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.

STATE OF SOUTH DAKOTA)	IN CIRCUIT COURT
COUNTY OF)	JUDICIAL CIRCUIT
Plaintiff,	DIV
vs.	AFFIDAVIT OF SERVICE BY MAIL
Defendant	
I,(Name of person who mail	, being sworn, state that on led documents)
	, 20, I served the following papers:
(List all papers mailed to t	he other party)
by placing true copies of the documents	•
(Name of other party)	(Other party's address)
in the City of	, State of, Zip Code
and depositing the envelope, with suffici	ient postage, in the United States Mail at
(Place mailed from) Dated, 20	_•
	Signature of Person Who Mailed Documents (Sign only in front of a Notary or Clerk of Courts)
Sworn/affirmed before me this,	Name: (Printed)
If Notary, my commission expires:(SEAL)	