

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. The Affidavit of Service by Mail must be signed in front of a Notary Public or the Clerk of Courts. An Affidavit of Service by Mail that is not signed in front of a Notary Public or the Clerk of Courts is invalid.

