

# AFFIDAVIT OF SERVICE

County of \_\_\_\_\_  
State of \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

**I. SERVER.** I, \_\_\_\_\_ (“Server”), declare under penalty of perjury that the following documents were delivered and served in the following manner:

**II. DOCUMENTS.** The documents served are described as: \_\_\_\_\_.

**III. RECIPIENT.** The above-mentioned documents were delivered to:

a.) Defendant/Respondent: \_\_\_\_\_ (“Recipient”)

b.) Address/Location: \_\_\_\_\_

c.) Date: \_\_\_\_\_, 20\_\_\_\_ Time: \_\_\_\_:\_\_\_\_  AM  PM

**IV. DELIVERY.** The Recipient received the documents by: (check one)

- **Mail.** The Server sent the documents in the mail by: (check all that apply)

- Standard Mail

- Electronic Mail (E-Mail)

- Certified Mail (with return receipt)

- FedEx

- UPS

- Other

- **Direct Service.** The Server handed the documents to a person identified as the Recipient.

- **Someone at the Residence.** The Server handed the documents to someone who identified as living at the residence and stated their name is:

\_\_\_\_\_.

- **Someone at the Workplace.** The Server handed the documents to someone who identified to be the Recipient’s co-worker and stated their name is:

\_\_\_\_\_.

- **Leaving at the Residence.** The Server left the documents in the following area: \_\_\_\_\_.

- **Recipient Rejected Delivery.** The Server delivered the documents to the Recipient in-person and did not accept delivery.

- **Other.** \_\_\_\_\_.

**V. VERIFICATION.** I declare under penalty of perjury under the laws located in this State that the foregoing is true and correct.

**Server’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

