AFFIDAVIT OF SERVICE

For a court case: Court: _____ Case No. _____

_____, [ ] Plaintiff [ ] Petitioner, v. _____, [ ] Defendant [ ] Respondent.

For a legal notice that is not part of a court case, the documents relate to this matter:

_____

State of _____ County of _____

1. THE SERVER

I, _____, of _____, state under oath as follows.

I am at least 18 years old and (check one): [ ] not a party to this case or matter [ ] the person who gave the notice, and I served it myself [ ] an agent or employee of the person who gave the notice.

Process server registration or certification number, if any: _____. I received the documents for service on _____ at _____.

2. DOCUMENTS SERVED

I served copies of the following documents (check each): [ ] Summons [ ] Complaint [ ] Petition [ ] Subpoena [ ] Motion [ ] Court order [ ] Notice [ ] Civil case cover sheet [ ] Other: _____

3. SERVICE

Party served (person or business, as named on the papers): _____

[ ] Personal service. On _____ at _____, I personally delivered the documents to the party served, or to _____ (name and title) as a person authorized to accept service for the party served, at _____.

[ ] Substitute service. On _____ at _____, I left the documents at _____, which is [ ] the dwelling or usual place of abode [ ] the usual place of business or office of the party served, with _____ (name), whose relationship to the party served is _____. I told that person the general nature of the documents (check if true): [ ]

[ ] Service by mail. On _____, I served the documents by mailing copies to the party served at _____ by [ ] first-class mail [ ] certified mail, return receipt requested [ ] certified mail [ ] registered mail [ ] express or overnight delivery service, with postage or delivery charges prepaid, from _____ (city).

[ ] Posting and mailing. On _____ at _____, I posted the documents at _____ in this place: _____.

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[ ] Follow-up mailing (after substitute service or posting). On _____, I also mailed copies of the documents to the party served at _____ by _____, with postage or delivery charges prepaid, from _____ (city).

[ ] Another method. On _____ at _____, I served the documents on the party served at _____ in this way: _____

Tracking or article number, if mailed: _____. A copy of the signed return receipt is attached (check if true): [ ]

Description of the person who received the documents: _____

4. EARLIER ATTEMPTS

Before the service described above, I tried to serve the documents at these times and places (date, time, address and result):

1. _____

2. _____

3. _____

5. OTHER FACTS AND FEE

Other facts about the service: _____

My fee for serving the documents is $_____.

6. OATH

I declare under penalty of perjury under the laws of _____ that the statements in this affidavit are true and correct. I understand that a knowingly false statement in this affidavit is perjury and may be punished by law.

City and state where signed: _____

SIGNATURES

Server

Signature: _____ Date: _____

Printed Name: _____

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NOTARY JURAT

State of _____ County of _____

Subscribed and sworn to (or affirmed) before me on _____ by _____, who proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Public: _____ Printed name: _____ My commission expires: _____ (Seal)

Note: some states, including California and Florida, require the notary to use a jurat in the state's own wording, and many courts have their own proof of service form. California requires Judicial Council form POS-010 for proof of service of a summons.

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