

## FORM SUMMARY

---

**Name of Form:** Affidavit of Mailing

**Form Number:** FA-4121V

---

**Statutory Reference:** §801.14, Wisconsin Statutes

**Benchbook Reference:** FA 2

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

**Who Completes It:** The person who has actually prepared and mailed the documents fills out the information concerning the documents that were mailed, 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:** Generally none.

**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.**