


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): _____ _____	Declaration of Mailing (Small Claims) Case No. _____
Enter the Defendant's name.	-VS- Defendant(s): _____ _____	
Enter the case number.		
After you have mailed the summons and complaint, or other document, you must complete the information to the right.	I DECLARE THAT: 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: <div style="display: flex; justify-content: space-between;"> <div> Name _____ Address _____ Address _____ City _____ State _____ Zip _____ </div> <div> Name _____ Address _____ Address _____ City _____ State _____ Zip _____ </div> </div>	

Sign this document WITHOUT a Notary Public.

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.

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)