

## Instructions for Affidavit of Service by Mail Form

The Affidavit of Service by Mail is the sworn statement that the party serving papers, **other than the Summons and Complaint**, actually mailed those papers to the other party on the date indicated at the correct address with the correct postage.

- The Affidavit of Service by Mail may only be completed after the papers/documents listed are placed in the United States Mail.
- Complete the top portion of the Affidavit of Service by Mail (the “caption”). This information will be the same as on the other documents, i.e. Summons, Complaint, etc.
- Fill in the blanks as indicated on the Affidavit.
- Make a photocopy of the Affidavit for your file. The original will be filed with the Clerk of Courts.
- **You must sign and date the Affidavit in the presence of a notary public or clerk of court. Make sure to bring identification to show the notary public or clerk of court. A notary public can usually be found at the bank and sometimes at the courthouse.**

