Statutory Reference:** §801.10, Wisconsin Statutes

**Benchbook Reference:** FA-2

**Purpose of Form:** To provide a document by which a person who has served documents on another person can sign under oath the necessary information concerning that service.

**Who Completes It:** The person who has formally served documents on a person fills out the information concerning the date and time of service and the documents served. That person then seeks out a notary public and, after being sworn, signs the document. The notary public will complete the notarial section.

**Distribution of Form:** Original will be filed with the court after it has been signed and notarized.

**Accompanying Forms:** The documents for which service is being made will be given to the process server along with a copy of this Affidavit.

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

**Modification:** Deleted "SEAL".

**Comments:** None

**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.**