

STATE OF SOUTH DAKOTA

IN CIRCUIT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ JUDICIAL CIRCUIT

_____ <div style="text-align: right;">Plaintiff</div> vs  _____ <div style="text-align: right;">Defendant</div>	FILE NO: _____  <div style="text-align: center;"><b>AFFIDAVIT OF SERVICE BY MAIL</b></div>
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Complete this **Affidavit of Service by Mail** only after you have mailed a copy of the **Motion and Notice for Hearing** and the **Affidavit in Support of Motion** (if you completed one) to the other party. Make sure to make a copy of all documents for your file. The originals will be filed with the Clerk of Court. **You must sign and date this Affidavit in front of a notary public or the Clerk of Court. Be sure to bring identification.** A notary public can usually be found at a bank or the courthouse.

I, \_\_\_\_\_, the Plaintiff / Defendant (circle one) in the above-named case, swear under oath that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, I served the: ☐ **Motion and Notice of Hearing** ☐ **and Affidavit in Support of Motion (if applicable)** on the opposing party by placing a true and correct copy of the documents in an envelope addressed to \_\_\_\_\_, the Plaintiff / Defendant (circle one) in this matter, at this address \_\_\_\_\_, in the City of \_\_\_\_\_, State of \_\_\_\_\_, Zip Code \_\_\_\_\_, and depositing the envelope, with sufficient postage, in the United States Mail at the City of \_\_\_\_\_, State of \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sworn/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public/Clerk of Court  
 If Notary, my commission expires:

(SEAL)

\_\_\_\_\_  
 Signature (Date & sign in front of Notary/Clerk)

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_