

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address):  <hr/> <p style="text-align: center;">TELEPHONE NO.: <span style="margin-left: 150px;">FAX NO. (Optional):</span></p> <p>E-MAIL ADDRESS (Optional): <span style="float: right; border: 1px solid black; padding: 2px;">Ref. No. or File No.:</span></p> <p>ATTORNEY FOR (Name):</p>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF / PETITIONER:  DEFENDANT / RESPONDENT:	
<b>PROOF OF SERVICE OF SUMMONS</b>	CASE NUMBER:

1. At the time of service I was at least 18 years of age and not a party to this action.

2. Party served (*specify name of party as shown on documents served*):

3. I served copies of the summons and:

- a.  complaint
- b.  cross-complaint
- c.  other (*specify documents*):

4. Address where the party was served:

5. I served the party (*check proper box*):

- a.  **by personal service.** I personally delivered the documents listed in item 3 to the party (Code Civ. Proc., § 415.10)  
 (1) on (*date*): (2) at (*time*):
- b.  **by substituted service.** I left the documents listed in item 3 to the party with or in the presence of (*name and title or relationship to respondent*):
  - (1)  **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the party. I informed him or her of the general nature of the papers.
  - (2)  **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the respondent. I informed him or her of the general nature of the papers.

PLAINTIFF / PETITIONER:	CASE NUMBER:
DEFENDANT / RESPONDENT:	

5. b. (3) on (date): \_\_\_\_\_ at (time): \_\_\_\_\_

(4) I thereafter mailed (by first-class, postage prepaid) copies to the party at the place where the copies were left. (Code Civ. Procedure 415.20b) on (date): \_\_\_\_\_

(5) A **declaration of diligence** is attached stating actions taken first to attempt personal service.  
-or-

c.  **by mail and acknowledgement service.** I mailed the documents listed in item 3 to the party, to the address shown in item 4, by first-class mail, postage prepaid,

(1) on (date): \_\_\_\_\_

(2) from (city): \_\_\_\_\_

(3)  with two copies of the Notice and Acknowledgment of Receipt (form 982(a)(4)) and a postage-paid return envelope addressed to me. (Attach completed Notice and Acknowledgment of Receipt (form 982(a)(4).) (Code Civ. Procedure, § 415.30)

(4)  to an address outside California (by registered or certified mail with return receipt requested) (Attach signed return receipt or other evidence of actual delivery to the respondent.) (Code Civ. Procedure, § 415.40)

d.  **by other legal means** (specify code section):

Additional page describing service is attached.

6. The "Notice of Person Served" (on the summons) was completed as follows:

as an individual defendant.

as the person sued under the fictitious name of (specify): \_\_\_\_\_

On behalf of (specify): \_\_\_\_\_

under:  CCP 416.10 (corporation)

CCP 416.60 (minor)

other: \_\_\_\_\_

CCP 416.20 (defunct corporation)

CCP 416.70 (conservatee)

CCP 416.40 (association or partnership)

CCP 416.90 (individual)

**7. Person who served papers**

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Telephone number: \_\_\_\_\_

I am:

(1)  Exempt from registration under Business and Professions Code section 22350(b).

(2)  Not a registered California process server.

(3)  Registered California process server.

(i)  Employee or independent contractor.

(ii) Registration no.: \_\_\_\_\_

(iii) County: \_\_\_\_\_

d. **The fee** for service was: \$ \_\_\_\_\_

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

or

9.  **I am a California sheriff, marshal, or constable and** I certify that the foregoing is true and correct.

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

\_\_\_\_\_  
(NAME OF PERSON WHO SERVED PAPERS)

\_\_\_\_\_  
(SIGNATURE OF PERSON WHO SERVED PAPERS)