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| Enter the name of the county in which this case was filed. | **STATE OF WISCONSIN, CIRCUIT COURT,**  **COUNTY** |  |
| Enter the name(s) as listed on the Summons and Complaint**.** | Plaintiff(s):    -vs**-**  Defendant(s): |
| Enter the name(s) as listed on the Summons and Complaint.  Enter the case number.  **Complete one form for each defendant served.** |
| **Affidavit of Service**  **(Non-Eviction)**  **Individual/Sole Proprietorship/**  **Partnership**  Case No. |
| For 1, check the box to indicate the state where you live.  **Note:** A party in this case **cannot** serve the summons and complaint on the defendant. | **UNDER OATH, I STATE:** | |
| 1. I am an adult resident of the State of:  Wisconsin.  Illinois.  Iowa.  Michigan.  Minnesota. | |
| 2. I am not a plaintiff in this case. | |
| For 3, make sure that the served copy was signed at the time of service, and also included the time, date, place, manner of service, and upon whom service was made. | 3. I served an authenticated copy of the Small Claims Summons and Complaint on [Name of defendant served]       . At the time of service, I signed my name **on the copy that was served** [for example, on the back or in any blank space] and indicated the time, date, place, manner of service, and upon whom service was made. | |
| For 4, check A or B or C.  If 4A, fill in the address, date and time.  If 4B, fill in the name of the business, name of the person you served, the address, date, and time.  If 4C, fill in the name, address, date, and time.  If 4C, also explain what other efforts you made to find and serve the defendant personally before you left a copy with someone else.  See *Pre-Judgment: Basic steps to Small Claims Service* (SC-6050V). | 4. The manner of service was:  A. **Individual:** I gave a copy to the person who I knew to be the defendant at:  [Address]       on  [Date]       at       o’clock  a.m.  p.m.  B. **Sole proprietor/partnership:** I gave a copy to the defendant who is a sole proprietor or partner doing business under the name of       by serving [Name]       at [Address]       on  [(Date]       at       o’clock  a.m.  p.m.  I believe the person I served is the owner or a partner.  C. **Substituted service:** I could not give a copy to the defendant, owner, or partner personally even after reasonable effort(s). I left a copy with a competent adult or a member of the family at least 14 years of age currently living in the defendant’s, owner’s, or partner’s home. I informed that person of the contents of the papers.  I left a copy with [Name]       at: [Address]       on  [Date]       at       o’clock  a.m.  p.m.  Before leaving a copy, I made the following efforts to serve the defendant, owner, or partner personally: | |

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|  | **STOP!**  **Take this document to a Notary Public BEFORE you sign it.** |

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| **After you, the server, have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public.** | ►  Signature    Print or Type Name    Date | |
| Have the Notary Public sign, date, and seal the document. | State of  County of  Subscribed and sworn to before me on    Notary Public/Court Official    Name Printed or Typed  My commission/term expires: | ***(Seal)*** |