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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 TypedMy 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. |