

**PRINT in BLACK ink**

Enter the name of the county in which you are filing, or have already filed, this case.

**STATE OF WISCONSIN, CIRCUIT COURT,**  
\_\_\_\_\_ **COUNTY**

*For Official Use*

Enter the **Plaintiff's** name.

Plaintiff(s): \_\_\_\_\_  
\_\_\_\_\_

Enter the **Defendant's** name.

**-vs.-**

Defendant(s): \_\_\_\_\_  
\_\_\_\_\_

Enter the case number.

**Affidavit of Mailing**

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

**A**fter you have mailed the summons and complaint, or other document, you must complete the information to the right.  
  
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.

**UNDER OATH, I STATE:**

I placed in an envelope a copy of the following documents:

- Authenticated Copy of the Summons and Complaint
- Motion: \_\_\_\_\_
- Other: \_\_\_\_\_

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

Subscribed and sworn to before me

on \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Wisconsin

(Seal)

My commission expires: \_\_\_\_\_

Have the Notary Public sign, date, and seal the document.