

Enter the name of the county in which you are filing, or have already filed, this case.	<b>STATE OF WISCONSIN, CIRCUIT COURT,</b> <hr/> <b>COUNTY</b>	
Enter the Plaintiff's name.	Plaintiff(s): _____	
Enter the Defendant's name.	-vs-	
Enter the case number.	Defendant(s): _____	
After you have mailed the summons and complaint, or other document, you must complete the information to the right.	<b>I DECLARE THAT:</b> I placed in an envelope a copy of the following documents: <input type="checkbox"/> Authenticated Copy of the Summons and Complaint <input type="checkbox"/> Motion: _____ <input type="checkbox"/> Other: _____	
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(s) to whom you mailed them.	I mailed that envelope with proper postage affixed on [Date] _____ to: Name _____ Address _____ Address _____ City _____ State _____ Zip _____  Name _____ Address _____ Address _____ City _____ State _____ Zip _____	

**Declaration of Mailing  
(Small Claims)**

Case No. \_\_\_\_\_

**Sign this document WITHOUT a Notary Public.**

**I declare under the criminal penalty of false swearing that the information I have provided is true and accurate.**

►  
Signature \_\_\_\_\_

Name Printed or Typed \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

State Bar No. (if any) \_\_\_\_\_

Provide a declaration under criminal penalty of false swearing in lieu of a sworn statement.

You **do not** have to take the document to a Notary Public if you provide an unsworn declaration.