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| --- | --- | --- | --- |
| 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):  -vs-  Defendant(s): | |
| **Affidavit of Mailing**  **(Small Claims)**  Case No. |
| Enter the **Defendant’s** name. |
| Enter the case number. |
| **After** you have mailed the summons and complaint, or other document, you must complete the information to the right. | **UNDER OATH, I STATE:**  I placed in an envelope a copy of the following documents:  Authenticated Copy of the Summons and Complaint  Motion:  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 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 | | |
| **STOP!**  **Take this document to a Notary Public BEFORE you sign it.** | | | |
| After you have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public. | State of  County of  Subscribed and sworn to before me on    Notary Public/Court Official    Name Printed or Typed  My commission/term expires:  This notarial act involved the use of communication technology. | ►  Signature    Print or Type Name    Address    Email Address Telephone Number    Date State Bar No. (if any) | |
| Have the Notary Public sign, date, and seal the document. |