

Enter the name of the county in which this case was filed.

STATE OF WISCONSIN, CIRCUIT COURT,
_____ COUNTY

Enter the **Plaintiff's** name as it is listed on the Summons and Complaint.

Plaintiff(s): _____

-vs-

Defendant(s): _____

Amended

**Affidavit of Service of
SC-500, Summons and Complaint
Corporation or Limited Liability
Company (LLC) - Non-Eviction
(Small Claims)**

Case No. _____

Enter the **Defendant's** name as it is listed on the Summons and Complaint.

Enter the case number.

Note: A party in this case **cannot** serve the summons and complaint on the defendant.

UNDER OATH, I STATE:

For 1, check the box to indicate the state where you live.

- 1. I am an adult resident of the State of
 Wisconsin. Illinois. Iowa. Michigan. Minnesota.

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.

- 2. I am not a plaintiff in this case.
- 3. I served an authenticated copy of the Small Claims Summons and Complaint. 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 4A, or 4B, or 4C.

- 4. The manner of service was
 A. I gave a copy to the person who I knew to be an officer, director or managing agent of the corporation/LLC with [Name] _____ at [Address] _____ on [Date] _____ at [Time] _____ o'clock a.m. p.m.
- B. I could not give a copy to an officer, director or managing agent of the corporation/LLC personally even after reasonable effort(s). I left a copy with the person who is apparently in charge of the office. I informed that person of the contents of the papers. I left a copy with [Name] _____ at [Address] _____ on [Date] _____ at [Time] _____ o'clock a.m. p.m.

If 4A, fill in the address, date and time.

If 4B, fill in the name, address, date, and time.

If 4B, also explain what other efforts you made to find and serve the officer personally before you left a copy with someone else.

Before leaving a copy, I made the following efforts to serve the defendant personally: _____

See *Pre-Judgment: Basic Steps to Small Claims Service* (SC-6050V).

- C. I gave a copy to an agent authorized by appointment or by law to accept service of the summons for the defendant.

STOP!

Take this document to a Notary Public BEFORE you sign it.

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.

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: _____

This notarial act involved the use of communication technology.

▶ _____

Signature

Print or Type Name

Address

Email Address

Telephone Number

Date