

***Appendix to
Local Rules of the
First Judicial District
State of Wisconsin***

Effective March 1, 2009

Milwaukee County Form CV 1: Affidavit of Personal Service

Case Name: _____

Case Number: _____

Document served:

Summons and Complaint

Notice of Motion and Motion

Person served: _____

Address where served: _____

Date and time of service: _____

Other pertinent information:

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time stated above.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____

Milwaukee County Form CV 2: Affidavit of Substitute Service

Case Name: _____

Case Number: _____

Document served:

Summons and Complaint

Notice of Motion and Motion

Person to be served: _____

Unsuccessful attempts:

Date: _____

Time: _____

Other pertinent information:

Substitute service upon: _____
Name

Relationship to person upon whom service is intended (and age, if not an adult)

Address where served: _____

Date and time of service: _____

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time stated above.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____

**Milwaukee County Form CV 3:
Affidavit of Personal Service on Corporation
or Limited Liability Company**

Case Name: _____

Case Number: _____

Document served:

Summons and Complaint

Notice of Motion and Motion

Corporation or LLC served: _____

**Served officer, director,
managing agent or
registered agent**

Name: _____

**Served person apparently
in charge of office of officer,
director or managing agent**

Name: _____

Address where served: _____

Date and time of service: _____

Other pertinent information:

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time state above.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____

Milwaukee County Form CV 4: Affidavit of Reasonable Diligence

Case Name: _____

Case Number: _____

Document to be served:

- Summons and Complaint Notice of Motion and Motion

Person to be served: _____

Address(es) where service attempted: _____

Reason(s) to believe person could be served at this (these) address(es): _____ (e.g., contract document, skip trace, directory (specify by name), etc.)

Unsuccessful attempts:

Date: _____

Time: _____

Other pertinent information:

Forwarding address requested from post office, but none available

Additional leads pursued: _____ (e.g., internet directory (specify by name), other database (specify by name), etc.)

I certify that despite reasonable diligence the above-named person could not be served.

Signature: _____

Process Server Name: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public, State of Wisconsin
My commission expires: _____