



PLAINTIFF/PETITIONER:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

**PROOF OF SERVICE OF CIVIL SUBPOENA  
FOR PERSONAL APPEARANCE AT TRIAL OR HEARING**

1. I served this Civil Subpoena for Personal Appearance at Trial or Hearing by personally delivering a copy to the person served as follows:

- a. Person served (name):
- b. Address where served:

- c. Date of delivery:
- d. Time of delivery:

- e. Witness fees (check one):
  - (1)  were offered or demanded and paid. Amount: ..... \$ \_\_\_\_\_
  - (2)  were not demanded or paid.

f. Fee for service: ..... \$ \_\_\_\_\_

2. I received this subpoena for service on (date): \_\_\_\_\_

3. Person serving:

- a.  Not a registered California process server.
- b.  California sheriff or marshal.
- c.  Registered California process server.
- d.  Employee or independent contractor of a registered California process server.
- e.  Exempt from registration under Business and Professions Code section 22350(b).
- f.  Registered professional photocopier.
- g.  Exempt from registration under Business and Professions Code section 22451.
- h.  Name, address, telephone number, and, if applicable, county of registration and number

**I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: \_\_\_\_\_

▶ \_\_\_\_\_  
(SIGNATURE)

**(For California sheriff or marshal use only)**  
I certify that the foregoing is true and correct.

Date: \_\_\_\_\_

▶ \_\_\_\_\_  
(SIGNATURE)